Contracts for students enrolling in an approved program commencing on or after September 1, 2016 must contain all information listed in section 24 of the Private Training Regulation.

If a student has signed a contract for such a program and that contract is compliant with PCTIA requirements, the institution may either have the student sign a new contract compliant with the new requirements or provide the student with a contract addendum and include that addendum in the student’s file. The addendum must include all information required by the Private Training Regulation that was not required under PCTIA.

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| **Requirement** | **Page Number** |
| **INSTITUTION INFORMATION** | |
| Whether the institution holds a registration, interim designation or designation certificate |  |
| **STUDENT INFORMATION** | |
| Mailing address in Canada for international students, if available and different from above |  |
| 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) |  |
| **PROGRAM INFORMATION** | |
| Number of hours of instruction provided during the contract term |  |
| Number of weeks of instruction during the program |  |
| Program outline |  |
| Information about the work experience component, if applicable |  |
| **POLICIES AND SIGNATURES** | |
| Tuition refund policy |  |
| PTIB’s email address, telephone number and website address |  |
| 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.” |  |

See sample next page

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| ENROLMENT CONTRACT ADDENDUM |
| [Institution Name] is [registered/interim designated/designated] by the Private Training Institutions Branch |
| **STUDENT INFORMATION** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | |  |  | |
| Last Name | | |  | First Name | |
|  | | | | | |
| Mailing Address in Canada (if available) | | | | | |
| International Student: |  | Yes  No | | |  |

|  |
| --- |
| PROGRAM INFORMATION |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Program Title | | | |
|  |  |  |  |
| Hours of Instruction during Contract Term |  | Program Duration in Weeks |  |
| **PROGRAM OUTLINE** | | | |
| **Insert Program outline here or include as attached document.** | | | |
| **WORK EXPERIENCE (if applicable)** | | | |
| **Requirements for participation:**  **Estimate of the costs to complete:**  **Geographic area or region of the province where the work experience component will be provided:**  **Date(s) on which work experience is intended to be provided:**  **Number of hours of instruction:** | | | |
| **REFUND POLICY** | | | |
| The institution’s refund policy is available at **[web address]** | | | |

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| **PRIVATE TRAINING INSTITUTIONS BRANCH** |
| Tel. (604) 569-0033 or 1-800-661-7441  Fax. (778) 945-0606  [**www.privatetraininginstitutions.gov.bc.ca**](http://www.privatetraininginstitutions.gov.bc.ca)  [**PTI@gov.bc.ca**](mailto:PTI@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. |