

AUTOMOTIVE
BUSINESS SCHOOL
of Canada
- EST. 1985 -

 **Canadian Dealer Academy**
(Automotive Dealership Management
Graduate Certificate Program)

ADMISSIONS INFORMATION PACKAGE

September 2024

Cohort 34: Barrie, Ontario
(Central Region Cohort)

APPLICATION PROCESS:

To apply for these course offerings, please contact **Avery Perrier** (Academic Support Clerk) via email at Avery.Perrier@GeorgianCollege.ca or call toll-free: 1-888-331-5343.

Please Note: A \$75 Application Fee is required for processing.

How to Apply

1. Applicants must meet one of the following criteria for admissions requirements:

- a) Graduated from a post-secondary institution i.e. in possession of either a College Diploma (*min. 2 or 3-year program*) or University Degree.

When applying using Official Transcripts:

- Official transcripts are required by Georgian directly from your post-secondary institute (**must have completed a College Diploma from a 2- or 3-year program and/or University Degree**).
- Request from your previous institution that official transcripts can be mailed directly to:

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

- Or instead, please have your previous institution email your official transcripts directly to: admissions@georgiancollege.ca ("AUDM Transcripts" in the subject line, if possible).

OR

- b) If you do not have a College Diploma or University Degree, please submit the following required 3 documents for evaluation:

- **Letter of Intent** (*min. 1 – 2 pages, highlighting your reasons for applying to take the specified courses*).
- **Resume** (*min. 3 – 5 years or more of working experiences in the Canadian automotive industry. Must be detailed and in chronological order*).
- **Letter of Recommendation** (*from your current employer. Must be on company letterhead and signed*).

2. **Complete the Part-Time Study Application Form.**

- Please complete all required details on the form and provide your legal name (preferred name can be listed anywhere on the form in brackets) and/or list any previous names in the appropriate boxes.
- Please include credit card information at the bottom of the form. This will be used for processing the \$75 Application Fee.

3. **Complete the FOI Consent Form** (if applicable).

- This document is required and mandatory to be completed, should anyone other than the applicant/student contact the college on their behalf for any reason. This form complies with the privacy legislation. Otherwise, should this form not be completed, the college will only communicate with the applicant/student directly as it deals with their own information and studies.
- Individual names are to be listed on the form, please also indicate the nature of the relationship to the student and check the boxes for type of information that can be released or exchanged.

4. **Email your completed Application Form, Consent Form and Supporting Documentation (i.e. Letter of Intent, Resume and Letter of Recommendation only) to: Avery.Perrier@GeorgianCollege.ca**

- Only official transcripts are to be emailed directly to: admissions@georgiancollege.ca

5. Written notification of your application decision will be emailed to you by Avery Perrier, to the email address that you have provided on the Application Form.

COURSE REGISTRATION:

- Once you have received your acceptance letter, you will be eligible to register for your first course and pay the required fees. *Information on when to register for your first course: **AUDM1000 Dealership Management** will be provided in the acceptance letter.*
- Students will be notified as to when course registration is available via the course registration email. This is emailed out to students, at least 1-month prior to the start of each scheduled course. Students are to register for 1 course at a time throughout the program.
- Payment will be due prior to the beginning of each class, at the time of their course registration via the online portal with regular credit card information (i.e., Master Card, VISA or American Express are accepted).

- Registration for courses will occur online via the Part-Time Studies website. Additional information will be provided in the course registration email sent by **Avery Perrier**, Academic Support Clerk (Avery.Perrier@GeorgianCollege.ca).

PLEASE ALSO NOTE:

- All Colleges and Universities in Canada are now mandated by the **Canada Revenue Agency** to collect **Social Insurance Numbers (SIN)**. This is a requirement for income tax purposes (T2202A Form). Once you have registered for your first course, you will receive your online access information and further how-to details). Please be sure to update your SIN electronically in Banner. As per security purposes, it cannot be recorded on the Application Form at the time of Admissions.

COURSE TUITION FEES

- **\$1,968.76** per course. Effective September 2024-25 Academic Calendar Year. Tuition fees will be subject to change for the next September 2025-26 Academic Calendar Year.
- There are no taxes on these credit-based courses. The tuition amount is purely tuition only.

CANADA-ONTARIO JOB GRANT:

- Employers who are based in Ontario may qualify for government funding to offset program costs. Employers are to apply for funding before the training begins (at least 3-weeks in advance).
- Please visit [Canada-Ontario Job Grant \(gov.on.ca\)](http://Canada-Ontario Job Grant (gov.on.ca)) for details.

ORIENTATION AND AUDM 1000 DEALERSHIP MANAGEMENT:

The first course in this cohort, begins with an in-class session and is scheduled for the **week of September 9th, 2024**.

- **Dinner Orientation is planned for the evening of Tuesday September 10th, 2024 (prior to Day 1 of the in-class portion). Orientation is mandatory to attend.**
- **In-class sessions begin at 9:00 am and are completed by 4:00 pm on Wednesday September 11th, Thursday September 12th, and Friday September 13th, 2024.**
- **In class sessions will be located at the Barrie Campus of Georgian College.**

As per program policies, on-dates are mandatory to attend and for all 3-days. **No exceptions.** Should a student not be able to attend the in-class dates, they will be instructed to not register for that course offering and to contact the AUDM Office to inquire about available options in the other cohort locations.

Further on-site information and suggested hotel accommodations will be sent to successful candidates.

If you have any questions, please contact Avery Perrier (Academic Support Clerk) directly.

Thank you,

Avery Perrier

**Academic Support Clerk, Canadian Dealer Academy
(Automotive Dealership Management program)**

<https://www.georgiancollege.ca/automotive-dealership-management/>

Georgian College | One Georgian Drive | Barrie ON | L4M 3X9

Toll free: 1-888-331-5343

Email: Avery.Perrier@GeorgianCollege.ca



Cohort 34 Timetable – Barrie, Ontario (Central Region)

Cohort 34 – Barrie, Ontario

Term	Online Start/End	On-Site	Course
Fall 2024		Sept 10	Program Orientation (6:00 PM – 7:30 PM)
	Sept 9 – Oct 25	Sept 11 - 13	AUDM 1000 DEALERSHIP MANAGEMENT
Fall 2024	Oct 28 – Dec 13	Nov 13 - 15	AUDM 1001 FINANCIAL MANAGEMENT
Winter 2025	Feb 3 – Mar 21	Feb 5 - 7	AUDM 1002 CUSTOMER EXPERIENCE
Winter 2025	Mar 31 – May 16	April 9 - 11	AUDM 1005 NEW AND USED SALES MANAGEMENT
Spring 2025	June 2 – July 18	June 11 - 13	AUDM 1003 PARTS/ACCESSORIES MANAGEMENT
Spring 2025	Aug 4 – Sept 19	Aug 13 - 15	AUDM 1004 SERVICE MANAGEMENT
Fall 2025	Oct 6 – Nov 21	N/A 1-hour Virtual Meeting	AUDM 1006 GROWTH/OPPORTUNITY CAPSTONE PLAN

Please Note: *AUDM 1006 Growth/Opportunity Capstone is entirely online. There is no on-site for this final course.

**The successful completion of the 6 previous courses are pre-requisites for taking Capstone.

Last Updated: May 2024

Please Also Note:

Dates are for guideline purposes and may be subject to change. The AUDM Office will notify students for each course, when registration opens approx. 1 month in advance, regarding the specific course dates. Please do not book flights until courses come up for registration throughout the program.

Attendance at all onsite dates are mandatory (for all 3 days) – no exceptions.



Application for Admission for Part-time Study

PERSONAL IDENTIFICATION			
Student ID number	Date of Birth (mm-dd-yyyy)	Email	
Last name (Family name) <small>(Previous last name)</small>		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 \$75 application fee is applicable

PROGRAM SELECTION		Program Length	Semester (i.e. 3)	Start date Year/Month
PROGRAM (MAJOR)	CAMPUS	<input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input type="checkbox"/> 4 year		<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer Year _____ 2024
Automotive Dealership Management		Barrie		
		COHORT 34		

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)



Consent to release and exchange information

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 purpose 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): <ul style="list-style-type: none"> <input type="checkbox"/> Application <input type="checkbox"/> Financial (tuition and fees only – not Financial Aid or OSAP related) <input type="checkbox"/> Registration <input type="checkbox"/> Courses/grades <input type="checkbox"/> Other (please specify): _____

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

Signature of witness _____