



Student Enrolment Contract
Full Career Training Program

Canadian Tourism Business Schools Ltd., dba Canadian Tourism College Vancouver Campus #501 – 1755 West Broadway Vancouver, BC V6J 4S5 Tel: 604-736-8000 Fax: 604-731-9819 Toll Free: 1-877-731-9810	PCTIA Registration Number: 304 Student Number: _____ This Institution is PCTIA Accredited: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student Number: _____ Surrey Campus #320 – 10362 King George Boulevard Surrey, BC V3T 2W5 Tel: 604-582-1122 Fax: 604-583-4092 Toll Free: 1-800-668-9301 Campus Location of attendance: <input type="checkbox"/> Vancouver <input type="checkbox"/> Surrey
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STUDENT INFORMATION

Student Last Name _____		Student First Name and Initial _____	
Student Previous Last Name (if applicable) _____		Student Previous First Name and Initial (if applicable) _____	
Student Local Mailing Address (including country) _____			Postal Code _____
Student Permanent Mailing Address (including country) (if different from above) _____			Postal Code _____
Student Telephone Number _____	Alternative Telephone Number _____	Student Email Address _____	
International Student: <input type="checkbox"/> Yes <input type="checkbox"/> No	Student Alternative Email Address _____		
Date of Birth: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Y Y Y Y M M D D			
Postal code of last permanent residence in Canada _____			

PROGRAM INFORMATION

Program Name (as registered with PCTIA) _____			
Program Duration in Hours _____	Program Duration in Months _____	Program Start Date _____	Program End Date _____
Credential Issued on Graduation <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Post-Diploma	<input type="checkbox"/> Other (please specify) _____		
Program Delivery Method <input type="checkbox"/> On-Site <input type="checkbox"/> Distance <input type="checkbox"/> Combined			
Language of Delivery if other than English _____			

PROGRAM ADMISSION REQUIREMENTS

Students are requested to have one of the following pre-requisites to qualify for enrolment into a Canadian Tourism College Diploma or Certificate program:

1. **Grade 12 graduation from a Canadian High School or an equivalent level institution Worldwide;**
2. **Successful completion of the Government Equivalency Diploma (G.E.D);**
3. **Apply as a mature student, be over 19 years of age and successfully complete the Canadian Tourism College Entrance Exam with a passing grade of 65%.**

Please note the admission criteria cannot be waived by the student or the school.

PRIOR LEARNING ASSESSMENT

I am aware that CTC has a Prior Learning Assessment policy in the student handbook.

Program Costs in Canadian Dollars (\$CDN):

Amount

• Tuition	\$
• Registration/Application Fee – non refundable	\$
• Prior Learning or Portfolio Assessment Fee (if applicable)	\$
• Textbooks	\$
• Supplies/Materials	\$
• Lab Fees	\$
• Uniforms	\$
• Late or insufficient funds fees (\$25.00 each)	\$
• Payment plan fees (\$15.00 per month)	\$
• Graduation & Archive fees	\$
Other (please specify)	\$
Other (please specify)	\$
TOTAL PROGRAM COSTS	\$

PAYMENT PLAN

Program Costs will be paid by way of: Visa, MasterCard, Debit, Cheques, Cash, Bank Wire, Email Transfer, HRDC, Student Loans or Other (please indicate) _____

Payment Amount(s)	_____	Date(s) Due:	_____
	_____		_____
	_____		_____
	_____		_____

REFUND POLICY

The following refund policy applies to the terms of this enrolment contract:

Refunds in Cases of Withdrawal or Dismissal

1. Written Notice
 - a) To initiate a refund, written notice must be provided:
 1. By a student to the institution when the student withdraws, or
 2. By the institution to the student where the institution dismisses a student.
2. Refund Entitlement
 - a) Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable application or registration fee. Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
3. Refund policy for students:
 - a) Refunds before the program of study begins:
 1. If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total fees due under the contract or \$250 for domestic students and \$400 for international students.
 2. Subject to subsection (a) (i), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total fees due under the contract, or \$750.
 3. Subject to subsection (a) (i), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 20% of the total fees due under the contract, or \$1000.
 - b) Refunds after the program of study starts:
 1. If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the period of instruction specified in the contract, the institution may retain 30% of the total fees due under the contract.
 2. If written notice of withdrawal is received by the institution, or a student is dismissed, after 10% and before 30% of the period of instruction specified in the contract, the institution may retain 50% of the total fees due under the contract.
 3. If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract, no refund is required.
4. International Students
 - a) An international student is a person who is not a Canadian citizen or a landed immigrant or who has been determined under the Immigration Act to be a Convention Refugee.
 - b) International students require a Study Permit to study in Canada unless they are taking a course or program with a duration of six months or less, are a minor child already in Canada whose parents are not "visitors" in Canada, or are a family or staff member of a foreign representative to Canada accredited by the Department of Foreign Affairs and International Trade.
 - c) If an international student's Study Permit application has not been completed by the start date identified in the institution's Letter of Acceptance and the student so notifies the institution, at the request of the student the institution may issue a second Letter of Acceptance for a later start date. In such a circumstance, the institution may charge the student an additional \$200 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application. Should a student fail to so advise the institution, the refund policy for students (sections (a) and/or (b) above) will apply.
5. Reporting International Student Withdrawals

- a) When an international student enrolled with and/or studying at an institution on the basis of a Study Permit either withdraws from or is dismissed by the institution, the institution is required to notify Citizenship and Immigration Canada within fourteen (14) calendar days that the student has either withdrawn or been dismissed, and a copy of that notification is to be retained in the student file.

6. Other Refund Policy Requirements

- a) Refunds owing to students must be paid within thirty (30) calendar days of the institution receiving written notification of withdrawal and all required supporting documentation, or within thirty (30) calendar days of an institution's written notice of dismissal.
- b) Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates specific to Part IV I. 1 (b) of the PCTIA Bylaws

ADDITIONAL INFORMATION

Prior to signing this contract, the student has been given a copy of and has had opportunity to review the following:

- Admission Policy.
- Attendance Policy.
- Withdrawal/Dismissal Policy (if these are separate policies you must provide both.)
- Dispute Resolution/Grade Appeal Policy (if these are separate policies you must provide both.)
- Privacy Policy.
- Program Outline/Course Outlines.
- Work Experience Policy (if the program has a work experience component.)
- Student Code of Conduct.
- Graduation/Promotion Policy

STUDENT DECLARATION

I DECLARE THAT:

- I have read, understood, and agreed to the terms and conditions of this enrolment contract,
- I have received a signed copy of this contract.
- I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study.
- The information provided by me on this form is true and accurate and that I am 19 years of age or older. *(If under the age of 19, a parent or legal guardian must also sign the contract.)*

Student Signature _____

Date Signed _____

Signature of Parent or Legal Guardian _____

Date Signed _____

INSTITUTION DECLARATION

The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.

Printed Name of Institution Representative _____

Position Title _____

Signature of Institution Representative _____

Date Signed _____



Student Enrolment Contract – Appendix A

BC Private Career Training Institutions Agency Statement

Overview

All private institutions that provide career training programs to students of more than 40 hours/week and over \$1000/tuition must be registered under the *Private Career Training Institutions Act*. The Private Career Training Institutions Agency (PCTIA) is responsible for establishing basic education standards and providing consumer protection for students enrolled with a registered career training institution, and for standards of quality for accredited career training institutions. A list of registered / accredited institutions can be found on PCTIA's website.

PCTIA also manages the Student Training Completion Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution.

For further information about PCTIA and the services it provides, students may contact PCTIA at:

300 – 5172 Kingsway, Burnaby B.C. V5H 2E8

Tel. (604) 660-4400 or 1-800-661-7441

Fax. (604) 660-4400

<http://pctia.bc.ca>

info@pctia.bc.ca

Important Information

Before you begin studies at a registered institution you must sign a student enrolment contract. The institution is required to provide you with a signed copy of your enrolment contract and to maintain a copy in your student file. Under the Personal Information Protection Act, you are entitled to access your student file. Further information about storage and access to your student file is contained in the institution's Privacy Policy.

Before you sign an enrolment contract, there is important information you need to know:

Required Information

The institution must provide you with written copies of its: Dispute Resolution / Grade Appeal Policy, Dismissal Policy, Admissions Policy, Privacy Policy, Attendance Policy, and Tuition Refund Policy, plus a copy of the Program Outline for the program you are taking. Ensure you have understood this information before you sign an enrolment contract.

Your enrolment contract must include the institution's tuition and fee refund policy which sets out the amount of tuition that will be retained in the event you withdraw or are dismissed from the program. The institution's tuition and fee refund policy must comply with the minimum requirements established by PCTIA's Bylaws, as set out below:

Refunds in Cases of Withdrawal or Dismissal

1. Refund Policy

- a) All institutions must have a refund policy which is described, in full, on the student enrolment contract. The minimum policies acceptable to the Agency appear below. Institutions are free to adopt a policy that is more generous to the student.

2. Written Notice

- a) A written notice of withdrawal or dismissal must be provided:
 - i. By a student to the institution when the student withdraws, or
 - ii. By the institution to the student where the institution dismisses a student.

3. Refund Entitlement

- a) Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable application or registration fee. Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

1) Refund policy for students:

- a) Refunds before the program of study begins:
 - i) If written notice of withdrawal is received by the institution less than 7 calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract or \$250.00.
 - ii) Subject to subsection 24. 11) a) i), if written notice of withdrawal is received by the institution 30 calendar days or more before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract, or \$750.00.
 - iii) Subject to subsection 24.11)a) i), if written notice of withdrawal is received by the institution less than 30 calendar days before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 20% of the total tuition and fees due under the contract, or \$1000.00.

b) Refunds after the program of study starts:

- i) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition and fees due under the contract.
- ii) If written notice of withdrawal is received by the institution, or a student is dismissed, after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition and fees due under the contract.
- iii) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required..

Your student enrolment contract must include a copy of the B.C. Private Career Training Institutions Agency Statement (Appendix “A”) and an Authorization for Indirect Collection of Personal Information (Appendix “B”).

Prohibitions:

- The institution is prohibited from guaranteeing a student or prospective student employment, income, or eligibility for a work permit;
- Program admission requirements for your program of study cannot be waived;

DECLARATION	
By signing this form, the student acknowledge having read the information under the heading “Important Information” contained herein prior to executing this enrolment contract.	
<hr/>	
Printed Name of Student	
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Signature of Student	Date Signed



Student Enrolment Contract – Appendix B

Authorization for Indirect Collection of Personal Information

In order to comply with its mandate of establishing quality standards and providing consumer protection, the Private Career Training Institutions Agency (PCTIA) may collect and use personal information about students enrolled in private career training institutions in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act.

I _____ (Student Name), hereby authorize

Canadian Tourism College _____ (Institution Name) to provide my name, contact information, personal identification information, details about my program of study, and amount of fees and tuition paid, directly to PCTIA for the purpose of:

- Advising me of my rights under the Private Career Training Institutions Act, Regulation or PCTIA Bylaws,
- Administering the Student Training Completion Fund and / or
- Establishing and monitoring PCTIA standards for career training institutions.

The personal information on this form consisting of the student name, date of birth, gender, and postal code of the last known permanent address may be used to verify or assign a British Columbia Personal Education Number (PEN) to students. The main use of the PEN is to measure participation of the population in the post-secondary sector and for program research or evaluation.

Other uses of personal information may include purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, or other regulatory requirements. For research purposes, any information disclosed will be in a non-identifiable form.

I understand that I may withdraw my consent to the release of personal information by informing the institution in writing.

Upon completion of the program of study or other termination from the program, my academic record consisting of my transcript and diploma if issued, and this contract, will be stored for the purpose of maintaining an academic record archive in accordance with the PCTIA Bylaws.

Signature of Student

Date Signed