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| **INSTITUTION INFORMATION** |
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| Institution Name |  |
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| Institution Representative or Name of Lawyer Representing the Institution |  |
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| Unless you provide a different address here, the registrar will deliver all submissions and other documents to the email address for service we have on file.  |  |
| **DECISION SUBJECT TO REQUEST FOR RECONSIDERATION** |
| Date of decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| [ ]  Refusal to grant certificate |
| [ ]  Certificate suspension |
| [ ]  Administrative penalty |
| **GROUNDS FOR REQUEST FOR RECONSIDERATION**(check all that apply) |
| [ ]  Registrar erred in law |
| [ ]  Registrar failed to observe the principles of natural justice |
| [ ]  Evidence has become available that was not available at the time the decision was made

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| **RECONSIDERATION FEE** |

[ ]  $100 cheque payable to the Minister of Finance is included. OR[ ]  $100 Reconsideration Fee NOT included. I request PTIB provide an invoice to allow me to make online payment or payment by Electronic Funds Transfer (EFT). **IMPORTANT NOTE:** You **must** deliver this completed request and $100 reconsideration fee within 30 days of receipt of the registar’s decision to PTI@gov.bc.ca or 203 – 1155 West Pender Street, Vancouver, BC, V6E 2P4. If you request online payment or EFT it may take up to 3 business days for PTIB to prepare an invoice.. No extension of the 30 day deadline may be granted. |

The Registar’s Rules of Practice and Procedure for Reconsiderations can be found at:

<https://www.privatetraininginstitutions.gov.bc.ca/sites/www.privatetraininginstitutions.gov.bc.ca/files/files/Registrars_Rules.pdf>