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 **Student Statement of Rights**

­NAME OF INSTITUTION is certified with the [Private Training Institutions Branch](https://www.privatetraininginstitutions.gov.bc.ca/) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

* amount of tuition and any additional fee for your program
* refund policy
* if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
* whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution’s **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

* your institution ceased to hold a certificate before you completed an approved program
* you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to: <http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.