

IMPORTANT INFORMATION FOR APPRENTICE STUDENTS**EMPLOYMENT INSURANCE:**

Your E.I. reference code is located on the **Letter of Confirmation**, which you would have received from the Ministry of Training, Colleges and Universities (MTCU) once your classroom fee was paid. You can apply for your E.I. benefits up to 7 days prior to the start of your classes. It is your responsibility to provide Service Canada with your Record of Employment (ROE).

Note: This does not apply to apprentices participating in day release (one day a week) classes.

EMPLOYMENT ONTARIO:

You will be meeting with Employment Ontario Representatives during the first week of classes in order to sign documentation and to determine your eligibility for additional allowances. **This session is mandatory.** Please ensure that you have government photo I.D. with you.

Note: This does not apply to apprentices participating in day release (one day a week) classes.

PARKING AND LOCKERS:

Parking permits and lockers are available in the Parking and Lockers Office, room **E120** and can be purchased in person or by phone prior to the first day of class. Locker rentals can also be purchased online. Please contact the Parking Office at (613) 727-4723 ext. 7187 (toll free at 1-800-565-4723 ext. 7187) or visit their web-site www.algonquincollege.com/parking for more information.

AC CARDS:

At Algonquin College, student identification cards are called AC Cards and are available in room **E120**. The first card is free to all active students however replacement cards are at a cost of \$25.00 per card. We encourage you to visit the Card Services site for more details or to submit your photo electronically: www.algonquincollege.com/card-services

STUDENTS' ASSOCIATION:

If you require assistance in finding living accommodation, visit the Students' Association Office, room **E114** or log into www.algonquinsa.com and select **Services** and then **Housing**.

WITHDRAWAL FROM PROGRAM:

If you leave the program, written notification must be provided to the Registrar's Office. You may obtain a **Withdrawal Form** from the Registrar's Office, C150. Failure to attend doesn't constitute a withdrawal. Failure to withdraw will result in academic penalties on your transcript.

PROGRAM STANDARDS:

The requirements for successful completion of your program are clearly set out in the course outlines each professor will provide to you. At the end of your program all books and equipment that may have been loaned to you by the department must be returned before your program results are released to you.

CONVOCATION CEREMONY:

Students who graduate from an apprentice program qualify to attend the Convocation Ceremonies. More information will be e-mailed to eligible students prior to the Convocation Ceremony. Please ensure that we have a valid email address on file by updating your personal information through your ACSIS account:

acsis.algonquincollege.com/students/

APPRENTICE INCENTIVE GRANT:

Several weeks following the completion of your program, you will receive a **Confirmation of In-School Training Letter** from the Ministry of Training, Colleges and Universities (MTCU). This documentation should be submitted along with your Apprentice Incentive Grant application as proof of your progression from level one or level two of your program. Please ensure that MTCU has your current mailing address.

Freedom of Information and Protection of Privacy (FIPPA) Statement:

To formalize compliance with the Freedom of Information and Protection of Privacy Act, the Ministry of Training, Colleges and Universities requires that you read the following statement.

The Ministry of Training, Colleges and Universities is providing a financial contribution to the Algonquin College of Applied Arts & Technology (the "College") to deliver your in-school training as part of your apprenticeship program. Under the financial contribution agreement with the Ministry, the College is paid based on actual apprentices enrolled in the training, and is required to provide interim and final reports which include the names and Apprentice Client ID Number of the apprentices, program offered, enrollment stats and pass/fail results. In addition, the College is required to give the Ministry and its agents or auditors access to all of its records if necessary for the purpose of reviewing, inspecting, monitoring and auditing the College's delivery of the apprenticeship training and performance of its obligations under the agreement with the Ministry. For questions related to this policy, please contact the Registrar, 1385 Woodroffe Avenue, Ottawa, ON, K2G 1V8 or (613) 727-4723.

The Ministry uses any personal information collected indirectly from the College to administer the in-school portion of your apprenticeship program and to administer the College's delivery of this training as set out above under the authority of the *Apprenticeship and Certification Act, 1998*, S.O. 1998, c.22 or the *Trades Qualification and Apprenticeship Act*, R.S.O. 1990, C. T.17. If you are enrolled in full-time training, the Ministry may also use your social insurance number to verify your entitlement to Employment Insurance benefits. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the Director of Apprenticeship, Ministry of Training, Colleges and Universities, 900 Bay Street, 17th Floor, Mowat Block, Toronto, ON M7A 1L2 (416) 326-5605.