



PACE Canada College Student Enrolment Contract Full Career Training Program

Language of Instruction English

PRIVACY

Under the Personal Information Protection Act students are entitled to access their student file. The personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student consents to other use.

PROGRAM ADMISSION REQUIREMENTS

- 19 years of age
- IELTS 5.5 bands (only for international students)
- Graduated from High school

(Program admission requirements may not be waived by the student or the institution)

PROGRAM COSTS

Program Costs in Canadian Dollars (\$CDN):	Amount
• Tuition (this amount includes discounts or scholarship amounts)	\$ <u>18480.00</u>
• Registration/Application Fee (<i>maximum \$250 for domestic students or \$1,000 for international students</i>)	\$ <u>350.00</u>
• Prior Learning or Portfolio Assessment Fee (if applicable)	\$ _____
• Textbooks	\$ <u>Extra</u>
• Computer/Tablet	\$ _____
• Supplies/Materials	\$ <u>800.00</u>
• Lab Fees	\$ _____
• Uniforms	\$ _____
Other (please specify):	\$ _____
Other (please specify):	\$ <u>250.00</u>
TOTAL PROGRAM COSTS	\$ <u>19980.00</u>

PAYMENT OPTION (STAFF USE ONLY)

(All terms and conditions of payment must be included here, including discounts, bursaries and deferred payment arrangements and all charges for late/insufficient payment)

International students must pay their first installment of \$6000.00 at the time of application submission. The total remaining cost of the first-year must be paid prior to the start of the course. The total remaining cost of the second-year must be paid prior to the start of the second year.

REFUND POLICY

- 1) A student may be entitled to a refund of tuition fees in the event that:
 - (a) The student provides written notice to the institution that he or she is withdrawing from the program; or
 - (b) The institution provides written notice to the student advising that the student has been dismissed from the program.

- 2) The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.

- 3) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.

- 4) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition 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.

- 5) If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.

- 6) Refund policy for students:
 - (a) Refunds before the program of study begins:
 1. If written notice of withdrawal is received by the institution within 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 5% of the total tuition and fees due under the contract to a maximum of \$250.

2. 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 and more than 7 calendar days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.
 3. Subject to Section 6(a)(1) above, 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, and more than 7 calendar days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$1300.
- 7) Refunds after the program of study starts:
- (a) 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 due under the contract.
 - (b) 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 due under the contract.
 - (c) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.
- 8) Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.
- 9) Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.
- 10) Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge:
- (a) The student must return the equipment unopened or as issued within 14 calendar days; and
 - (b) If the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.
- 11) Refunds owed to students must be paid within 30 calendar days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 calendar days of an institution's written notice of dismissal.
- 12) 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 as set out in Section 7 above.

Refund Policy for International students:

An international student is a person who is not a Canadian citizen, permanent resident or who has been determined under the Immigration and Refugee Protection Act to be a Convention Refugee.

- 1) 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 institution's refund policy for students will apply.

An institution may retain the lesser of 10% of the total fees due under the contract or \$400.00 for international students who are denied Study Permit authorization from Citizenship and Immigration Canada. Students denied a Study Permit must provide the institution with a copy of the denial letter prior to the program start date as set out in the institution's most recently issued Letter of Acceptance. Should a student fail to advise the institution, or choose to withdraw for other reasons, the refund policy set out in Section 6 will apply. Refunds owed to students must be paid within 30 days of the institutions receiving a copy of the Study Permit denial letter.

PRIVATE CAREER TRAINING INSTITUTIONS AGENCY OF BC

All private institutions that provide career training programs to students where the tuition charged is greater than or equal to \$1,000, and where the instructional time is greater than or equal to 40 hours 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:

203 – 1155 West Pender Street, Vancouver, BC, V6E 2P4

Tel. (604) 569-0033 or 1-800-661-7441

Fax. (778) 945-0606

<http://pctia.bc.ca>

info@pctia.bc.ca

STUDENT DECLARATION

I DECLARE THAT:

- I have read, understood, and agree 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;
- I have read , understood and agreed to the institution's following documents and a copy has been

provided to me prior to signing The Enrolment Contract :

- Tuition and Fee Refund Policy
- Dispute Resolution / Grade Appeal Policy
- Withdrawal Policy
- Dismissal Policy
- Admission Policy
- Attendance Policy
- Program outline
- Check all that apply:
 - Work Experience Policy
 - Prior Learning Assessment Policy
 - Language Proficiency Assessment Policy
 - Credit Transfer Policy

- The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract; and
- I hereby consent to the sharing of my enrolment and/or reporting information between the institution and Citizenship and Immigration Canada, as necessary for the purposes of the International Student Program, in accordance with applicable provincial privacy legislation.

Note: Please be advised that online signatures cannot be deleted once stamped; please ensure that signatures are correct to the way you see fit before pasting it.

Student Signature	Date Signed
Signature of Parent or Legal Guardian	Date Signed
INSTITUTION DECLARATION (STAFF USE ONLY)	
<p>The institution agrees to deliver the program according to the terms of this contract. The institution certifies that the student has met the admission requirements for the program of study.</p> <p>The contract is legally binding when signed by the student and accepted by the institution.</p>	
Printed Name of Institution Representative	Position Title
Signature of Institution Representative	Date Signed