

GUIDE FOR INSTITUTIONS

Appointed to Offer Comparable Programs

If an institution closes before its students have completed their approved programs, those students may have claims against the Student Tuition Protection Fund (the Fund). Only students enrolled in programs approved by the Private Training Institutions Branch (PTIB) are eligible to file a claim on the Fund.

In the event of an institution closure, the registrar may appoint an institution (the “train-out institution”) to provide a comparable program of instruction. Students previously enrolled at the closed institutions may enroll at an appointed train-out institution to complete their program. Those students must file a claim against the Student Tuition Protection Fund and, if their claim is approved, payment will be made to the train-out institution.

Process to be appointed to offer a comparable program

The process to apply to be appointed as a train-out institution offering a comparable program is outlined below.

Step 1: PTIB invites institutions to submit proposal(s)

Following the cancellation or surrender of an institution’s certificate, PTIB may email institutions offering similar programs in the same geographic area as the closed institution and invite them to submit a proposal to be appointed as an institution offering a comparable program.

Step 2: Institutions submit comparable program proposal(s)

If interested, the institution must submit a completed Comparable Program Proposal (provided by PTIB) *for each program* to PTI@gov.bc.ca.

Step 3: The registrar appoints institution offering comparable program

The registrar will review the proposal to determine which program(s), if any, are comparable to those offered by the closed institution. The registrar will take into account the following considerations, among others:

- (a) program content;
- (b) location from which the program is offered;
- (c) tuition;
- (d) start and end date of the program;
- (e) date the institution offering the program was initially certified;
- (f) whether institution is registered or designated;
- (g) institution’s most recent inspection report;
- (h) institution’s category assignment;
- (i) institution’s compliance with conditions attached to its certificate;
- (j) institution’s capacity to provide comparable program;

- (k) reasonableness of institution's plan for accommodating students in a comparable program;
- (l) if the program leads to employment in a career occupation that is regulated by a regulator, institution's standing with regulator's requirements; and
- (m) the date the institution last offered the program.

The registrar will advise all applicants of the outcome of their proposals.

Payment to institutions appointed to offer comparable programs

After review of a student's claim, the PTIB trustee will adjudicate the claim and if appropriate, order a tuition refund from the Fund. Upon receipt of a copy of the signed enrolment contract, the tuition refund will be made to the train-out institution.

The train-out institution may not charge any tuition to the student unless we confirm the student owed tuition to the closed institution. In that case, tuition owed to the closed institution would be owed to the train-out institution and should be listed in the enrolment contract.

The train-out institution may charge for administrative fees, application fees, assessment fees and fees charged for course materials and these fees must be listed in the enrolment contract.

Student enrolment

PTIB will provide affected students with a list of train-out institutions along with the programs identified as comparable. Students will contact those institutions directly to discuss enrolment. Wherever possible, students will provide a copy of their transcripts and other required information and records. Students may contact PTIB for assistance in obtaining student records.

Before enrolling a student you must first email pti.institutionclosure@gov.bc.ca to confirm the student has filed a claim.

Train-out institutions must:

- ensure students meet program admission requirements, and
- if planning to enroll students in a program that is already running, determine whether students are at the same or similar academic level as their current students.

When conducting a prior learning assessment, you may determine the student requires additional training. If this is the case, you should contact PTIB to discuss tuition.

If your institution or a program you offer is regulated by another regulatory body you may wish to advise them you have been appointed as a train-out institution. Some regulatory bodies have residency requirements for students and will need notice that students applying for exams or licensing upon graduation may not meet those requirements due to a closure.

Students receiving student financial assistance through StudentAid BC have 21 days from the date of the institution closure to transfer to a train-out institution and begin classes. These students need to complete an [Appendix 5 \(Transfer of School form\)](#) and submit it to StudentAid BC. PTIB staff may assist students needing to complete Appendix 5's if the closing institution is unable to complete its portion. If students have not begun classes within 21 days, a withdrawal will be processed on their student loan records and it is possible that over-awards may be created on their files.