



International Student Package

Health Care Aide Program



MaKami College Inc is dedicated in providing every one of our students a positive learning environment in which to gain the skills, knowledge, and real-world experience to realize their personal and career goals. We achieve this through small class sizes, one-on-one instruction, and a system of personal and academic support for each student.

Health Care Aide Certificate

Exceptional Education – receive an education that exceeds the industry standards.

Career Advancement – opportunities to work in a rapidly growing, in-demand industry.

Accelerated Learning – complete within 1 year with practicum work experience on your resume.

Practical and Theory Classes include extensive knowledge in:

<ul style="list-style-type: none">• Infant & Child Care• Client Care & Comfort• Ethics & Communication• Meeting Complex Care Needs• Special Care for Diverse Clients• Assisting with Medication Delivery• Structure & Function of Human Body	<ul style="list-style-type: none">• First Aid & CPR• Meal Assistance• Respiratory Care• Self Care & Safety• Medical Equipment Usage• Technology in Health Care Settings• Client Mobility, Lifts and & Transfers
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Our **accelerated practicum** allows you the ability to begin working in your career of choice, quickly!

- Students will receive **free general tutoring** in our **Student Success Center**
- **Free ESL** classes available to students
- Opportunity to attend **Outreach Events and Field Trips**

Why choose Health Care Aide as a Career?

- Work with the public as a valued health care provider.
 - As a Health Care Aide, you have the opportunity to apply your knowledge in various employment settings such as a Home Support Worker, Health Care Assistant, Medical Assistant, Geriatric Health Aide, Nursing Assistant, Personal Care Attendant, Nanny, Sober Living Companion and so much more.
 - Earn a professional living in a high demand career.
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Why choose MaKami College?

- **MaKami College Inc** is dedicated to providing every one of our students a positive learning environment in which to gain the skills, knowledge, and real-world experience to realize their personal and career goals. We achieve this through customized classes and instruction and a system of personal and academic support for each student.
 - **MaKami College Inc** has the most up to date technology and leading edge equipment, ensuring that you are starting your career with only the best that the industry has to offer. MaKami College Inc. prepares students for the future using innovative technology.
 - **Makami College Inc** is officially licensed under the Private Vocational Training Act and we hold ourselves to the very highest standards of morality and ethics. We work hard to ensure a safe and comfortable environment for everyone. Our staff is fully committed to contributing to the success of each and every student and alumni.
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Admission Requirements:

- Applicants must be at least 17 years of age.
- Be able to obtain and provide evidence of a study permit for the duration of the program prior to the program start date and arrival.
- Demonstrate competence in the English language. *As English is the language of instruction in all programs at MaKami College, we require you to demonstrate communicative proficiency in the English language prior to admission acceptance Inc.*

If your primary language is not English, you demonstrate your English Competency using one of the methods listed.

English Language Competence:

TEST	REQUIRED MINIMUM SCORE
IELTS – Academic International English Language Testing System www.ielts.org	Overall band score of 5.0
TOEFL Test of English as a Foreign Language www.toefl.org	53 iBT (internet-based) <i>or</i> 477 PBT (paper-based)
CAEL Canadian Academic English Language Assessment www.cael.ca	Overall band score of 50
PTE – Academic Pearson Test of English www.pearsonpte.com	Overall score of 42
CLB Canadian Language Benchmarks	CLB 7
Cambridge English: Advanced or Proficiency Cambridge English Language Assessment www.cambridgeenglish.org	Overall score of 162
CELPip General Canadian English Language Proficiency Index Program www.celpip.ca	7
MELAB Michigan English Language Assessment Battery	80
CanTEST Canadian Test of English for Scholars and Trainees	4.5

EDUCATIONAL EXPERIENCE	MINIMUM REQUIREMENT
Alberta English 10-1 or ELA 10-1 or equivalent	50% (final blended grade)
ESL 130 www.extension.ualberta.ca	Successful completion at the University of Alberta
University English Course	C- in a 3-credit university level English Language and / or Literature course.
Post-secondary certificate (English Instructed) (Excludes ESL certificates)	Successful completion of a one-year post-secondary certificate where English is the primary language of instruction.
English Instructed Grade 12 Education	Successful completion of the full-time Grade 12 education in English.

Academic Policies and Procedures

1. CANCELLATION / WITHDRAWAL OF REGISTRATION

Requests for withdrawals and refunds must be in writing. Please refer to Alberta Student Enrollment Contracts attached in your orientation package for detailed information and cost calculation on refunds.

2. SMOKING

Smoking has become an issue of public concern. There will be no smoking anywhere in or on school property. Students who wish to smoke need to walk off school grounds to do so. If caught smoking on grounds you will be suspended for one day and it will count as an unexcused absence. Should there be a designated smoking area, it will be identified.

3. RESPECT

All members of the college community are expected to contribute to a safe, non-threatening environment by conducting themselves in a responsible manner. The college reserves the right to reprimand, suspend or expel any student for failure to comply with college policies. Unacceptable behavior includes, but is not limited to:

- Disrupting the learning environment
- Threatening, harassing or physically abusing any person
- Using abusive or offensive language
- Making inappropriate sexual comments or advances
- Entering into restricted areas of the building without permission
- Being under the influence of alcohol or other substances
- Possessing or contributing to the illegal use of drugs on the college campus or during field trips
- Cheating, plagiarism, fraud, deceit or other forms of scholastic dishonesty
- Intentionally damaging or removing college property
- Failing to adhere to college policies, class constitution or the instructions of a staff member who is enforcing college policy
- Participating in any unlawful conduct
- Possessing objects that are intended to be used as weapons

All members of the college community, both staff and students, have the obligation and responsibility to report student misconduct for further action.

Unacceptable behavior in the college community are dealt with promptly as follows:

- Student will be suspended for one day and it will count as an unexcused absence
- Further action may be used at the discretion of MaKAMI College owners should the behavior warrant more serious action.

4. STEALING

All students are responsible for their own personal belongings. MaKami College Inc. and all staff members will not be held responsible for any missing or damaged items. Anyone caught stealing or damaging property may not only be dismissed from the program but may not be accepted into any future programs with the college. Stealing or damaging someone else's property is a situation that we do not take lightly here at MaKami College Inc. Students found stealing may also face possible criminal charges.

5. CHEATING

The College expects every student to honor the principles of truth and honesty in academic matters. Any student who misrepresents his work may be subject to disciplinary actions.

A student will:

- Use only authorized materials or tools in an exam or other evaluation project
- Represent only his/her own work on assignments, exams and other learning activities
- Present only accurate data or documents
- Not help a fellow student violate any of the above
- If a student conducts himself/herself in a dishonest manner:
 - ❖ The student will receive a zero for the assignment or exam
 - ❖ A memo describing the act will be placed in the student's file
 - ❖ The student may be withdrawn from the course or program

6. ATTENDANCE POLICY

All students are expected to attend for the entire program without missing or being late for any classes. Should a student be late or absent she/he needs to inform the college by calling 780- 468-3454 in Edmonton or 403.474.0772 in Calgary and leaving a message if no one answers. There will be a daily record kept of student attendance with noted lates and absences. Excused absences and deferred examinations are intended to accommodate students who have experienced an incapacitating illness or grave personal situations. Minor or inconsequential ailments or circumstances that are not accompanied by proper documentation such as doctor's note, may not be excused. All absences or tardiness should be accompanied by a doctor/legal note (evidence), and shall be discussed with a faculty member, outside of class time. The decision to excuse the absence or late will be at the discretion of the MaKami College faculty member that reviews the documentation. We understand that certain medical professionals charge for notes, however this is not a valid excuse. Students are encouraged to set money aside to cover unexpected medical costs such as prescription drugs, transportation to the doctor & doctor's notes when required. Keep in mind that whether an absence is excused or unexcused the time missed still needs to be made up. Students that are missing class or falling behind in their assignments/exams will be notified first verbally and then with a written warning.



Should the student not attempt to catch up after excessive absences or falls behind to a point that the faculty of MaKami College feels they are no longer able to catch up and complete the program successfully, the student will be withdrawn. Should the student miss 5 consecutive class days without contacting the institution before or during the absences to provide a reasonable excuse they will be considered withdrawn from the program. Students with a reasonable excuse that miss 30 consecutive days will also have to be withdrawn. Please refer to the Withdrawal Policy attached of the student enrollment contract for more details. MaKami College Inc. reserves the right to refuse or terminate enrollment for any student who disobeys the policies and procedures, conflict resolution policy or class constitution.

7. SAFETY PROCEDURES

Safety is very important to MaKami College Inc. and everyone needs to cooperate. Any safety concerns should be brought to the attention of a staff member immediately. In case of fire evacuation procedures must be adhered to. MaKami staff will review the Fire Drill procedures on the first day of orientation. The following is prohibited:

- Refusing to leave the campus building at the sound of a fire alarm
- Neglecting safety procedures or intentionally creating safety hazards

8. FIELD TRIP POLICY

MaKami College desires to provide opportunities for our students to build their business outside of the college and in doing so we offer fieldtrips to allow students to potentially obtain clientele before they even graduate. Fieldtrips are a great way to help build your clientele with outside companies in a professional and safe way. You can build your business with networking and handing out your personal business cards on every fieldtrip. Please note: When you sign up for a field trip and need to cancel, you need to let the field trip supervisor know 24hrs before your scheduled time to attend. You need to show up to all fieldtrips 15mins earlier then the fieldtrip start time. Any questions or concerns need to be brought up to the fieldtrip instructor or supervisor. (BREAKS, LUNCH, LEAVING EARLY, ETC.) Fieldtrip hours need to be signed off by your fieldtrip Instructor/Supervisor ONLY. There is a minimum amount of field trip hours that need to be completed in order to graduate. Should you miss a field trip you signed up for without proper notice or excuse you may have to do additional field trip hours at the discretion of the faculty.

9. MOBILE PHONES/DEVICES & INTERNET POLICY

Students are not allowed cell phones in class (Emergency calls should contact the school 780-468-3454 in Edmonton and 403.474.0772 in Calgary). Internet use must be authorized by an instructor/ teacher. Electronic devices can be a distraction for students and can affect the learning environment. Should a student be caught using a cell phone or abusing Internet privileges, the student's iPad/computer and cell phone will be confiscated. During exams no electronic devices are allowed.

Students will not use MaKami College Internet privileges or devices to search or look at inappropriate websites or content. Anything to do in nature that is sexual, violent, promotes any type of hate crime or discrimination, cyber bullying or deemed inappropriate by MaKami College staff or representatives. Doing so may result in serious consequences and definite loss of privileges.

10. EXAM/NMT AND ASSIGNMENT POLICY

Exam dates are scheduled in advance therefore there is no reason not to be in attendance on the day of an exam. Please make your instructor aware of any planned absences in advance so arrangements can be made in time. Should you be sick or ill on an exam day, you are responsible to provide medical documents BEFORE you can write the missed exam. You will have 1 week from the scheduled exam day to write without penalty. Writing the exam past this date will cause you to potentially get up to 25% taken off your exam mark as penalty. Should you fail to bring a medical document to excuse your missed time during an exam day you may automatically lose 25% of your exam mark when completed in addition to having an unexcused absence for the day missed. Should you fail the original exam you have 1 week from the scheduled exam date to re-write another version of the exam without penalty otherwise you may lose up to 25% off your total mark. The final mark will be an average from your original exam and the re-write exam. Should you be late for a scheduled exam it is likely that the classroom door will be locked at the start of the exam and you will likely be locked out. However, this DOES NOT mean that you leave the campus as that will result in an automatic 25% loss on your exam mark and be considered an unexcused absence.

Please use the time wisely to either ask if another instructor is available to administer the exam in another room or to study quietly until your instructor opens the door and makes other arrangements with you. **Any assignments missed or handed in late may result in 5% being taken off per day until the mark becomes a zero.**

11. POLICY ON BULLYING

Bullying of any kind in person, on social media sites etc. will NOT be tolerated, slandering or false statements of any kind in person, on social media sites, etc. will NOT be tolerated and is considered BULLYING. Students participating in such actions mentioned in this paragraph will be spoken to and depending on the situation may even be terminated from the program at the discretion of MaKami College owners and staff without further warning. Legal action may be taken in serious cases.

STUDENT COMPLAINT AND DISPUTE RESOLUTION PROCESS

Principle: Attempt to resolve all problems at the level closest to the source, with the least possible amount of rumor or hearsay. Any action, which was NOT directly experienced/observed by the complainant, is considered rumor or hearsay, and should a complaint NOT be accompanied by written documentation (specifically who said or did what) it may not be acted upon.

1. Should a student have a conflict/dispute/problem with another student, staff member, faculty member, it is expected that he/she will deal directly with that specific individual (the source) and communicate openly toward positive conflict resolution of the situation.
2. Should the resolution NOT be attained by communicating with the (source) individual, the student with the complaint is encouraged to invite a third party to stand in, so that both sides will be supported in listening to the other. (This can be a fellow classmate or Instructor or Representative of the College)
3. In the event that the student has attempted one-to-one resolution, and attempted third party intervention, he/she can arrange to meet with the next higher-level supervisor. In this case, the student will be expected to document (in writing) the problem, specifically, the “Who, What, When, Where and How” factors associated with the problem.
4. Written documentation always carries more weight than verbal communication alone, because verbal communications is more easily misinterpreted and less easily recalled in detail.
5. If a student or staff member is approached by an individual with a complaint (etc.), the approach-ee is expected to ensure the numbers (1) and (2) above have been attempted before taking the problem to a higher level.
6. With any problem, the individual playing the role of supervisor (e.g. the individual with the most responsibility) is the determinant of course action. The below is the chain of communication students should follow.

The schools “chain of communication” for the above are as follows:

- Fellow Classmates
- Faculty
- SAS-Student Advisory Services Manager
- Operations Manager
- School Owners

7. If the student cannot resolve the problem at the levels closest to the source, she/he may appeal the decision to an individual at a higher level of communication. In all cases, an effort should be made to resolve the issue at the level closest to the source. In rare cases, managers or owners may decide to convene a committee of not less than three people to conduct an investigation and determine a course of action toward positive resolution.

REVIEW

Procedure

1. MEETING IN CONFIDENCE! **Staff and Students can meet** and receive verbal information provided and kept in **confidence**.

Informal Resolution

2. There may be a meeting to discuss the possibility of an informal resolution. An Informal resolution is an opportunity to meet and come to a conclusion that is acceptable to both parties, and then the matter will be considered resolved.

Formal Investigation

3. A formal investigation may be required if an informal resolution cannot be achieved or may be ordered by the Owner if the nature of the complaint requires a formal investigation. Formal complaints must be in writing and signed by the complainant. The complaint must include the who, what, when, where and how and the names of any witnesses. The complaint should be specific to the actions in question.

Notifications & Updates

4. Within five days of the complaint, staff will respond either verbally or in writing. **THERE IS A DUTY TO INFORM THE STUDENT/COMPLAINANT OF POSSIBLE DISCLOSURE REQUIREMENTS FOR RECORDS OR INVESTIGATION.** Therefore, in cases where a student supplies information in confidence to staff, the official shall inform the student that the records submitted in confidence and confidential notes kept by the official or by other staff members may be released to third parties if the matter proceeds to complaint.

Fees

Tuition: \$8,850

Supplies: \$650

- Includes preloaded iPad Air, 2 complete sets of uniforms, the use of all the high quality leading edge medical equipment and medical supplies.

Books: \$500

- Includes physical textbooks, as well as, all additional texts and applications pre-loaded onto the iPad. Textbooks may be provided in either physical or digital format at the discretion of MaKami College Inc.

A **tuition deposit of \$500** must be paid to MaKami College prior to being accepted into the program. This tuition deposit is transferrable to ONE future enrollment for the same applicant and will be considered non-refundable if applicant does not attend approved enrolment. Deposit will be applied to program fees when applicant starts program.

All program fees must be paid on the first day of classes.

Tuition refunds

If a student contract is terminated after the vocational training begins, the college is entitled to the following amounts of tuition:

- When 10% or less of the vocational training has been provided, the college will retain 25% of the tuition.
- When more than 10% but 50% or less of the vocational training has been provided, the college will retain 60% of the tuition.
- When more than 50% of the vocational training has been provided, the college will retain 100% of the tuition.
- If a college has received a tuition fee in excess of the amount that the college is entitled to the college must refund the excess amount.
- Any tuition monies refunded will be sent back to the government, agency or person from which it was received

212, 5615 - 101 Avenue
Edmonton, AB T6A 3Z7
P: (780) 468.3454
F: (780) 485.6081



9618 Horton Road, SW
Calgary, AB T2V 4K8
P: (403) 474.0772
F: (587) 350.7492

International Student Package Agreement

I _____, have read the International Student Package, last revised in October 2018. I understand its intention and understand what the requirements for this program are. I agree to the responsibilities spelled out in the document including the payment of the all tuition, books, and supplies fees on the first day of classes.

Applicant's Full Name

Applicant's Signature

Date



Hands on training and experience

Select Location

9618 Horton Road, SW
Calgary, AB T2V 4K8
P: (403) 474.0772
F: (780) 485.6081

Capilano Mall, 2nd Floor
212, 5615 – 101 Avenue
Edmonton, AB T6A 3Z7
P: (780) 468.3454
F: (780) 485.6081

Application for Admission

Name _____
last first middle initial

Address _____
street address city or town
_____ province postal code

Phone _____ Birth Date _____
home other/cell mm dd yyyy

Email Address _____
by providing your email address to us, you consent to receiving electronic communications from MaKami College Inc.

Emergency Contact _____
first name last name
relationship home phone number other/cell

Course: Advanced Clinical Massage Therapy - 3000 hours Health Care Aide Master Instructor

Which month would you like to start your studies? Month and year: _____

Are you a transfer student? Yes No If so, from where? _____

First day of class method of payment:
 Cash Credit Card / Cheque Bank Draft Other

Education:

School Name and Location (High School & Post-Secondary)	Highest Grade or Level Completed	Certificate or Diploma Achieved

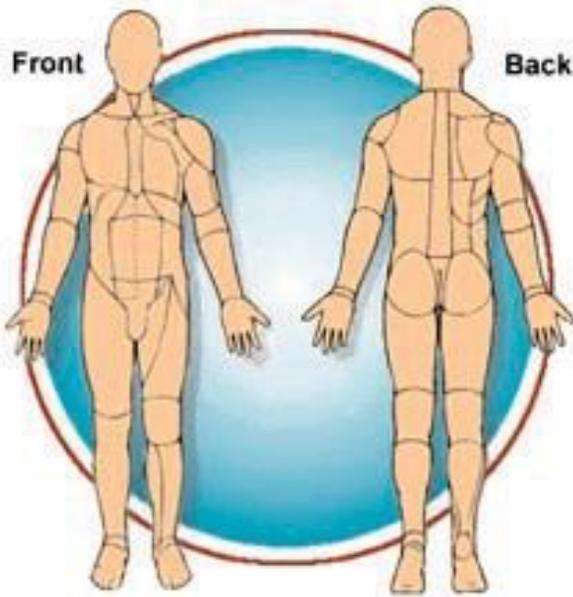
Medical History

Do you have any allergies? Yes No

Do you have any disabilities that may prevent or restrict you from fully participating or succeeding in this program? Yes No

Have you been diagnosed with any contagious or infectious diseases? Yes No

Do you suffer from pain, headaches or have past injuries that still cause discomfort? If yes, please circle the problem areas below:



Please specify

Is there anything else we should know?

Declaration

Please sign and ensure that the application form is submitted well in advance. You will be notified regarding the status of your application within two weeks of receiving your application form and transcripts. An interview may be required upon request for admission into the program.

Health Care Aide students: Please note that most health care practicum locations require up-to-date vaccination records.

Massage Therapy students: Please note that the massage therapy profession requires a clean criminal record check in order to become a RMT. Should you have any questions regarding this, please contact a student advisor.

I, _____, have read the above information and understand all that it states. I have answered all questions honestly, to the full extent of my current knowledge.

Signature

Date

How did you hear about MaKami College? _____



For Office Use Only

Application status: Accepted Denied Waiting List



International Student Package Checklist

To ensure that your application is processed on time, please be sure to include **all** of the following documents:

- A completed International Student Package Agreement ensuring that you have read and understand its contents.
- A completed International Application form.
- A copy of your International Educational Documentation.
- Evidence of your competency in English. (*please refer to the section on Admissions in the International Student Package for more information*)
- A copy of government issued identification (Ex. Passport picture page)
- This completed International Student Package Checklist

Applicant's Full Name

Applicant's Signature

Date