



# URBAN CIRCLE TRAINING CENTRE INC.

## ADULT EDUCATION & EMPLOYMENT PROGRAM

(July 17, 2017 – December 15, 2017)

### INTAKE PROCESS

\*\*REVISED\*\*

May 18, 2017

**Attend an Information Meeting on one of the following days @ 9:30a.m.:**

Wednesday, May 17, 2017

Tuesday, May 30, 2017

Monday, June 5, 2017

All Highlighted Dates – Mark your Calendar to Attend  
All Applicants MUST Attend an Intake Session

#### 1<sup>st</sup> INTAKE

Application Deadline: Friday, March 17/17 (4:30p.m.)  
Orientation Meeting: Wednesday, March 22/17 (9:00a.m. - 12:00p.m.)  
Academic Assessment: Wednesday, March 22/17 (1:00p.m. – 4:00p.m.)  
Interview Dates: Thursday, March 23/17 (a.m. only); Friday, March 24/17; & Monday, March, 27/17 (p.m. only)  
Staff Team Deliberation: Monday, April 3/17 (3:00p.m.)  
Notification of Acceptance: Tuesday, April 4/17

#### 2<sup>nd</sup> INTAKE

Application Deadline: Monday, April 10/17 (4:30p.m.)  
Orientation Meeting: Wednesday, April 12/17 (9:00a.m. - 12:00p.m.)  
Academic Assessment: Wednesday, April 12/17 (1:00p.m.- 4:00p.m.)  
Interview Dates: Tuesday, April 18/17 (p.m. only); Wednesday, April 19/17; & Thursday, April 20/17 (until 2:30p.m.)  
Staff Team Deliberation: Thursday April 27/17 (10:30a.m.)  
Notification of Acceptance: Thursday, April 27/17

#### 3<sup>rd</sup> INTAKE

Application Deadline: Wednesday, May 3/17 (4:30p.m.)  
Orientation Meeting: Friday, May 5/17 (9:00a.m. - 12:00p.m.)  
Academic Assessment: Friday, May 5/17 (1:00p.m. – 4:00p.m.)  
Interview Dates: Monday, May 8/17 (p.m. only); Tuesday, May 9/17; Wednesday, May 10/17; & Thursday, May 11/17 (a.m. only)  
Staff Team Deliberation: Tuesday, May 30/17 (10:00a.m.)  
Notification of Acceptance: Wednesday, May 31/17 (a.m.)

#### 4<sup>th</sup> INTAKE

Application Deadline: Monday, May 29/17 (4:30p.m.)  
Orientation Meeting: Tuesday, May 30/17 (1:00p.m. - 4:00p.m.)  
Academic Assessment: Wednesday, May 31/17 (9:00a.m. - 12:00p.m.)  
Interview Dates: Thursday, June 1/17 & Monday, June 5/17  
Staff Team Deliberation: Monday, June 19/17 (10:00a.m.)  
Notification of Acceptance: Monday, June 19/17

**PLEASE NOTE:** All applicants MUST complete one of the above scheduled Intake Process before given an acceptance letter.