

RECRUITMENT REPRESENTATIVE  
REFERENCE GUIDE  
2009



# Durham College

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# Durham College



## Profile

Durham College is one of Ontario's premier educational institutions. Established in 1967 in Oshawa, the College has campuses in Ajax-Pickering, Beaverton, Oshawa, Port Hope, Port Perry, Uxbridge and Whitby. Durham College has a proven history of contributing significantly to the economic and social development of its students and the surrounding community. Exercising leadership by offering relevant courses with a market-driven approach and emphasizing good corporate citizenship while meeting educational needs; Durham College has earned an excellent reputation for delivering results to both students and employers. In fact, Durham has received the highest student satisfaction rating of the six Greater Toronto Area colleges for six years in a row!

Durham College offers over 80 post-secondary programs such as Business Administration – Operations Management, Electronics Engineering, Graphic Design, Public Relations, Pharmaceutical and Food Science Technology and Web Development.

Our world-class Skills Training Centre in Whitby, which is home to our skilled trades and apprenticeship programs, is also the headquarters for our Corporate Training Services, which provides specialty and contract training to individuals and employers.

At Durham College emphasis is given to building a learning community that is increasingly supportive of student success in all its facets - intellectually, emotionally, socially and physically. We challenge students to participate in student life programming that promotes intellectual growth and encourages the development and integrity of the whole person.

The Student Life office welcomes the student voice and assists students in developing new initiatives. The office liaises with the SA (Student Association), student centre, residence, athletics, student clubs, student liaisons, health and wellness centre, and all student support services to promote student activities and enhance student satisfaction.

To learn more about Durham College's programs offerings, please visit [www.durhamcollege.ca](http://www.durhamcollege.ca)

## LOCATION



## The Region of Durham

With a population of more than half a million, the Regional Municipality of Durham, located just 45 minutes east of Toronto, offers a wealth of entertainment and cultural amenities. The city of Oshawa, where Durham College is located, has just been named one of the fastest growing and wealthiest cities in Canada.

## Transportation

Local transit provides easy access to GO bus and train service (with daily service to Toronto), Greyhound bus service, Via rail passenger and commuter trains. Certain weekday GO trains can take you from Oshawa to downtown Toronto in only 45 minutes. From Union Station it's a short walk to the Air Canada Centre, Rogers Centre (formerly Sky Dome), the Hummingbird Centre, CN tower and the Eaton Centre as well as hundreds of shops, restaurants and clubs.

- <http://www.region.durham.on.ca/>
- <http://www.durhamregion.com/>
- <http://www.durhamcentral.com/>
- <http://www.oshawa.ca/>

## Why Choose Durham College?

- Located less than an hour from Toronto, Ontario
- Innovative, market driven programs –some unique in Canada

- Fully-networked, state-of-the-art campus

### **Durham College Schools**

- School of Applied Sciences, Apprenticeship, Skilled Trades & Technology
- School of Business, Information Technology and Professional Management
- School of Career Development and Continuing Education
- School of Media Arts and Design
- School of Health and Community Studies
- School for Communication, Language and General Studies
- School of Justice

### **Program List for September 2008**

#### **School of Applied Sciences, Apprenticeship, Skilled Trades & Technology**

Biotechnology Technologist -- Ontario College Advanced Diploma (3 year)

Biomedical Engineering Technology -- Ontario College Advanced Diploma (3 year)

Chemical Engineering Technology -- Ontario College Advanced Diploma (3 year)

Electronics Engineering Technician (2-year) / Electronics Engineering Technology (3-year) -- Ontario College Diploma/Ontario College Advanced Diploma

Environmental Technology -- Ontario College Advanced Diploma (3 year)

Industrial Automation and Robotics -Mechtronics -- Ontario College Advanced Diploma (3 year)

Mechanical Engineering Technician (2-year)/Mechanical Engineering Technology (3-year) -- Ontario College Diploma / Ontario College Advanced Diploma

Mechanical Engineering Technician - Non-Destructive Evaluation-- Ontario College Diploma (2 year)

Pharmaceutical and Food Science Technology -- Ontario College Advanced Diploma (3 year)

#### **School of Business, Information Technology and Professional Management**

Business (2-year) / General – Transfer Program to UOIT Bachelor of Commerce (Hons.) – Ontario College Diploma

Business (2-year) / Business Administration (3-year) - Accounting -- Ontario College Diploma

Business (2-year) / Business Administration (3-year) - General -- Ontario College Diploma

Business (2-year) / Business Administration (3-year) - Human Resources -- Ontario College Diploma

Business (2-year) / Business Administration (3-year) - Marketing -- Ontario College Diploma

Business (2-year) / Business Administration (3-year) - Operations Management -- Ontario College Diploma

Computer Programmer – Ontario College Diploma (2 year)

Computer Programmer Analyst – Ontario College Advanced Diploma (3 year)

Computer Systems Technician (2-year) / Computer Systems Technology (3-year) – Ontario College Diploma / Ontario College Advanced Diploma

## **School of Career Development and Continuing Education**

Academic Upgrading - College Preparation -- Certificate  
University Preparation -- Certificate  
Office Administration -- Ontario College Certificate  
Office Administration - Executive -- Ontario College Diploma (2 year)  
Office Administration - Legal -- Ontario College Diploma (2 year)  
Office Administration - Medical -- Ontario College Diploma (2 year)  
Office Administration- Legal (compressed) -- Ontario College Diploma (2 year)

## **School of Media Arts and Design**

Animation - Computer Arts -- Ontario College Advanced Diploma (3 year)  
Foundations in Art and Design -- Ontario College Certificate (1 year)  
Game Development – Ontario College Certificate (2 year)  
Graphic Design -- Ontario College Advanced Diploma (3 year)  
Journalism - Print (2yr)/Journalism Print and Broadcast (3yr) -- Ontario College Advanced Diploma  
Multimedia Design -- Ontario College Advanced Diploma (3 year)  
Pre-Media -- Ontario College Certificate (1 year)  
Public Relations -- Ontario College Advanced Diploma (3 year)  
Web Developer -- Ontario College Diploma (2 year)

## **School of Health & Community Services**

Communicative Disorders Assistant -- Ontario College Graduate Certificate  
Dental Reception and Administration -- Ontario College Certificate  
Early Childhood Education -- Ontario College Diploma (2 year)  
Fitness and Health Promotion - Ontario College Diploma (2 year)  
Nursing - Collaborative (BScN) (UOIT/Durham) -- Bachelor of Science in Nursing (Honours)

## **School for Communication, Language and General Studies**

English for Academic Purposes - Certificate  
General Arts and Science – Ontario College Certificate  
General Arts and Science – English for Academic Purposes  
General Arts and Science – University Articulation – Ontario College Diploma

## **School of Justice**

Law and Security Administration -- Ontario College Diploma ((2 year)  
Legal Administration/Law Clerk -- Ontario College Advanced Diploma (3 year)

## **Program Start Dates**

Durham College has one major intake starting each September. Select programs also have a January intake. Most students who enter Durham College in January will register for the spring and/or summer semester so they can catch up on their courses. Students who enter in January may begin third semester the following September, upon successful completion of all first and second semester courses.

Important: If you have students interested in coming to Durham College in January, consult with the International Education Office first to ensure that this is an available option.

## **Post-Secondary Start Dates**

- September 8, 2009
- January 4, 2010

## **EAP Start Dates**

- May 4, 2009
- June 29, 2009
- September 8, 2009
- November 2, 2009

At the present time the Durham College EAP program is changing. In January 2009 we will only be teaching Levels 3 thru 8. The lower levels will no longer be offered. We are going to have a Language school on campus to teach all levels of the English program starting May 2009. Until then all Letters of Offer will have a condition on it that if they test below the lowest level we offer they will go to the Language provider until May. Then they can come back on-campus with the language school.

## **What is Basic Proficiency in English?**

The lowest level of the EAP program is Level 3. This is an ELEMENTARY level.

TOEFL (Test of English as a Second Language) score between 97 - 200 Computer-Based Test (CBT), 400 - 540 Paper-Based Tests (PBT), 32-73 Internet-Based Test (iBT) or equivalent is

## **International Student Profile and Services**

In just eight years, the Durham College has welcomed over 400 international students to its campus. International students now make up 1.5% of Durham College's full time student population and these students come to the college from over 15 different countries. Countries currently represented include: Bermuda, Brazil, China, Ghana, Hong Kong, India, Kenya, Korea, Malaysia, Nigeria, Russia, Saudi Arabia, Sri Lanka, Thailand, and USA.

Durham College is committed to providing international students with a high level of customer service and support. The International Education Office provides the following services:

- International Peer mentoring Program
- Immigration (study permits, re-entry visa) counselling & support
- International student events (on and off campus)
- Resource materials
- New student orientation
- Information sessions on working in Canada, taxation,
- Liaison with on-campus services – Accounting, Career and Employment, Health Services, Learner Support, Academic Advising etc.

## **Application Procedures & Admission Requirements**

Applying to Durham College:

Students can apply to Durham College using our direct international application form. This application can be printed from our website at [www.durhamcollege.ca/international](http://www.durhamcollege.ca/international) and distributed to students. Application fee: \$100.00 CAD

Process for Submitting Applications to Durham College:

1. Recruitment representative will courier all completed application forms with attached documentation to:

Attention: Sarah Edwards  
 International Office  
 Durham College  
 2000 Simcoe Street North  
 Oshawa, Ontario L1H 7K4 CANADA

- **Note: Identify all application forms with agency stamp.**

2. Recruitment representative will notify Sarah Edwards (sarah.edwards@durhamcollege.ca) that a package has been sent. Please include a list of the applicants in this email (student name, program of interest, EAP required or not)

3. Durham College will email recruitment representative to confirm the package has been received. All applications must have a signed “international applicant information release form” attached.

4. Durham College will email recruitment representative with any problems or missing document requests within 2-3 days of receiving the package. If students require English language proficiency, Durham College will provide students with a letter of acceptance to their college program of choice and the English for Academic Purposes program.

5. Durham College will process all completed applications in 10 days or less. Once the applications have been processed, Durham College will provide recruitment representative with an update on each applicant by email.

6. Durham College will courier all letter of acceptance packages directly to recruitment representative unless we have a current address for the student.

### Important Dates:

International post-secondary application deadline	February 1, 2009(applications will be accepted after this date provided that space is available)
EAP Applications	EAP applications are accepted all year-round
Residence application deadline	June 12, 2009
Registration for new students	July 2-6, 2009 (on line registration process)
Fee payment deadline	August 1, 2009 (upon registering for their courses, students will be able to view their full account details online)

### Admission Criteria (Ontario)

High School Applicants from Ontario require:

- Completion of OSSD or equivalent or be 19 yrs or older
- Entrance requirements as listed in the College Calendar per specific program.

### Admission Criteria (China)

High School Applicants from China require:

- successful completion of the (PRC) Senior High School Graduation Examinations
- successful completion of the Chinese National College Entrance Examinations
- the required prerequisites courses for their program of choice (see chart below),
- the minimum required admission average for their program of choice, the minimum required score on a recognized test of English proficiency (i.e. TOEFL min. score of 550 (written) or 213 (computer based), iBT Overall Score 79 with Subscores (Reading, Listening, Speaking, Writing) of not less than 19, IELTS (7), MELAB (85) or CAEL (70, with no band below 60).

*Students who meet the above criteria with the exception of the English language proficiency will be considered for a conditional letter of acceptance to the college based on completion of the English for Academic Purposes Program with Durham College.*

**Admission Grade Range – China - Secondary Students (1996-present):**

80-100%      A      4.0

70-79%      B      3.0

60-69%      C      2.0

Below 60%    indicates a fail.

***\*If the grading scale on the applicant’s transcript differs from the grading scale above, the grading scale on the applicant’s transcript will be used.***

**Transfer Applicants:**

Students interested in receiving transfer credits for course work completed at another post secondary institution must fill out transfer request form from the International Office and mail it in. Detailed course descriptions, including texts books used, and an official transcript must be submitted with the application. Only students who have received an offer of admission from Durham College and have an equivalent “C” grade or higher in the courses they have requested for transfer will be considered for advanced standing.

The following required documentation **must** be submitted by individuals applying to any program at Durham College:

- Final grade from the applicant’s last year of high school and verification that a high school diploma has been awarded.
- Any documentation from previously completed post-secondary education.
- We will accept any of the following methods of submitting transcripts, marks sheets, high school diploma, college diploma, and/or degree certificate.
- An original transcript, marks sheets, high school diploma, college diploma and/or degree certificate sent directly from the institution in a sealed envelope. (If the transcript is not accompanied by an official English translation, then a photocopy of the original will be provided to the applicant by the Registrar's Office so that an official translation can be obtained).
- An original transcript that the applicant has in his/her possession. This original may or may not be in a sealed envelope. If this original cannot be left by the applicant, then a staff from the Registrar's Office will review the document and take a photocopy. The photocopy will be initialed and dated by the Registrar's Office staff.
- A notarized photocopy (photocopy from original). A stamp or seal must appear on the photocopy along with the seal of a Notary Public and information pertaining to the Notary Public (name, title, address).
- Note: If a transcript is not in English, then an official English translation and the original language version is required (a translation alone is not acceptable). The translator must be certified and indicate this with a stamp or seal and signature on the documentation.

Please send all documentation to:

Sarah Edwards  
International Office  
Durham College  
2000 Simcoe Street North  
Oshawa, ON, Canada  
L1H 7K4

### **English Language Proficiency Requirements:**

All applicants are required to give evidence of their oral and written proficiency in English. This requirement can be satisfied with one of the following criteria:

- their mother tongue or first language is English
- they have studied full-time for at least three years (or equivalent in part-time studies) in a secondary school or college where the language of instruction and examination was English
- they have achieved the required proficiency on one of the tests in English language acceptable to the Durham College(see below)

### **Recommended Scores – English Language Proficiency Tests (higher scores may be required)**

- TOEFL (computer based) 213
- TOEFL (paper based) 550
- iBT Overall Score 79 with Sub-scores (Reading, Listening, Speaking, Writing) of not less than 19
- IELTS 6.5
- MELAB 75
- CAEL 70

If a student does not meet the above English language requirements then they will be assessed for the Durham College English for Academic Purposes program. In order to receive a conditional offer of admission to Durham College, the applicant must meet all other admission criteria for the college.

### **Accommodation**

#### On Campus Residence

All students entering first year at Durham College in September 2009 are guaranteed a residence room if application for residence is received by the June 12, 2009 deadline. Residence applications will be sent to each student along with the letter of acceptance.

Our residences have been designed to foster a sense of community -- a place for living and learning. Students have three options for residence.

**Option One:** Living in Simcoe Village with a furnished double room, semi-divided for privacy, which includes a three-piece bath with tub or shower, and kitchenette with microwave.

**Option Two:** Living in Simcoe Village with a furnished suite featuring two private bedrooms, kitchenette, fridge, microwave and three-piece bath.

**Option Three:** Is the South Village Residence, which opened in September 2004. This residence offers furnished suites with two private bedrooms, kitchenette, fridge, microwave and three-piece bath. The South Village features a modern dining hall. Students living in South Village are required to purchase one of our compulsory campus dining plans (see below for details).

Every suite has cable television, Internet access, a work area, telephone, and also includes light housekeeping services.

South Village and Simcoe Village offer many other amenities, such as controlled access buildings, on-site management, security, furnished lounges, study rooms, tutorial space, on-site laundry, individually controlled air conditioning/heating, and many social areas.

## **Residence fees**

Residence fees are charged for an eight-month period (September-April) and are due at the beginning of the fall semester. These are the fees set for the 2008-2009 academic year, and prices are subject to change for the following academic year.

Simcoe Village:

- South Hall/Central Hall - \$4,800
- North Hall - \$5,690

South Village:

- All suites - \$5,400

## **Campus Dining Plans**

Students living in the South Village residence must choose one of the compulsory dining plans below. The costs listed below are based on the 2008-2009 rates and are subject to change. All other students may choose to purchase one of the voluntary dining plans. Campus dining plans consist of a set number of meals per week and a credit account, which may be used to purchase food from on-campus eating facilities. (Prices subject to change)

### **Compulsory Plans:**

- **The Ultimate:** 14meals per week plus \$300.00 of flex dollars = \$3,674.00
- **The Hearty Eater:**12 meals per week plus \$350.00 of flex dollars = \$3,593.00
- **The Commuter:** 10meals per week plus \$425.00 of flex dollars = \$3,308.00
- **The Commuter II:**320 meals per year plus \$450.00 of flex dollars = \$3,456.00
- **The Light Eater:**250 meals per year plus \$450.00 of flex dollars = \$2,922.66

### **Voluntary Plans**

- **The Ultimate:** 14meals per week plus \$300.00 of flex dollars = \$3,674.00
- **The Hearty Eater:**12 meals per week plus \$350.00 of flex dollars = \$3,593.00
- **The Commuter:** 10meals per week plus \$425.00 of flex dollars = \$3,308.00
- **The Commuter II:**320 meals per year plus \$450.00 of flex dollars = \$3,456.00
- **The Light Eater:**250 meals per year plus \$450.00 of flex dollars = \$2,922.66
- **The Mini Plan:** 200meals per year plus \$500.00 of flex dollars = \$2,465.02
- **The Freedom:** 150meals per year plus \$550.00 of flex dollars = \$2,103.47
- **The Flexible Diner:**100 meals per year plus \$350.00 of flex dollars = \$1,318.29
- **The Ultimate Flex:**\$1,500.00 of flex dollars = \$1,525.00

To learn more about residence at Durham College, please visit <http://residence.theplace2be.ca/>  
**Off Campus Accommodation**

Durham College's Housing Office solicits student accommodation with local residents. A list of available housing is updated online each week (<http://www.places4students.com/>). As well, the list is posted in the Housing Information Centre on the second floor of the Gordon Willey Building.

## Financial Matters

### Cost Estimate for 2008-09

The fees and charges listed below are to provide an estimate of the cost of one year at the Durham College and should only be used as a guide. After registration, each student will receive a detailed assessment of fees due.

Fees may be paid in cash or by certified cheque, money order, direct debit, Visa, MasterCard, or American Express. Payments are to be made payable to Durham College. Please do not send cash in the mail. Tuition deferments may be available for students experiencing financial difficulties. Tuition, activity fees, and student organization fees are assessed on a yearly (2 semester) basis and are due one month before classes begin each semester.

<b>Durham College Tuition Fees - International</b>	<b>\$11442.00</b>
<b>Activity Fees</b>	\$920.14
<b>Locker</b>	(Optional) \$13.00
<b>Graduation Fee</b>	\$30.00
<b>Health Insurance Plan</b>	\$560.00
<b>Laptop Lease</b>	\$1600.00
<b>Residence/Accommodation</b>	\$5600.00
<b>Meals</b>	\$2500.00
<b>TOTAL ESTIMATE</b>	<b>\$22665.14 CAD</b>

## Agent Invoicing Procedures

To receive commission for the students you have recruited to Durham College, you must follow the following procedure:

### 1. **Submit an invoice to my attention by October 1, February 1, June 1,**

Please direct all invoices to :  
Sarah Edwards  
International Education Officer  
2000 Simcoe Street North  
Oshawa, Ontario, L1H 7K4  
Canada

Invoices will be accepted by Mail or by fax 905-721-3140
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### 2. **List the following information for EACH student recruited through your agency:**

- ❖ Student ID Number
- ❖ Student's full name
- ❖ Program of study
- ❖ Start date (e.g. September 2009, October 2009, January 2010, March 2010, May 2010)

### 3. **State payment instructions as "Make cheques payable to:"**

- ❖ Agency name
- ❖ Contact person
- ❖ Mailing address
- ❖ Phone number and email contact

Please note the following:

- ❖ Commission is only paid for visa students who applied to Durham College from OUTSIDE of Canada. Durham College does not pay commission for visa students who studied in Canada prior to arriving at Durham College.
- ❖ Invoices will only be paid if the student information is clearly stated and verified by the International Office.
- ❖ Invoices must be sent by the **DEADLINE DATE (Please see above)**
- ❖ Commission will only be paid for students who are currently enrolled in full time studies at Durham College. If a student dropped out of Durham College prior to the 10<sup>th</sup> day of classes, commission will not be paid.
- ❖ **Commission is determined by the Tuition fee amount only no other fees are included in the amount.**

## Contact Information

Mathew Gennaro  
Coordinator, International Projects & Research  
International Office  
2000 Simcoe Street North  
Oshawa, ON L1H 7K4  
Canada  
[Mathew.Gennaro@durhamcollege.ca](mailto:Mathew.Gennaro@durhamcollege.ca)  
905.721. 2000 ext. 2269