



West Coast College of **MASSAGE** Therapy

**NEW WESTMINSTER CAMPUS**  
*Application for Admission*

*Note: If you are in the process of completing the prerequisite courses, you are welcome to apply. It is possible to receive a conditional offer based on completing the prerequisites.*

**Massage Therapy Diploma** program commencing: \_\_\_\_\_

Mail the completed form to: **Admissions c/o 613 Columbia St., New Westminister, BC, V3M 1A7**

**Personal Information:**

<b>Name:</b> _____			
	<b>Last</b>	<b>First</b>	<b>Initial</b>
<b>Date of Birth:</b> _____			
<b>Permanent Mailing Address:</b> _____			
<b>City:</b> _____		<b>Prov:</b> _____	<b>Postal Code:</b> _____
<b>Phone:</b> (____) _____		<b>Email:</b> _____	
<b>Emergency Contact Name:</b> _____			
<b>Emergency Contact Phone Number:</b> _____			

**Education**

When did you complete grade 12? \_\_\_\_\_  
(Official transcript required)

Post-Secondary Education \_\_\_\_\_  
(Please indicate highest level achieved; official transcript required)

List all degrees, diplomas, certificates obtained: \_\_\_\_\_

**Prerequisites**

**English 12:**

Have you completed English 12 (with a minimum grade of 70% +) \_\_\_\_\_?

**WCCMT Introductory Massage Course:**

Completed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To be completed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Dates Dates

# Application Procedure

**Step 1:** To commence the admissions process:

- Submit a completed application form (please complete both sides).
- Submit a **\$100** non-refundable **application fee**. Please make cheques or money orders payable to: **West Coast College of Massage Therapy**.
- Please note there is a **tuition deposit of \$2,500** which is applied towards the total tuition. This is due by the intake's document submission deadline date and is considered part of "Step 2" in the RMT Application Procedures (please refer to \*RMT Application Procedure & Documents).

**Step 2:** A complete application will also require that the following documents be completed and submitted before the intake's document deadline date. Please enclose, with your application or send later at your earliest convenience, the following:

*\*Documents marked with an asterisk can be downloaded from our website: <http://collegeofmassage.com/new-westminster/admissions/downloads/>*

1. **Transcripts:**

- Official, sealed transcripts from all secondary and post-secondary education.
- Certificate of proof that you have satisfied the practical prerequisite. If you are currently taking courses to satisfy the prerequisite requirements, you may submit your application prior to the completion of such courses.

2. **\*Practical Prerequisite:** Completion of an **Introductory to Massage** course. This course **MUST** be completed by the preferred intake's document deadline date. Please contact Admissions to book a session.

3. **References:** Three signed original character reference letters from non-family members who have known you for at least 2-5 years. **Two** of these reference letters must be of a professional nature (one from a **healthcare professional** and one from a **current or previous employer / co-worker**) and one personal (**from a friend**). In order for a reference letter to be valid they **MUST** be directly addressed to "WCCMT-Admissions", along with their **original signature** and **contact information**. These reference letters **MUST** speak directly about their personal experiences with you and why they think those experiences would make you a suitable candidate for the RMT program. We **DO NOT** accept general reference letters.

4. **\*Medical Clearance:** have your family physician complete **WCCMT's Medical Clearance Form** to accurately ensure the college's medical clearance standards.

5. **Identification:** a photocopy of 2 pieces of government-issued ID, one of which must include a photo.

6. **Resume:** please include a copy of your current resume.

7. **\*Financial preparation:** complete and submit a **WCCMT's Student Budget Worksheet**.

8. **Essay:** a typewritten or word-processed essay addressing the following points:

- Why do you want to practice massage therapy?
- Discuss what has been your experience, if any, with massage therapy?
- What do you have to offer to the massage therapy profession?

The essay **MUST** be written at a college entry level and be in a proper essay format, we **DO NOT** accept "Q&A" style essays. **Minimum of 300 to a maximum of 500 words.**

9. **Photos:** please include 2 passport-size color photos for your file and student ID card. (Please feel free to smile, wear makeup, etc., as this will be used for your student ID card for the duration of your studies)

10. **\*Criminal Record Check:** Official documentation of a clear criminal record check completed through the **Ministry of Public Safety and Solicitor General**. (We will **NOT** accept a criminal record check from the police or RCMP)

**Required documents can be hand delivered in person, mailed, faxed to (604) 520-1831 or e-mailed to [admissionsassistant@collegeofmassage.com](mailto:admissionsassistant@collegeofmassage.com).**

**Step 3:** Once all documents have been submitted and all pre-requisites have been met, you will attend an educational interview with the Director of Admissions and Educational / Practical Coordinators to confirm your full acceptance into the college.

**Declaration:**

My signature below attests to having read and understood the calendar of the College and all the stated policies and conditions of enrollment and attendance contained therein. I understand that all information, other than current term tuition, is subject to change. I understand that this application form does not constitute a contract with the West Coast College of Massage Therapy. I affirm that the information in this application is correct to the best of my knowledge, and I acknowledge that knowingly providing false information is grounds for immediate expulsion from the West Coast College of Massage Therapy.

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Signature

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Date