

**AUTOMOTIVE**  
**BUSINESS SCHOOL**  
*of Canada*  
- EST. 1985 -



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

**ADMISSIONS INFORMATION PACKAGE**

**May 2023**

**Cohort 30: Halifax, Nova Scotia**

Thank you for your interest in the Automotive Dealership Management (AUDM) Graduate Certificate program at Georgian College!

### APPLICATION PROCESS:

To apply for the AUDM program, please contact **Sarah Lockhart** (Academic Support Clerk), contact information below.

#### Please Note:

- A **\$75 application fee** is required.
- Official transcripts are required by Georgian directly from your post-secondary institute (must have completed a College Diploma and/or University Degree).
- ***Please request that any post-secondary institution previously completed (College and/or University) mail official transcripts directly to:***

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

***Transcripts can also be emailed directly by the institution to: [admissions@georgiancollege.ca](mailto:admissions@georgiancollege.ca). In the subject line, please indicate "AUDM Transcript".***

- ***If you do not have a completed post-secondary credential, please submit a full Resume (min. 3-5 years' experience in the automotive industry or more), a Letter of Intent (1-2 pages) highlighting your reason for applying to the program and your automotive experience; along with a Letter of Recommendation from your employer.***
- Email your completed application and supporting documentation (please do not send transcripts) to: [Sarah.Lockhart@GeorgianCollege.ca](mailto:Sarah.Lockhart@GeorgianCollege.ca)

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*Written notification of your application decision will be emailed to you by Sarah Lockhart, to the address you have provided on your application form.*

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### 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 **"Time to Register"** email. This is emailed out to students, at least 1-month prior to the start of each scheduled course.

- Payment will be due prior to the beginning of each class, at the time of their course registration.
- Registration for courses will occur online via the Part-Time Studies website. Additional information will be provided in the **"Time to Register"** email sent by **Sarah Lockhart**, Academic Support Clerk ([Sarah.Lockhart@GeorgianCollege.ca](mailto:Sarah.Lockhart@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 FEES

- **\$1,868.76** per course (effective September 2022-23 Academic Calendar Year).
- Tuition fees are subject to change for the September 2023-24 Academic Calendar Year.

#### 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 May 8<sup>th</sup>, 2023**.

- **Orientation is planned for the morning of Tuesday May 9<sup>th</sup>.**
- **In-class sessions begin at 9:00 am and are completed by 4:00 pm.**
- **In-class sessions will be held at a venue in Halifax, Nova Scotia.**

Information about the on-site location and hotel accommodations will be sent to successful candidates.

If you have any questions, please contact Sarah Lockhart (Academic Support Clerk) directly.

Thank you very much!

**Sarah Lockhart**  
**Academic Support Clerk, AUDM**  
 Direct: 1 249-388-1809  
 Toll Free: 1-888-331-5343  
 Email: [Sarah.Lockhart@GeorgianCollege.ca](mailto:Sarah.Lockhart@GeorgianCollege.ca)

### **Cohort 30 Timetable – Halifax, Nova Scotia**

#### Cohort 30 – Halifax, NS

Term	Online Start/End	On-Site	Course
Spring 2023		May 9	Program Orientation (AM on Day 1 of On-Site)
	May 8 – June 23	May 9 - 11	AUDM 1000 DEALERSHIP MANAGEMENT
Summer 2023	July 3 – Aug 18	July 18 – 20	AUDM 1001 FINANCIAL MANAGEMENT
Fall 2023	Sept 25 – Nov 10	Oct 3 - 5	AUDM 1005 NEW AND USED SALES MANAGEMENT
Winter 2024	Jan 15 – Mar 1	Jan 16 - 18	AUDM 1002 CUSTOMER EXPERIENCE
Winter 2024	Mar 11 – Apr 26	Mar 19 - 21	AUDM 1003 PARTS/ACCESSORIES MANAGEMENT
Spring 2024	May 6 – Jun 21	May 14 - 16	AUDM 1004 SERVICE MANAGEMENT
Summer 2024	Jul 8 – Aug 23	1-hour WebEx	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.

\*\*Successful completion of the 6 previous courses are pre-requisites for taking AUDM 1006 Growth/Opportunity Capstone Plan.

\*\*\*This cohort will finish in the Summer 2024, with a Fall 2024 Apply to Graduate cycle.



# Application for Admission for Part-time Study

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 \$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 type="checkbox"/> Fall <input type="checkbox"/> Winter <input checked="" type="checkbox"/> Summer Year 2023
Automotive Dealership Management	Halifax			
<b>COHORT 30</b>				

**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 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 RRecords@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"> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Financial (tuition and fees only – not Financial Aid or OSAP related)</li> <li><input type="checkbox"/> Registration</li> <li><input type="checkbox"/> Courses/grades</li> <li><input type="checkbox"/> Other (please specify): _____</li> </ul>

Student signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Signature of witness \_\_\_\_\_