These guidelines apply to student enrolment contracts for programs that do not require approval by the registrar of the Private Training Institutions Branch (PTIB).

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;
* set out accurate information about the program of instruction: title of the program, location at which the program will be delivered, start and end date, number of hours of instruction tuition and other costs; and
* include the following two statements:
* the program does not require approval under the *Private Training Act*; and
* student may not file a claim against the Student Tuition Protection Fund with the trustee in respect of the program.

Institutions may add any information to the contract provided the information is not false or misleading.

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