



## RED DEER POLYTECHNIC 2022-2023 APPRENTICESHIP ENROLMENT INFORMATION

### Register for Apprenticeship Training at RDP:

1. **Online:** Go to <https://tradesecrets.alberta.ca/mytradesecrets/> to login to your MyTradeSecrets account and register.
2. **By phone:** 403-342-3100 or 888-475-1101
3. **In person:** at the Registration desk in the main hallway at RDP.

Program Name	Class Length	2022-2023 Tuition	Shop Material Fee	Activity & Wellness Fee	Students' Association	Facilities, Service & Technology	Total
PART 101, 301	180 Hours	\$741.00	\$85.00	\$22.00	\$53.00	\$270.00	\$1,171.00
All Other Trades and Periods	240 Hours	\$987.00	\$85.00	\$22.00	\$53.00	\$270.00	\$1,417.00
INST 301, 401	300 Hours	\$1,236.00	\$85.00	\$22.00	\$53.00	\$270.00	\$1,666.00
ELEC 401	360 Hours	\$1,482.00	\$85.00	\$22.00	\$53.00	\$270.00	\$1,912.00

**Full payment** is required at the time of registration. Registration is processed on a first come, first eligible basis.

#### Notes:

**Red Deer Polytechnic reserves the right to cancel, postpone, combine classes, limit registration and alter course content, instructors, dates or times.**

**Fees are subject to change. The above fees do not include textbooks or modules.**

### Cancellation Policies

- In all cases, a minimum fee of **\$150 will be withheld** should you cancel your enrolment prior to the first day of class. To cancel call 403.342.3100 or 1.888.475.1101
- For training delivered face-to-face (on-campus) or hyflex, you **will not receive a refund** if you cancel your registration on or after the first day of class.
- For training delivered in our blended format (some online, some face-to-face) you can cancel up until 11am on the first day of your second week of class and receive a refund **less the \$150.00** cancellation fee. No refunds will be issued for cancellations received after 11am.
- If the Polytechnic cancels a scheduled Apprenticeship training period, all tuition and related fees will be refunded.

### Waitlist Notification

If you are waitlisted for a course, we will email the personal email address on file at RDP when a seat becomes available.

## FACILITIES & SUPPORT SERVICES

### Financial Aid and Awards

Visit [www.rdpolytech.ca/apprenticeshipfunding](http://www.rdpolytech.ca/apprenticeshipfunding) for information on the various types of financial aid and awards available to RDP apprentices. If you have any funding questions or concerns, please contact the Student Connect Centre at [studentconnect@rdpolytech.ca](mailto:studentconnect@rdpolytech.ca), 403.342.3254 or visit us in person Monday to Thursday 12:30 - 3:30 pm (main campus in Room 1102).

### Parking

Go to: <https://rdpolytech.ca/about/contact-us/parking> and click on "Apply for Parking" to purchase your parking  
No credit card? You can purchase a Visa/Mastercard gift credit card at the bookstore or a pre-paid credit card is available at major grocery outlets or post offices. Visa debit cards are available through the bank.

Questions? Please email [parking@rdpolytech.ca](mailto:parking@rdpolytech.ca)

2022-2023 Rates: (Apprentice Zone – Lots B, T, U) - \$19.00 per week

### iCard

For as long as you are a student at RDP, your iCard will be your most important piece of identification. Visit our website to learn more: <https://rdpolytech.ca/student-services/i-card/icard>



Red Deer  
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### Residence

On-Campus housing is available for Apprenticeship students. We offer a variety of townhouse and single accommodations to meet your needs here on campus! Unit styles and applicable rental rates can be found online [RDP Residence](#). For more information on housing options please contact us at [residence@rdpolytech.ca](mailto:residence@rdpolytech.ca) or 403.342.3257. To apply for housing, just go to our website: [RDP Residence](#). Follow the steps to create your own Residence Portal Account and begin applying for your specific residence term.

Apprenticeship Students can choose between a Full and Partial Stay here on campus for the duration of their course. Students that choose the Full Stay option will be provided housing for the entire duration of their apprenticeship program here at RDP. Students that choose the Partial Stay option will be provided housing for the period of in-person on-campus course delivery only. These options allow for increased flexibility to meet your needs. Partial Stay Occupancy includes a check-in on the applicable Monday with a check-out by Friday at noon each week.

### Counselling Services

Counselling Services is an inclusive, safe, community-focused, and accessible support service that works to cultivate mental health and well-being within the RDP learning community. Apprenticeship students can access free one on one counselling, groups, peer support and mental health education.

You might contact us to help manage stress, test anxiety, personal issues, or other things that could interfere with your success. We are open and available online and virtually to continue meeting your needs. **Find us on the RDP website by searching "Counselling Services", like us on Facebook by searching "Counselling Services at Red Deer Polytechnic" or follow us on Instagram. Students also have the option to email us directly at [counselling@rdpolytech.ca](mailto:counselling@rdpolytech.ca) or Phone 403.343.4064.**

We are located in Room 1402

Our hours of operation are 8:30am – 4:30pm Monday through Friday

### Learning Support

Your success is important to us! There are a variety of free academic support services for apprentices including math assistance, ESL tutoring and access to a learning skills strategist. For more information about these services, email [help\\_learn@rdpolytech.ca](mailto:help_learn@rdpolytech.ca), or visit <https://rdc.libguides.com/tutoring>. Students with documented disabilities affecting mobility, learning, physical, and/or mental health can register with Accessibility Resources to access resources and accommodations to support their learning. For more information email [accessibility@rdpolytech.ca](mailto:accessibility@rdpolytech.ca) or visit <https://rdc.libguides.com/accessibilityservices>. For more information contact us:

Phone 403.357.3629 or stop into the Library Information Common – room 1006

Our hours of operation are 8:30am – 4:30pm Monday through Friday.

### Students' Association (SARDP)

SARDC is located upstairs in Room 2010. There you can rent your locker, access fax service, and inquire about the Student Food Bank. This location is also the home of your student government, a place where your elected officials provide students with political representation, help with academic issues and appeals, access to Student Groups on campus, volunteer opportunities. Your Students' Association also sponsors scholarships specific to apprenticeship students, and hosts Trades Completion Ceremonies for apprenticeship graduates. For more about your Students' Association, please visit our website at [www.yoursardp.ca](http://www.yoursardp.ca). The Students' Association also owns and operates the Lift – your on-campus C-Store, as well as the FarSide Grill, famous for our all-day breakfast and "pay what you can soup". All are welcome.

### Red Deer Polytechnic Campus Store and the Pulse...More than just books!

The RDP Campus Store and the Pulse are open Monday through Friday, 8:30am – 4:30pm. You can purchase required course books, ILMs, a varied selection of trades supplies, RDP gifts, gear and apparel.

**REMINDER:** You will need your registration confirmation email to purchase ILM materials off the shelf. Avoid the lineups and pre-order your course materials online: [www.rdpolytech.ca/campusstore](http://www.rdpolytech.ca/campusstore)

Phone: 403-342-3245 Fax: 403.357.3687 Email: [0913mgr@follett.com](mailto:0913mgr@follett.com)

Web: [www.rdpolytech.ca/campusstore](http://www.rdpolytech.ca/campusstore) Please check the website for summer hours.

### Health, Safety and Wellness Centre

The Health, Safety and Wellness Centre (HSWC) offers safety services for the campus, first aid treatment, confidential nursing services, community referrals, sexual health information, addictions help and referrals, health education, disability and injury management for both students and employees.

All individuals who have been part of, or have witnessed an incident where someone was, or could have been injured, are to submit a [Report an Incident/Injury form](#) as soon as possible that will prompt an investigation by the HSWC and Manager of Security and Emergency Response. This reporting form is also located under the SafeRDP App under the purple Health, Safety & Wellness screen.

**Location: Room 901**

**Phone:** 403.342.3427

**Hours:** 8:30am – 4:30pm Monday- Friday

ANY further assistance or questions please call us at 403.342.3100 or toll free 1.888.475.1101 or visit our website at: [www.rdpolytech.ca](http://www.rdpolytech.ca). We look forward to your attendance at Red Deer Polytechnic!