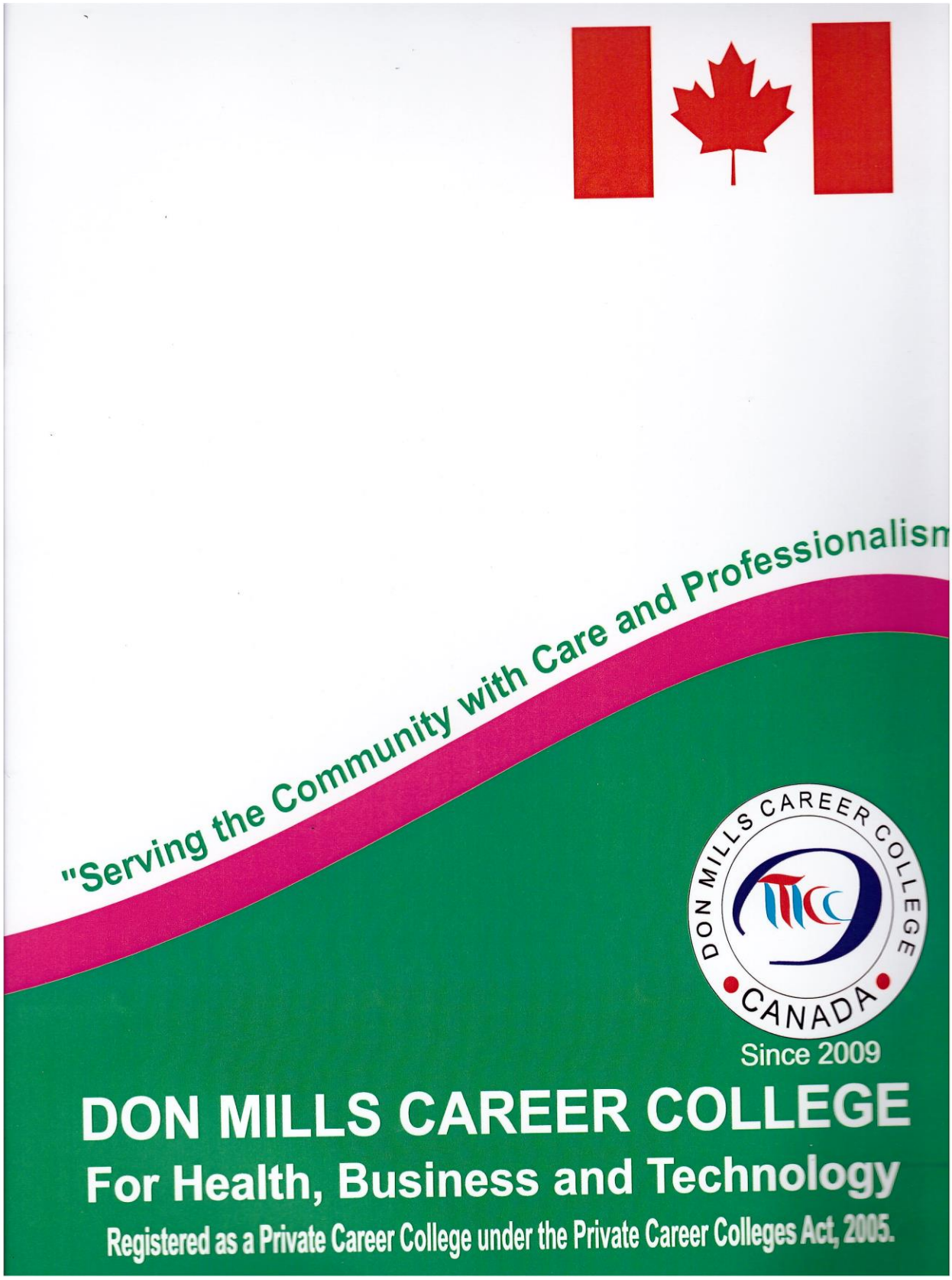
"Serving the Community with Care and Professionalism
DON MILLS CAREER COLLEGE
CANADA
Since 2009
DON MILLS CAREER COLLEGE
For Health, Business and Technology
Registered as a Private Career College under the Private Career Colleges Act, 2005.

ABOUT DMCC:

Don Mills Career College for Health, Business and Technology is a Private Career College provides a stimulating and supportive learning environment grounded in professional values and dedicated to the community. We provide challenging programs with extra-curricular activities designed to prepare students for the present job market. Our goal is to guide you on your path to success by providing superior training that will allow you to compete for the opportunities that exist in the job market. Our programs are available 7 days a week with flexible schedule and easy fee installments.

Don Mills Career College for Health, Business and Technology is committed to presenting a challenging curriculum, implementing to the best practices for our students in a nurturing setting. We take pride on delivering balanced programs where students can achieve great level of success in their education and career field.

Don Mills Career College for Health, Business and Technology promote active learning through experienced faculties. Our aim is to cultivate the learning skills of students and to help them to be effective and independent learners. We provide individual assistance that who seeks improvement of their learning skills by monitoring their academic progress.

Don Mills Career College for Health, Business and Technology provide a diversity of assistance. For academic program learning we focus on an individual, small group, group study and training sessions. We also support and assist students by providing student services. As part of our service we offer Career Assistance, Practicum Assistance, Home Work Assistance, Special Communication Classes, Computer Facility, and Workshops or Seminars to our students. The students also have an opportunity to be a member of the college and to be part of the Don Mills Career College Association.

Why choose DMCC?

- Ministry of Education approved programs
- Highly demanded diploma programs
- Experienced / qualified instructors & facilitators
- Individual assistance for academic learning and stimulating environment
- 7 days a week with flexible schedules
- Practical hands- on experience
- 100 % placement and job assistance
- Affordable tuition fees with easy fee installments
- Second Career, EI, ODSB students and new immigrants are welcome
- T2 tax form available for tuition fee deduction
- Easy access to public transportation

Our Faculty

At Don Mills Career College for Health, Business and Technology, all instructors are experienced specialists in their fields and hold advanced degrees. Our well-prepared instructors have the working knowledge to make you an expert and lead you step by step toward job readiness and required professional skills in the related field. The instructors are friendly and dedicated to the community services. Through our small size classrooms, we create an intense yet supportive learning environment. Our curriculums are flexible and it is developed based on the present requirements of the job market. Our respected faculty members are dedicated to student learning and committed to our society.

The staffs from Don Mills Career College for Health, Business, and Technology take great pride in our students and we are committed to providing the best possible assistance and expect only outstanding results from our students.

Diploma Programs

Post Graduate Diploma in Logistic and supply Chain Management
47 weeks program

The successful Post Graduate Diploma in Logistic and supply Chain Management graduate could expect to pursue a career in the many Inventory analyst, inventory clerk, inventory control clerk, inventory planner, Contract management officer contracts officer, energy asset surface land analyst, purchasing agent, Retail and wholesale buyer available in either a large corporation or a small business.

Module included in the program:

- **Essential Skills**
- **Microsoft Windows**
- **Microsoft Word**
- **Microsoft Excel**
- **Microsoft Excel II**
- **Microsoft Excel III**
- **Microsoft PowerPoint I**
- **Microsoft Access**
- **Marketing**
- **Fundamentals of Business Communications**
- **Introduction of Business Management**
- **Principles of Economics**
- **Fundamentals of Accounting**
- **Logistics & Supply Chain Management**
- **Procurement & Supply Chain Management**
- **Supply Chain Transportation Management**
- **Introduction to Enterprise Resource Planning**
- **Fundamentals of Project Management**
- **Job Search Techniques**
- **Introduction to Materials Management**
- **Supply Chain Sales and Distribution**
- **Operation & Supply Chain Management**

Early Childhood Assistant Duration : 36.5 weeks

Don Mills Career College graduates become child care professionals, who can work in diverse groups and accomplish complex objectives. We guide our students to a new level of creative and analytical thought from which they can envision new business approaches / possibilities, by transforming challenges into opportunities.

Module included in the program:

- Early Childhood Education Programs in Canada
- Early Childhood Practitioners Role and Work Environment
- Early Child Development
- Assessing Children's Development through Observation
- Guiding Social Behaviours
- Early Childhood Education Curriculum
- Health, Safety, Nutrition and Child Abuse
- Communication, Human Relations and Developing Career
- Practicum

Office administrator – General Duration: 27weeks

This course provides the core; fundamental skills employer looks for in administrative professionals.

The foundation of this program is on the development of strong administrative, word processing, and office support skills. Student then focus on obtaining the essential skills to fulfill the administrative requirements of basic office procedures.

The successful office administrator (OA) graduate could expect to purse a career in the many office support positions available in either a large corporation or a small business.

Module included in the program:

- Essential Skills
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Access
- Outlook & Email
- Communication Essentials
- Business Communications
- Office Procedures
- Accounting Essentials
- Employment Achievement Strategies

Computer application office administrator Duration: 18 weeks

The foundation of this program is on the development of strong user skills for the most in demand software applications for an office environment.

The successful Computer application office administer (CAOA), graduate could expect to pursue a career in a wide variety of industries providing support, putting to use their acquired skills with these software applications.

Module included in the program:

- Essential Skills
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Access
- Outlook & Email
- Communication Essentials
- Employment Achievement Strategies

Accounting & Payroll Administrator Duration: 48 weeks

The object of the accounting & payroll administrator (A&PA) program is to provide the student with practical training in the key areas of financial accounting and payroll, in addition to the implementation and operation of a computerized accounting system.

The successful graduate will have the necessary skills to maintain financial records, report and documentation both manually and electronically. This is an "in-demand" career will provide the graduate with many and varied career.

Module included in the program:

- Essential Skills
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Access
- Outlook & Email
- Communication Essentials
- Business Communications
- Office Procedures
- Accounting Essentials
- Employment Achievement Strategies
- Simply Accounting
- QuickBooks
- ACCPAC
- Payroll - Level I
- Payroll - Level II
- Financial Analysis and Control

APPLICATION GUIDE

FOR INTERNATIONAL STUDENTS

- This guide is designed for students who wish to apply to Don Mills Career College.
- It provides all the necessary information, instructions and application forms.
- Read all the instructions carefully before you begin the application process.
- Photocopy the blank forms and use one as a working copy.
- Gather all the necessary documents and fill all the required forms.
- Please remember to print clearly and make a photocopy of the finished documents for your records.
- Follow the steps in “Applying to Don Mills Career College” to complete the application process.
- Steps 1, 2, 3, 4 and 5 will tell you how to prepare and submit your application for admission.
- Step 6 will help you to make a successful transition to Don Mills Career College after you have been admitted.

APPLYING TO DON MILLS CAREER COLLEGE

Step 1

Application Requirements

1. International Student Application for Admission

Your file will be opened after the following items have been received in the original/scanned/faxed version:

1) A complete International Student course application form

2) A copy of a photo ID – passport front page is preferable

3) Official academic documents

4) Brief resume/CV

5) CDN $500 non-refundable International Student Application fee.

2. Fees

2.1 Non-refundable Admission Fee

All new students admitted to Don Mills Career College, including international students, are required to pay a one-time CDN $500 Application Fee. This fee is non-refundable and cannot be waived. Your application for admission cannot be reviewed unless we have received your CDN $500 non-refundable Application Fee.

The non-refundable application fee should be submitted in the form of a credit card payment, an international money order or a check drawn on a Canadian bank, made payable to the Don Mills Career College, in the amount of CDN $500.

2.3 Airport Pick-Up Fee

If you want Don Mills Career College to arrange the airport pick-up service for you, you have to include CDN $100 Airport Pick-Up Service Fee.

3. Official or Certified Copies of all Educational Records

Include any official transcripts, marks, or grade reports, and any certificates, degrees, diplomas, or statements of graduation or completion. If you are currently attending secondary school, college or university, send all available records at this time, including courses in progress. Final records are required upon completion of the course work or program.

All records should be submitted in the native language, and credentials written in languages other than English must also be accompanied by a literal, notarized English translation.

4. Personal Essay (strongly recommended but not required)

The personal essay should be no more than 1-2 typed pages, and your full legal name and date of birth should be clearly visible at the top. Include any information that you think will be valuable in the evaluation process, such as your educational aspirations, travel and work experience, creative talents, factors affecting your academic record, or anything else that might be of use and interest to the admission committee.

5. Contacting Don Mills Career College

If sending any correspondence by mail, allow sufficient time for mail to be delivered to Canada. Most items typically require 10 days to two weeks from within Canada and even more time when sent from other countries.

By Mail: By Phone/Fax/Email:

Don Mills Career College
747 Don Mills Road, Unit # 204 & 220
Toronto, Ontario
M3C 1T2, Canada

Email : info@donmillscollege.com
Tel : 1-647-348-3622 or 416 637 5022
Fax : 1-647-348-1770

Step 2

Selection Decision

All course applications are reviewed and all decisions are made in the Office of Admissions. Your application will be assessed and if you are academically eligible for admission to Don Mills Career College you will receive an Approval Statement.

Please note that the approval letter is not an official acceptance letter and cannot be used to obtain Study Permit (Visa).

Step 3

Paying Tuition Fees

After you receive a positive selection decision and the Letter of Acceptance, ***you don't have to submit the Tuition Fee Deposit*** right away to register for your program of choice. This Letter of Acceptance can be used to obtain Study Permit (Visa). However, you have to pay your total fee upon arrival to Canada before starting your program of choice.

Step 4

Applying for Study Permit (Visa)

Once you received the official Letter of Acceptance, you have to apply for Study Permit (Visa). Persons who are outside Canada who are not Canadian citizens or Permanent Residents of Canada and who wish to study temporarily in Canada are required to obtain a study permit. A study permit is issued if the application is accepted.

Study Permit (Visa) are not issued from within Canada. You must apply to Citizenship and Immigration Canada (CIC) which is located in your nearest Canadian Embassy, High Commission or Consulate. CIC is a Canadian government department and operates independent of any Canadian educational institution. Official information on requirements should be obtained from a CIC office in Canada, a Canadian Embassy or consulate overseas and/or on the CIC website at http://www.cic.gc.ca

For more information about applying for a Study Permit outside Canada please check the following link:

http://www.cic.gc.ca/english/pdf/kits/guides/5269E.PDF
Also, please check the Appendix A - “Frequently Asked Questions About Visa Issuance”.

Step 5

Confirming Your Enrolment

5.1 After You Have Received Visa.

Once you have received Study Permit (Visa), you must notify the Admissions Office immediately. You will receive further instructions about paying the remaining portion of the Tuition Fees for your program/course, schedule, student policies and regulations at Don Mills Career College as well as some useful information about life in Canada and how to prepare your transition to Canada.

5.2 If Your Visa Is Denied.

Ask the consul to give you a written explanation for the denial. Contact our Admissions Office immediately to explain what happened and mail us the written denial. Please note that you must mail us the original written letter of denial.

Give us the date and place of the denial and, if possible, the name of the consular officer who issued it.

Sometimes, if it is clear there has been a simple misunderstanding, or if your documents were not acceptable to the consul, we can provide the additional information needed to help you get the visa.

Sometimes, though, our Admissions Office can do nothing to help. If this is the case, you will be eligible for a refund on the Tuition Fee deposit you paid for the program/courses of your choice upon the receipt of the original denial letter.

Please refer to Don Mills Career College "International Students Refund And Cancellation Policy" for more information on refund/cancellations.

Step 6

Transition to Canada

After you have been admitted and successfully obtained a Study Permit (Visa) it is time for you to prepare for your stay in Canada. Please check the following link for more information about studying in Canada, arriving at customs, getting health insurance, work regulations for foreign students, etc: http://www.cic.gc.ca/english/study/

INTERNATIONAL STUDENTS REFUND AND CANCELLATION POLICY

If you find it necessary to withdraw from Don Mills Career College, you have to follow the steps below. Step 1 explains how to cancel your enrolment at Don Mills Career College. Step 2 explains how to assess your eligibility for a refund. Step 3 describes the way refunds are issued.

Step 1

Cancellation Letter

1.1 Cancellation Request

If you decide to cancel your enrolment at Don Mills Career College, you must notify the Office of Admissions in writing by mail or fax. Please note that we have to receive a written cancellation letter. No verbal or email cancellation letters will be accepted. Include your full name, address, student identification number, and term/year (e.g. Fall 2007) in your letter.

1.2 Contacting Don Mills Career College

By Mail: By Phone/Fax:
Don Mills Career College
747 Don Mills Road, Unit #204 & 220
Toronto, Ontario
M3C 1T2, Canada

Email : info@donmillscollege.com
Tel : 1-647-348-3622 or 4163 637 5022
Fax : 1-647-348-1770

If sending any correspondence by mail, allow sufficient time for mail to be delivered to Canada. Most items typically require 10 days to two weeks from within Canada and even more time when sent from other countries.

Important: Keeping Your Mailing Address Current We send mailings to you at the mailing address you put on your application regarding admission, registration, and orientation, as well as other information. If your address changes after you've submitted your application, notify the Office of Admissions immediately.

Step 2

Applying for Refund

2.1 International Student Application Fee

All new students admitted to Don Mills Career College, including international students, are required to pay a one-time CDN $500 Application Fee. This fee is not refundable and cannot be waived.

.

2.1 Airport Pick-Up Fee

If you requested Don Mills Career College to arrange the airport pick-up service for you and have included the Airport Pick-Up fee CDN $100 and decided not to use it – this fee is refundable provided we received a written cancellation request from you for this service 3 (three) weeks prior to the booking date for this service.

3. Cancellation after Acceptance Letter Has Been Issued

If you find it necessary to withdraw from Don Mills Career College after receiving the official Letter of Acceptance, no refund will be given for the CDN $500 Application Fee paid prior to applying for the visa. For the refund policy on Airport Pick-Up please see P.2.2 & 2.3

Important: If you cancel your enrolment before obtaining Study Permit (Visa), Don Mills Career College will nullify an admission and revoke the Acceptance Letter for an international student admission. Enrolment cancellation information will be provided to the Canadian Immigration Authorities.

4. Cancellation after Obtaining Study Permit (Visa)

If you decided to cancel your enrolment at Don Mills Career College after obtaining Study Permit (Visa), no refund will be given for the CDN $500 Application Fee paid prior to applying for the visa. For the refund policy on Airport Pick-Up please see P.2.2 &2.3

Important: If you cancel your enrolment after obtaining Study Permit (Visa), Don Mills Career College will nullify an admission and revoke the Acceptance Letter for an international student admission. Enrolment cancellation information will be provided to the Canadian Immigration Authorities.

5. If Your Study Permit (Visa) Is Denied

If your Study Permit (Visa) is denied, Don Mills Career College will retain the CDN $500 International Student Admission Fee, and CDN $150 Home stay Application Fee (if applicable). Refunds will be given free of charge for the Tuition Fee Deposit paid prior to applying for the visa. For the refund policy on Airport Pick-Up please see P.2.2 &2.3

6. If Your Program/Course Is Cancelled By Don Mills Career College

Refunds for the CDN $500 Admission Fee and CDN $150 Home stay Application Fee will be given free of charge when your program/course is cancelled by College. Refunds for Tuition Fee Deposit and any other portion of the Tuition Fees paid prior to attending the first day of the program/course will be given free of charge when your program/course is cancelled by College. For the refund policy on Airport Pick-Up please see P.2.2 &2.3

7. Partial Refund Before a Program Begins

You are entitled to a refund of Tuition Fee paid for a program, except that the college is allowed to retain 20% of the total fees for the program or CDN $500, whichever is less if:

- You withdraw from the program before it begins;
- You do not meet the program's admission requirements before the program begins;
- The college cancels the contract for the program within 45 days of the start of the program because you do not attend the first 14 days of classes.

8. Cancelling Your Enrolment after the Program/Course Begins

If you withdraw from the program after the program begins, you may be entitled to a refund of fees paid for the program, depending on how much of the program has been delivered. In most cases, the college is allowed to retain 20% of the total fees for the program or CDN $500, whichever is less, plus the fees paid with respect to the portion of the program that has been delivered by the college

Receiving Refund

If you are eligible for a refund under the conditions above, you will receive the refund within 30 days of receipt of written letter of cancellation from you. All refunds will be provided in the same format as the original payment (e.g. a refund for Credit Card payment will be credited back onto your Credit Card).

International Student Refund Policy.

International students who are applying from outside or within Canada and are granted a study permit will not be refunded under any circumstances. If any tuition fee is paid in advance, it can only be refunded when the student submits their refusal letter from Immigration, Refugees and Citizenship Canada (IRCC). Canada College of Education ONLY accepts the refusal letter from IRCC. As soon as a student is granted with their study permit, (regardless to if he/she comes to Canada or not) we are unable to provide you with a refund. The tuition fees are non-transferable.

Transfers: International and local students can transfer from other schools to DMCC and receive a Letter of Admission for immigration purposes. Students can register and receive our discounted package. Students who are dismissed will not be eligible for a refund. International students who wish to change schools are required to notify us 30 days prior to departure. The first month of study will be non-refundable regardless to the student is attending classes or not. If you choose to withdraw from DMCC, we will require proof that your VISA status is lawful. You are required to show your Boarding Pass if you are leaving Canada earlier than anticipated. Alternatively, if you are attending another academic institution, you are required to re-apply for a new study permit and you must provide DMCC with valid documentation to demonstrate your eligibility to stay in Canada. Students who have applied through an agent are required to contact their agent for information on any possible refund process.

Cancellation after start date

Up to 10 % Program Completed 50% unused tuition refunded
Up to 40 % Program Completed 30% unused tuition refunded
After 40 % Program Completed 0% unused tuition refunded

If your application is rejected by IRCC then you have 90 days to request a refund. Students who are rejected may have an option to reapply for a study permit. In which case you will be charged a second non-refundable admission fee. Students may deposit any amount; the total amount will be shown on the letter of admission. DMCC requires at least one-month tuition fee to be deposited in advance.

1. Full tuition fees will be refunded if for any reason the course is not conducted by DMCC (course cancelled).
2. A minimum of 5 weeks is needed for the processing of refunds.
3. No interest is charged on any refund payments.
4. No refunds will be provided if students have postponed the start of their course in Canada.
5. All refunds are made subject to the approval of the school board. Please note that in the case of a refund, DMCC will deduct a bank transfer charge, a service charge and other applicable fees from the student's tuition amount.

APPENDIX A

FREQUENTLY ASKED QUESTIONS ABOUT VISA ISSUANCE

What is the visa interview like?

There are many different methods of applying for a Canadian visa. In some countries, you can drop your visa application and materials in a drop-box. In others, it is possible to mail in the application. In many countries, an interview is required.

The Canadian consul who interviews you is required to determine that your documents are genuine, that you intend to enrol as a full-time student, that you have enough money to support yourself and will not need to use the Canadian social welfare system, and that you intend to return home after you finish your studies.

The consul may ask a variety of questions, such as:

- Where are you going to study?
- What are you going to study?
- How will you use that degree in your home country?
- Is this the first time you are applying for a student visa?
- Have you ever traveled to Canada before? If yes, what did you do there?
- Do you plan to remain in Canada after your studies?
- What qualifies you for the studies you are going to undertake?
- Does your family (or other financial sponsor) really have enough money to support you?
- Are any members of your family currently living in Canada? If yes, what are they doing there?
- f you are married, is your spouse going to travel with you? What about your children, if you have children?
- When do you plan to finish your studies?
- What will be your first destination in Canada?
- The consul who interviews you may be overworked and tired, and probably has many people to interview besides you, so the consul may or may not be friendly, and may or may not ask you several questions. It is important to convey a positive personal impression when you interview with the consul, so that the consul doesn't deny the visa to you for "personal"
- Reasons. Conveying a "positive impression" means such things as:
- Be clean and neat in your appearance.
- Look at the consul when talking with him or her.
- Answer questions directly and honestly.
- Certainly, do not make any untrue statements.
- Answer only the questions asked.
- Smile.

You might ask:

I. I'm nervous about applying for a visa. What are the reasons that visas are denied?

The two main reasons visas are denied are Inadequate financial support and Failure to prove "non-immigrant intent." If the consul believes you do not have enough money to be a full-time student, the consul will not issue you a visa. It is important to take proof of your ability to pay for your tuition, fees, living expenses, books, and health insurance. Usually a bank statement or a letter from your department (if you have a graduate assistantship) will be sufficient.

Proving "non-immigrant intent" means that you need to be prepared to convince the consul, if s/he asks you, that you intend to return to your home country after you finish your studies in Canada. The law requires a consul to deny a student visa to anyone the consul believes intends to remain in Canada permanently.

You will be in a good position to prove "non-immigrant intent" if you have a job in your country you will return to, or if there is a good chance you can get a job in your country with the degree you will receive from our College, or if you have close family members there (parents, spouse, children), or if you own property there.

II. What if my visa is denied?

Ask the consul to give you a written explanation for the denial. Contact our Admissions Office immediately to explain what happened and ***mail us*** the written denial. Give us the date and place of the denial and, if possible, the name of the consular officer who issued it. Sometimes, if it is clear there has been a simple misunderstanding, or if your documents were not acceptable to the consul, we can provide the additional information needed to help you get the visa.
Sometimes, though, our Admissions Office can do nothing to help. The law concerning student visas gives consular officers very wide latitude, so their decisions can seem arbitrary.

OACC
PROUD MEMBER
ontario association of career colleges
Career Colleges Ontario
CompTIA
AUTHORIZED
PARTNER
THE CANADIAN PAYROLL ASSOCIATION
CPA
ACP
L'ASSOCIATION CANADIENNE DE LA PAIE
hortonworks
ACCPAC
sage
Certified Trainer
intuit
Certified
ProAdvisor
QuickBooks
Online
Microsoft
Address :
747 Don Mills Rd. Unit # 204
Toronto, Ontario, Canada. M3C 1T2
Phone : 647 348 3622, 416 637 5022
Fax : 647 348 1770
Email : info@donmillscollege.com
Web : www.donmillscollege.com