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| Institution (legal) nameInstitution operating nameMailing address, telephone number and email address for location of program |
| [Institution Name] is [registered/interim designated/designated] by the Private Training Institutions Branch (PTIB) |
| **STUDENT INFORMATION** |

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| --- | --- | --- |
|  |  |  |
| Last Name |  | First Name & Middle Name |
|  |  |  |
| Usual First Name  |  | Personal Education Number (if available) |
|  |
| Mailing Address  |
|  |
| Mailing Address in Canada (if available and different from above) |
|  |  |  |
| Student Telephone Number |   |  Student Email Address |
|  |  |  | If you are an international student:Citizenship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| International Student: |  | [ ]  Yes [ ]  No  |
| Do you have a study permit? [ ]  Yes [ ]  NoIf you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? [ ]   **Yes**[ ]   **No** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Birth: |  |  |  |  |  |  |  |  | Gender | [ ]  Female [ ]  Male [ ]  Non-Binary  |
|  | Y | Y | Y | Y | M | M | D | D |
| **Voluntary Disclosure****\*You may voluntarily provide the personal information listed below:**Do you identify yourself as an Indigenous person, that is, First Nations, Métis, or Inuit? [ ]   **Yes**[ ]   **No**If you answered “Yes”, please indicate if you are: [ ]    **First Nations**[ ]    **Métis**[ ]   **Inuit**Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis? [ ]   **Yes**[ ]   **No** |
| **PROGRAM INFORMATION** |

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| Program Title |
|  |  |  |  |  |  |  |
| Hours of Instruction During Contract Term |  | Program Duration in Weeks |  | Contract Start Date |  | Contract End Date |
|  |
| Credential Issued on Graduation |  | [ ]  Diploma |  | [ ]  Certificate |  |  |
|  |
| Program Delivery Method | [ ]  In-class | [ ]  Distance – Synchronous\* | [ ]  Distance – Asynchronous\* | [ ]  Distance – Both Synchronous and Asynchronous\* |
| [ ]  Combined **Specify the method of delivery for each course. If a course employs more than one delivery method, the requirements for in-class and synchronous attendance must be clearly outlined.** |
| \* ***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.*Language of Instruction: |
| Required course materials and technological resources not provided by the institution (if applicable): |
| **PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION** |
| **Insert admission requirements here.**  |
| **PROGRAM OUTLINE**  |
| **Insert program outline here. Alternatively, you may append the program outline to the contract. If you choose to append the outline, you MUST ensure the student initials all pages, that you keep a copy of the initialed outline in the student record and that you archive the entire contract (including attachments).**  |

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| **STATEMENT OF STUDENT RIGHTS** |
| **Insert student statement of rights here (sample included below). Alternatively, you may append the statement of rights to the contract. If you choose to append the document, you MUST ensure the student initials all pages.**­**[Institution Name]** is certified with the [Private Training Institutions Branch](https://www.privatetraininginstitutions.gov.bc.ca/) (PTIB) of the British Columbia Ministry of Post-Secondary Education and Future Skills. 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>.  |
| **WORK EXPERIENCE (if applicable)** |
| Requirements for participation:Estimate of the costs to complete:Geographic area or region of the Province where the work experience will be provided:Date(s) on which work experience is intended to be provided:Number of hours of the work experience: |
| **REGULATORY REQUIREMENTS (if applicable)** |
| **If the program leads to employment in a career occupation that is regulated by a regulator, list the requirements of the regulator for employment in the career occupation here.** |
| **PROGRAM COSTS** |
| **Provide an itemized list of what services and/or resources are included in the program’s course material fees, assessment fees, administrative fees, and other fees. Add rows as necessary to provide all required details.**Total tuition payable during contract term | $  |  |
| Application fee | $ |  |
| Assessment fee (Itemized) | $ |  |
| Administrative fee (Itemized)(Specify what the administrative fee entails) | $ |  |
| 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* Name of textbook/other course material #2 Name of textbook/other course material #3 Name of textbook/other course material #4 Name of textbook/other course material #5 Name of textbook/other course material #6 Name of textbook/other course material #7 Name of textbook/other course material #8 Name of textbook/other course material #9 Name of textbook/other course material #10Other mandatory fees (fees students must pay that are not in relation to an approved program) (Itemized) | $$$$$$$$$$ |  |
| **Domestic student application fees cannot exceed $250 and international student application fees cannot exceed $1,000. Assessment fees cannot exceed $250.** | $ |  |
| **TOTAL PROGRAM COSTS** | **$**  |  |
|  |  |  |

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| **PAYMENT TERMS** |
| Method of payment: |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Cash [ ]  Cheque [ ]  Credit Card | [ ]  Other: |  |  |

 |
| If applicable, include payment plan here.  |
| **REFUND POLICY** |
| **APPROVED PROGRAMS – IN-CLASS OR COMBINED DELIVERY** | **REFUND DUE** |
| Before program start date, institution receives a notice of withdrawal: |
| * No later than seven days after student signed the enrolment contract, and
* Before the program start date
 | 100% tuition and all related fees, other than application fee. **Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.** |
| * At least 30 days before the later of:

a) The program start date in the most recent Letter of Acceptance (international students)b) The program start date in the enrolment contract. | Institution may retain up to 10% of tuition, to a maximum of $1,000. |
| * More than seven days after the student and institution signed the enrolment contract, and
* Less than 30 days before the later of:
1. The program start date in the most recent Letter of Acceptance (international students)
2. The program start date in the enrolment contract.
 | Institution may retain up to 20% of tuition, to a maximum of $1,300. |
| After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than distance-education-only programs: |
| • After the program start date, and up to and including 10% of instruction hours have been provided. | Institution may retain up to 30% of tuition. |
| • After the program start date, and after more than 10% but before 30% of instruction hours have been provided. | Institution may retain up to 50% of tuition. |
| • After the program start date, and 30% or more of the hours have been provided. | No refund due. |
| Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education): |
| • A student does not attend the first 30% of the program.  | Institution may retain up to 50% of the tuition paid. |
| Institution receives a evidence a study permit was denied (applies to international students requiring a study permit): |
| • Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract • Student has not requested additional Letter(s) of Acceptance. | 100% tuition and all related fees, other than application fee. |
| **APPROVED PROGRAMS – DISTANCE DELIVERY** | **REFUND DUE** |
| Before program start date, institution receives a notice of withdrawal:* No later than seven days after student signed the enrolment contract, and
* Before the program start date
 | 100% tuition and all related fees, other than application fee. |
| * Student has **completed** no more than 30% of the program.
 | Institution may retain up to 30% of the tuition paid. |
| • Student has **completed** more than 30% but less than 50% of the program. | Institution may retain up to 50% of the tuition paid. |
| • Student has **completed** 50% or more of the program.  | No refund due. |
| **Completed** means the student has received an evaluation of their performance for the specified percentage of hours of instruction. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed. |

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| **PRIVATE TRAINING INSTITUTIONS BRANCH (PTIB)** |
| This institution is certified by the PTIB of the Ministry of Post-Secondary Education and Future Skills. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca).  |
| Please be advised that under section 61 of the *Private Training Act*, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar’s regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes. |

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| STUDENT DECLARATION |
| I consent to the institution sharing my personal information with the Ministry of Post-Secondary Education and Future Skills for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the *Personal Information Protection Act* (PIPA).I consent to the institution sharing my personal information with Immigration, Refugees and Citizenship Canada for the purposes of the International Student Program under the authority of section 6(2)(a) and 10(1)(a) of the *Personal Information Protection Act (PIPA)*. Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Policy and Institution Certification, Private Training Institutions Branch, Post-Secondary Policy & Programs, Ministry of Post-Secondary Education and Future Skills, 310-601 Cordova Street W, Vancouver, BC V6B 1G1 or by telephone at (604 569-0019). |
| Student Signature |  | Date Signed |
|  |
| Signature of Parent or Legal Guardian |  | Date Signed |
| **INSTITUTION SIGNATURE** |
|  |  |  |
|  |
| Signature of Institution Representative |  | Date Signed |
|  |

Student Enrolment Contract

Approved Program

**Checklist**

Use the following checklist if you are creating a student enrolment contract for an **approved program** that is not an employer-provided program.

For programs that do not require approval, please see the *Student Enrolment Contract – Program that Does Not Require Approval* *– Sample.*

**Why use the checklist?**

When completed, the checklist will ensure all required components of the contract have been included and will assist PTIB in its review of each contract submitted.

**How to use the checklist?**

The checklist should be marked to show the page numbers on which each item listed below appears in the accompanying student enrolment contract. The student enrolment contract should then be marked to correspond to the item numbers on the checklist. The student enrolment contract must include all required items and may include additional items if needed.

**What requirements are not included in the checklist?**

Student enrolment contracts for approved programs must be:

* written in a clear and comprehensible manner and in at least 10-point type;
* accurate, in relation to the program being contracted for;
* for a term no longer than 18 months. If the program is longer than 18 months, a subsequent student enrolment contract can only be signed after 30% of the program’s hours of instruction listed in the original contract have been provided;
* in compliance with the PTA and associated regulations in respect of fees, payments, and refunds;
* signed by the institution and each student they enrol, on or before the start date unless the program is employer provided;
* initialled on all pages of any appended materials that are required in the contract, such as the program outline. Enrolment contracts must be archived in their entirety (including appended materials);
* provided to the student as soon as practicable after being signed.

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| --- | --- | --- | --- | --- |
|  |  | ID- |  |  |
| Institution Name |  | Institution Number |  | Date |

|  |  |  |
| --- | --- | --- |
| **Item** | **Things to Include** | **Page Number** |
|  | **INSTITUTION INFORMATION** |
| 1. | Full (legal) name and, if different, operating name |       |
| 2. | Mailing address, telephone number, email address and, if applicable, fax number for the location where the institution provides the program being contracted for |       |
| 3. | Whether the institution holds a registration, interim designation or designation certificate |       |
|  | **STUDENT INFORMATION** |
| 4. | Full legal name and, if applicable, usual first name |       |
| 5. | Personal Education Number, if available |       |
| 6. | Mailing address, telephone number and email address |       |
| 7. | Mailing address in Canada for international students, if available and different from above |       |
| 8. | Whether the student is an international student (though not a contract requirement, this information must be provided in student data reports and is therefore a suggested inclusion) |       |
| 9. | Date of birth |       |
| 10. | Gender |       |
| 11. | (Optional) Voluntary disclosure: whether student is an Indigenous person and if so, First Nations/Métis/Inuit; and/or whether student has disability |  |
|  | **PROGRAM INFORMATION** |
| 12. | Program title |       |
| 13. | Number of hours of instruction provided during the contract term |       |
| 14. | Number of weeks of instruction during the program |       |
| 15. | Start and end date of the program or part of the program provided during the contract term |       |
| 16. | Credential granted upon completion |       |
| 17. | Method of delivery |       |
| 18. | Language of instruction |       |
| 19. | Required course materials and technological resources not provided, if applicable |       |
| 20. | Admission requirements |  |
| 21. | Program outline |       |
| 22. | Information about the work experience component, if applicable |       |
| 23. | Regulator’s requirements for employment in the career occupation, if applicable |       |
|  | **TUITION AND FEES** |
| 24. | Amount of tuition payable during the contract term |       |
| 25. | List of all administrative, application, assessment and course material fees |       |
| 26. | List of any other mandatory fees the institution may require a student to pay other than in respect of an approved program |       |
| 27. | Method of payment by which the student must pay tuition and other fees |       |
|  | **POLICIES AND SIGNATURES** |
| 28. | Tuition refund policy |       |
| 29. | Statement:” This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Post-Secondary Education and Future Skills. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca).”  |       |
| 30. | Statement: “Please be advised that under section 61 of the *Private Training Act*, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar’s regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.” |       |
| 31. | Statement: “I consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between [name of institution] and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.” |       |
| 32. | Student Statement of Rights |  |
| 33. | Signature of student or, if under the age of 19, their parent or legal guardian |       |
| 34. | Signature of person with legal authority to act on behalf of the institution |       |
| 35. | Date signed |  |