



## Apprenticeship Enrollment Information

### INSTRUCTIONS: HOW TO APPLY FOR APPRENTICESHIP CLASSES

Apprentice Training is delivered at NAIT’s Metro, Patricia, and Souch Campuses. Eligibility for apprenticeship training is determined by Apprenticeship and Industry Training, Department of Advanced Education. If you are eligible for training, you must contact the Registrar’s Office to enroll. Acceptance will be on a first come first served basis. **Full payment is required at time of enrollment. Apprentice will be dropped from class if full payment is not received.**

**Approximately one month prior to class start date you may request that your name be placed on a wait list.**

For wait list start dates please refer to the NAIT website at [www.nait.ca](http://www.nait.ca)

### APPLICATIONS MAY BE MADE AS FOLLOWS:

- Phone: 780-471-6248 or Toll Free: 1-877-333-6248
- Fax: 780-471-8490
- Email – no longer accepted
- Mail or in person (see address below)

### REQUIRED FEES:

Class Length	Tuition	Student Association	Materials Fee	Total
4 weeks	\$380.00	\$36.46	\$65.00	\$481.46
5 weeks	\$475.00	\$36.46	\$65.00	\$576.46
6 weeks	\$570.00	\$43.75	\$65.00	\$678.75
7 weeks	\$665.00	\$51.04	\$65.00	\$781.04
8 weeks	\$760.00	\$58.33	\$65.00	\$883.33
10 weeks	\$950.00	\$72.92	\$65.00	\$1087.92
12 weeks	\$1140.00	\$87.50	\$65.00	\$1292.50

**NOTE:** Prices are subject to change without notice; please refer to the NAIT website at [www.nait.ca](http://www.nait.ca) for up-to-date information. Incidental fees may be assessed dependent upon trade and are payable on the first day of class. For Locker information please go to [www.nait.ca/lockerrental](http://www.nait.ca/lockerrental)

### METHOD OF PAYMENT:

Fees may be paid by Visa, MasterCard, American Express, Cash, Debit, Cheque, or by Purchase Order.

### REFUND POLICY:

In all cases a minimum fee of **\$100 will be withheld should you cancel** your enrollment prior to the first day of class. After classes start there will be no refund of fees.

### CONFIRMATION – NOTICE OF ACCEPTANCE AND TUITION RECEIPTS:

A formal notice of confirmation and a receipt of payment will be available on NAIT’s website [www.nait.ca](http://www.nait.ca) under MyNAIT Portal. It is the responsibility of the apprentice to share this information with their employer.

### ACCOMMODATION INFORMATION:

Information available through the Internet at [www.rentingspaces.ca](http://www.rentingspaces.ca)

### PARKING INFORMATION:

For parking information at all campuses call 780-471-6248.



OFFICE OF THE REGISTRAR

### **FOCUSED ON YOUR SUCCESS**

Your success is NAIT's prime concern. A range of services are available to help you make the most of your time here. If you are apprehensive about your studying abilities, you can complete an online self-test at [www.nait.ca/studyskills](http://www.nait.ca/studyskills): click on "A Good Place to Start". If you suspect you may require additional testing or assistance, please contact Counselling Services.

### **ACADEMIC SUCCESS CENTRE**

The Academic Success Centre provides advice and guidance to all students so that they can maximize their potential at NAIT. Service areas in the Academic Success Centre include Counselling, Services for Students with Disabilities (SSD), and Tutoring. NAIT HP Centre, W111PB, P 780.378.6133

### **Counselling Services**

Our counsellors can assist you with personal matters, study skills or other academic concerns. Consultation is free and completely confidential. If something is interfering with your learning, please do not hesitate to make an appointment. E [counselling@nait.ca](mailto:counselling@nait.ca), [www.nait.ca/counselling](http://www.nait.ca/counselling)

### **Services for Students with Disabilities (SSD)**

SSD's role is to support students with disabilities, providing everything from examination support and note-taking assistance, to disability-related services funding and more. If you have a learning disability please contact SSD as soon as you are enrolled to arrange for support, as this can take several weeks to set up. E [ssd@nait.ca](mailto:ssd@nait.ca), [www.nait.ca/ssd](http://www.nait.ca/ssd)

### **Tutoring**

NAIT's Tutorial Centres provide assistance on a drop-in basis at no charge. Any students that are having trouble with math, physics, or chemistry are welcome. Main Campus, A133, Patricia Campus, P152, Souch Campus, Z153a.

### **Financial Aid**

Funding options may be available for apprentices who are attending full-time technical training as part of the apprenticeship program, and demonstrate financial need. The Financial Aid office has application forms for Provincial and Federal Grant programs. For more information on additional funding options, applications and eligibility criteria please visit [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca), [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca). Main Campus, O111, P 780.491.1344 [www.nait.ca/financialaid](http://www.nait.ca/financialaid)

### **Scholarships and Bursaries**

There are several scholarships and student awards available to apprentices. Visit Student Awards for information on deadlines for application and application criteria. Student Awards Handbooks are available at all Campuses. Main Campus, 0101, P 780.491.3056 E [awards@nait.ca](mailto:awards@nait.ca), [www.nait.ca/scholarships](http://www.nait.ca/scholarships)

### **The Bookstore**

Besides providing required course materials, the Bookstore also sells stationery, bus passes and NAIT logo items. Main Campus, X114 Patricia Campus, P135 Souch Campus, Z155a [www.nait.ca/bookstore](http://www.nait.ca/bookstore)

11762 - 106 Street NW, Suite 1000  
Edmonton, Alberta Canada T5G 3H1  
PHONE 780.471.6248 FAX 780.471.8490 TOLL FREE 1.877.333.6248  
[askNAIT@nait.ca](mailto:askNAIT@nait.ca) [www.nait.ca](http://www.nait.ca)

*An Institute of Technology Committed to Student Success*



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### **The Tech Store**

Student pricing at the Tech Store! Save up to 75% on software! We sell a variety of technology products and accessories, from iPads, and iPods to the latest and greatest laptops. Apple Computers are educationally priced with your Student ID. Our certified technicians can service and repair your computer system at reasonable rates. Check us out on Facebook. NAIT HP Centre W101, **P**: 780.471.8390 [www.nait.ca/techstore](http://www.nait.ca/techstore)

### **McNally Library**

NAIT's library staff is happy to assist you seven days a week. You can also visit the library online and access many services and information resources without setting foot in the physical library. They deliver to several pick up locations, including Souch and Patricia Campuses. Remember to have your NAIT ID card when you come to the library. Main Campus, U310, **P** 780.471.8844 [www.nait.ca/library](http://www.nait.ca/library)

### **EnCana Aboriginal Student Centre**

The EnCana Centre provides Aboriginal students with the services and programs that are important in maintaining a sense of comfort and culture. The Centre provides access to computers and copiers, a study room and lounge, and is home base for an Aboriginal Student Advisor. Main Campus, E121, **P** 780.491.3917 **E** [aboriginalcentre@nait.ca](mailto:aboriginalcentre@nait.ca), [www.nait.ca/encana](http://www.nait.ca/encana)

### **NAITfye Apprenticeship**

First Year Experience Apprenticeship is here to help apprentices succeed in their program. Our goal is to improve communication with apprentices on all campuses to ensure you have access to all the services we have to offer at NAIT for you to be successful. Main Campus, O117, **P** 780.471.8824 **E** [apprentice@nait.ca](mailto:apprentice@nait.ca), [www.nait.ca/fye](http://www.nait.ca/fye)

### **Recreation**

Membership for the Fitness and Weight Centre (FWC) can be purchased for \$17.50 per month at the Fitness and Weight Centre desk located in S006 or in E134 on the Main Campus. A range of programs are also available, including intramurals, drop-in activities and registered classes. **P** 780.471.7713 [www.nait.ca/recreation](http://www.nait.ca/recreation)

### **Housing**

You can search for housing on the NAIT website under the Student Services tab and click on Housing Services under "Life on Campus". Once at the Housing Registry page, look on the right-hand side under Special Searches and click on Apprentice Students. You can also contact NAITSA for more information.

### **NAITSA**

The NAIT Student Association is a student-led organization run by elected representatives that provide students with exceptional events and services. You will receive a NAITSA Student Handbook at orientation, containing important apprenticeship information.

NAITSA advocates for apprenticeship students regarding institutional and governmental concerns. Main campus, E131, **P** 780.471.8855, [www.naitsa.ca](http://www.naitsa.ca)