These guidelines apply to student enrolment contracts for programs that do not require approval and commence on or after September 1, 2016.

For programs that require approval, please see the *Student Enrolment Contract - Approved Program - Sample.*

Contracts for programs that do not require approval must:

* be made in writing at the time the student is enrolled in a program of instruction;
* set out accurate information about the program of instruction; and
* include the following two statements:
* a statement that the program of instruction does not require approval under the Private Training Act; and
* a statement that a student may not file a claim against the fund with the trustee in respect of the program of instruction.

Institutions are free to include additional information to their contracts provided it does not contravene the Private Training Act or the associated regulations.

Questions about the development or use of student enrolment contracts at certified institutions can be directed to the Private Career Training Institutions Agency at 604-569-0033, toll free at 1-800-661-7441 or at [PTI@gov.bc.ca](mailto:PTI@gov.bc.ca).