



Automotive Training Centre

Name of Institution

00745

Institution Number

Admissions Policy

Name of Policy

Oct 31st, 2023

Effective Date

08/12/2024

Revision Date

Admission Requirements

- Possess a high school diploma, GED or equivalent; or Pre-entrance test
- Minimum 19 years of age;
- Be able to legally study in Canada

Registration Process

1. Prospective students consult with a Career Advisor who will ensure the student has met the enrolment requirements for the chosen program,
2. Upon meeting admission requirements, the Career Advisor will explain the required key policies with the student prior to signing the enrolment contract,
3. Method of payment and payment plan will be discussed and confirmed,
4. The Career Advisor will complete required paperwork for the students file including but not limited to: Enrollment Contract and Program Outline
5. The Student's file will be passed to the Registrar's office who will reconfirm the student has met the admission requirements and will process the students file,
6. An Automotive Training Centre student ID will then be assigned, and the student will be admitted into the program.

Submitting transcripts and academic credentials

1. Complete a Automotive Training Centre's Application Form;
2. Enclose the application fee (non-refundable) and other necessary fees;
3. Submit official transcripts, certificates and diplomas (original or certified copies) indicating the applicant's academic standing and language proficiency. Certified translations should be included where necessary;
4. Send the entire application package with appropriate fees to:
Admissions Office



Admissions Policy (Applicable to ALL programs offered by ATC)

Automotive Training Centre
12160 88 Ave, Surrey BC, V3W3J2
Or email info@autotrainingcentre.com