|  |
| --- |
| [Institution (legal) name][Institution operating name] [Mailing address, telephone number and email address for location of program] |
| [Institution Name] is [registered/interim designated/designated] by the Private Training Institutions Regulatory Unit (PTIRU) |
| **STUDENT INFORMATION** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Last Name |  | First Name  |
|  |
| Mailing Address  |
|  |  |  |
| Student Telephone Number |  |  Student Email Address  |
|  |

|  |
| --- |
| PROGRAM INFORMATION |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Program Title |  | Language of Instruction:  |
|  |  |  |
| Hours of Instruction during Contract Term |  | Program Duration in Weeks |
|  |  |  |
| Contract Start Date |  | Contract End Date |
| **Program Delivery Method** |  | [ ]  In-class |
| ***\*Synchronous*** *distance delivery means students attend classes virtually in ‘real time’ with instructors and classmates.**\** ***Asynchronous*** *distance learning means students and instructors do not meet in ‘real time’. There is no live video portion of the program. Students in a program may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments and discussion groups.* |  | [ ]  Combined  |
|  | [ ]  Distance – Synchronous\* |
|  | [ ]  Distance – Asynchronous\* |
|  | [ ]  Distance – Both Synchronous and Asynchronous\* |
| **PROGRAM OUTLINE** |
| **Insert Program outline here (if available).**   |
| **PROGRAM COSTS** |
| **Total tuition payable during contract term** | $ |  |
| **Application fee** | $ |  |
| **Assessment fee** *(Itemized)* | $ |  |
| * *Name of assessment fee*
 | $ |  |
| **Administrative fee** *(Itemized)* | $ |  |
| * *Name of administrative fee*
 | $ |  |
| **Fees for textbooks or other course materials, including equipment and uniforms** | $ |  |
| *(Itemized, e.g. the individual cost of each textbook)* |  |  |
| * *Name of textbook/other course material #1*
 | $ |  |
| **TOTAL PROGRAM COSTS** | **$** |  |

|  |
| --- |
| REFUND POLICY |
| **If tuition is less than $4,000:**Insert the institution’s tuition policy. If there is no refund, the contract should make that clear. |
| **Insert the following tuition refund policy if tuition is $4,000 or more AND the program is not solely provided through distance education:** The institution will refund 100% of the tuition and all related fees, other than application fees, if both of the following apply**:*** The student does not attend the program, and
* The institution receives from the student a notice of withdrawal or a copy of refusal of a study permit no later than 30 days after the later of:
1. the start date of the program in the most recent Letter of Acceptance
2. the start date of the program in the enrolment contract.

The refund will be paid within 30 days of the date the institution receives the notice of withdrawal or copy of study permit refusal.  |
| **Private Training Institutions Regulatory Unit (PTIRU)**  |
| The program listed in this student enrolment contract does not require approval by the Private Training Institutions Regulatory Unit (PTIRU) of the Ministry of Post-Secondary Education and Future Skills. As such, PTIRU did not review this program. Students may not file a claim against the Student Tuition Protection Fund in relation to this program.This institution is certified by the Private Training Institutions Regulatory Unit (PTIRU). For more information about PTIRU, go to [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca).  |
| **STUDENT SIGNATURE** |
|  |
| Student Signature |  | Date Signed |
|  |
| Signature of Parent or Legal Guardian |  | Date Signed |
| **INSTITUTION SIGNATURE** |
|  |  |  |
|  |
| Signature of Institution Representative |  | Date Signed |
|  |