

Application Package

Canadian Dealer Academy - Automotive Dealership
Management Graduate Certificate 

Cohort 44 (November 2026 - Halifax, Nova Scotia)

Eligibility Requirements and What to do to Apply

You must meet **ONE** of the following criteria (Option A or B)

Option A: Post-Secondary Graduate

- Accredited College diploma (2+ years program) OR university degree
- Official transcripts sent directly to Georgian College

Request official transcripts be mailed to:

Attn: Admissions (AUDM), Office of the Registrar C170, Georgian College, One Georgian Drive, Barrie, ON L4M 3X9

OR emailed to: **admissions@georgiancollege.ca** with "**AUDM Transcripts**" in subject line)

Option B: Industry Experience Route

- Letter of Intent (1-2 pages explaining why you're applying)
- Resume (Min. 3-5+ years of Canadian automotive industry experience, detailed, chronological)
- Letter of Recommendation from current employer (on company letterhead, signed)

With attention to **Sebrina Westbrooke – AUDM Program Manager**

Application Checklist

- ☐ Completed Part-Time Study Application Form
- ☐ **\$100 Application Fee** (credit card info on application form)
- ☐ Supporting documents (Letter of Intent, Resume, Letter of Recommendation - if using Option B above)
- ☐ FOI Consent Form (only if someone else will communicate with Georgian on your behalf)

Ready to Submit?

Email your application package to: **AUDM@GeorgianCollege.ca**

Official transcripts must be sent directly to: **Admissions@GeorgianCollege.ca**

What Happens Next?

You will receive written notification of your application decision via email from the AUDM Program Office. If accepted, your letter will include details on course registration and next steps.

Questions? Contact the **AUDM Program Office** at **AUDM@GeorgianCollege.ca** or call toll-free: **1-888-331-5343**

PERSONAL IDENTIFICATION			
Student ID number		Date of Birth (mm-dd-yyyy)	Email
Last name (Family name) (Previous last name)		First name (Given name)	Middle name
Address		Home phone number	
City	Province	Postal code	Cell phone number

☐ Male
 ☐ Female
 ☐ Undeclared

First Language: ☐ English ☐ French ☐ Other (please specify) _____

Have you registered at Georgian prior to this term? ☐ Yes ☐ No

Status in Canada

☐ Canadian Citizen
 ☐ Permanent Resident
 ☐ International Student

Basis for Admission Consideration (check one)

☐ Secondary School graduate (by first day of class • transcripts required)
 ☐ College or University Transfer (transcripts required)
 ☐ Mature Student (19 years of age or older by first day of class and no secondary school diploma • arrange for testing)

A \$100 application fee is applicable

PROGRAM SELECTION		Program Length	Semester (i.e. 3)	Start date Year/Month
PROGRAM (MAJOR)	CAMPUS	☒ 1 year ☐ 2 year ☐ 3 year ☐ 4 year		☒ Fall ☐ Winter ☐ Summer Year <u>2026</u>
Automotive Dealership Management	Halifax			
	COHORT 44			

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. This information may be used and/or disclosed for administrative, statistical and/or research purposes of the college and/or ministries and agencies of the government of Ontario and the government of Canada, including, but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may also be contacted by ministry- or college-authorized third parties for your voluntary participation in surveys to evaluate student and graduate experiences and outcomes. Information will also be shared with third party service providers who are retained by the college to provide services to students or act as agents of the college (working in accordance with privacy guidelines). Georgian is required to report student level enrolment-related data to the Ministry of Training, Colleges and Universities under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The Ministry collects this data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. By consenting, you are authorizing Georgian to use your personal information for processing your application, acceptance or registration as well as taxation, student insurance or funding purposes.

Signature of Applicant

Date

For Office Use Only			
Application entered	Coordinator approved	Applicant informed	Invoice sent
Amount Paid \$ _____	Signature _____	Date _____	

Method of Payment: PREPAID CREDIT CARDS CANNOT BE PROCESSED FOR PAYMENT

☐ Cash (do not send cash in the mail)
 ☐ Certified Cheque/Money Order
 ☐ MasterCard
 ☐ Visa
 ☐ American Express

Credit Card # _____ Expiry Date _____ / _____ CVV _____

(3 or 4 digit number)

Email completed package to: AUDM@GeorgianCollege.ca

If you would like a member of the Georgian College staff to communicate or release your personal information to someone outside of the organization please indicate your consent below. Please note that this release of information is **entirely optional and voluntary**.

First name:	Last name:
Student ID # (if applicable):	

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Georgian College is compliant with the Freedom of Information and Protection of Privacy Act, 1990 (FIPPA), and endeavours to protect your information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than to facilitate the release of information that you consent to.

Consent will be in place for one year from date below, but may be revoked in writing at any time. In no way does revoking this consent affect the delivery of services to you. In every instance where information is shared, your contact will require specific and detailed instructions on what information can be shared.

For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at 705.722.1511, or Registrar@GeorgianCollege.ca; for more information about FIPPA, please contact the Access and Privacy office at 705.728.1968 ext., 5770, or AccessPrivacy@GeorgianCollege.ca.

Pursuant to FIPPA section 21(1)(a), I consent to the release and exchange of personal information by Office of the Registrar staff with the individual(s) named below:

Name(s)	Relationship to student or signatory	Nature of information to be released or exchanged
		I hereby authorize Georgian College to release information pertaining to the following (please check): Application Financial (tuition and fees only – not Financial Aid or OSAP related) Registration Courses/grades Other (please specify): _____

Student signature: _____ Date (mm/dd/yyyy): _____

Signature of witness _____

Email completed package to: AUDM@GeorgianCollege.ca



Program Information

Schedule, Orientation & Cohort 44 Details

Program Orientation

Mandatory In-Person Attendance

Monday, November 2, 2026

2:00 PM - 5:00 PM

Venue information will be provided to successful candidates.

Orientation takes place the afternoon before Day 1 of your first course (AUDM 1000 Dealership Management). Attendance is mandatory.

First Course: AUDM 1000 Dealership Management

In-class dates: Tuesday, November 3 - Thursday, November 5, 2026

Hours: 9:00 AM - 4:00 PM daily

Location: TBC

Accommodations: Hotel information will be sent to accepted students

Cohort 44: Course Schedule

Halifax, Nova Scotia (Eastern Region Cohort) - November 2026 to Fall 2027

Term	Course Code	Course Name	Online Dates	On-Site Dates
Fall 2026	AUDM 1000	Dealership Management	Nov 2 – Dec 18	Nov 3 - 5
Winter 2027	AUDM 1001	Financial Management	Jan 18 – Mar 5	Feb 2 - 4
Winter 2027	AUDM 1002	Customer Experience	Mar 8 – Apr 23	Mar 9 - 11

Spring 2027	AUDM 1003	Parts/ Accessories Management	Apr 26 – Jun 11	May 4 - 6
Summer 2027	AUDM 1004	Service Management	June 14 – Jul 30	June 22 - 24
Summer 2027	AUDM 1005	New/Used Sales Management	Aug 9 – Sept 24	Aug 17 - 19
Fall 2027	AUDM 1006	Growth/ Opportunity Capstone Plan	Oct 18 – Dec 3	Online only (1- hour virtual)

Please Note:

Dates are tentative and subject to change.

You will be notified 1-2 months before each course when registration opens.

Do NOT book travel until registration opens for each specific course.

AUDM 1006 Capstone is entirely online and requires successful completion of all 6 previous courses.

Program completion: Fall 2027

Attendance Policy

Mandatory Attendance

All on-site dates are mandatory for all 3 days in full - no exceptions. If you cannot attend scheduled dates, contact the AUDM Office to inquire about options in other cohort locations.

Questions about the program schedule or policies?

Contact the **AUDM Program Office** at **AUDM@GeorgianCollege.ca** or call toll-free: **1-888-331-5343**

Last Updated: September 2026