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| --- |
| Institution (legal) name  Institution operating name  Mailing address, telephone number and email address for location of program |
| [Institution Name] is [registered/interim designated/designated] by the Private Training Institutions Branch |
| **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  No  If 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 | Male  Female |
|  | 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 Aboriginal 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  (select all that apply) | | | |  | In-class |  | Distance | | | | | |  | Combined | | | |
|  | | | |  |  |  |  | | | | | |  |  | | | |
| Language of Instruction: | |  | | | | | | | | | |  | | | | | |
| Required course materials and technological resources not provided by the institution (if applicable): | | | | | | | | | | | | | | | | | |
| **PROGRAM ADMISSION REQUIREMENTS** | | | | | | | | | | | | | | | | | |
| **Insert program admission requirements here.**  **Program admission requirements may not be waived by the student or the institution.** | | | | | | | | | | | | | | | | | |
| **PROGRAM OUTLINE** | | | | | | | | | | | | | | | | | |
| **Insert Program outline here.** | | | | | | | | | | | | | | | | | |
| **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: | | | | | | | | | | | | | | | | | |
| **REGULATORY REQUIREMENTS (if applicable)** | | | | | | | | | | | | | | | | | |
| **If the program of instruction leads to employment in a career occupation that is regulated by a regulator, the requirements of the regulator for employment in the career occupation must be included here.** | | | | | | | | | | | | | | | | | |
| **PROGRAM COSTS** | | | | | | | | | | | | | | | | | |
| Total tuition payable during contract term | | | | | | | | | | | | | | | $ | |  |
| List all additional administrative, application, assessment, course material and other mandatory fees, adding lines as necessary. | | | | | | | | | | | | | | | $ | |  |
| 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: |  |  | |
| Institutions may include a payment plan here. If the approved program of instruction is longer than six months, the student cannot be required to pay tuition in fewer than two equal instalments and the instalment dates must be set as evenly as possible in relation to the contract term. | |
| **REFUND POLICY** | |
| 1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:    1. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;    2. the student, or the student’s parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student’s parent or legal guardian, signed the student enrolment contract and the contract start date; or    3. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date. 2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission. 3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education. 4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:    1. more than seven days after the effective contract date and       1. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of $1,000.       2. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of $1,300.    2. after the contract start date       1. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.       2. and after more than 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract. 5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:    1. equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.    2. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract. 6. If the institution provides the program solely through distance education and the institution receives a student’s notice of withdrawal or the institution delivers a notice of dismissal to the student and:    1. the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or    2. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract. 7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student. 8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:    1. of the date the institution receives a student’s notice of withdrawal,    2. of the date the institution provides a notice of dismissal to the student,    3. of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or    4. after the first 30% of the hours of instruction if section 3 of this policy applies. 9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:    1. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or    2. the program is provided solely through distance education. | |
| **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. | |

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| STUDENT DECLARATION | | |
| I consent to the Institution sharing my personal information with the Ministry of Advanced Education, Skills and Training 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 sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between (insert name of institution) and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.  Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, Skills and Training 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 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 of instruction that begins on or after September 1, 2016 and is not an employee-provided program. If a program does not require approval but has nonetheless been approved by the registrar, the contract must include every component listed below.

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

**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.

Questions about the development or use of student enrolment contracts at certified institutions can be directed to the Private Training Institutions Branch at (604) 569-0033.

**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;
* in compliance with the PTA and associated regulations in respect of fees, payments, and refunds; and
* provided to the student as soon as practicable after being signed.

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

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| --- | --- | --- |
| **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 aboriginal, if so what kind; 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. | PTIB’s email address, telephone number and website address |  |
| 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. | Signature of student or, if under the age of 19, their parent or legal guardian |  |
| 33. | Signature of person with legal authority to act on behalf of the institution |  |
| 34. | Date signed |  |