



# Student Enrolment Package

9260 140<sup>th</sup> Street  
Surrey, B. C. V3V 5Z4  
Phone: 604-583-4040  
Fax: 604-583-5600





(School District #36 Surrey)

**INSTITUTION'S PCTIA REGISTRATION NUMBER:**

**2977**

STUDENT NUMBER OR INSTITUTION'S FILE NUMBER

9260 140<sup>th</sup> Street, Surrey, B. C. V3V 5Z4  
Phone: 604-583-4040 Fax: 604-583-5600

This Institution is PCTIA Accredited:  Yes  
 No

**STUDENT ENROLMENT CONTRACT FOR USE AT REGISTERED PRIVATE CAREER TRAINING INSTITUTIONS IN THE PROVINCE OF BRITISH COLUMBIA**

**STUDENT INFORMATION**

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	Student Surname	Student First Name and Middle or Given Names:
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Local Mailing Address:

City	Postal Code
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International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone Number	Alternate Telephone Number
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Email Address	Alternate Email Address
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Permanent Mailing Address (if different from local mailing address)

Date of birth (YYYY / MM / DD)

Male  Female

**PROGRAM INFORMATION**

Program Title:

Start Date: (YYYY.MM.DD)	End Date: (YYYY.MM.DD)
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Program Duration:	<input type="checkbox"/> Months <input type="checkbox"/> Hours	<b>NOTE:</b> A single contract must not exceed 18 months, or in the case of a multi-year program, 12 months
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Schedule (select only one):

<input type="checkbox"/> Full Time	<input type="checkbox"/> Distance/Home Study	<input type="checkbox"/> Certificate	<input type="checkbox"/> Letter/Citation
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<input type="checkbox"/> Part Time	<input type="checkbox"/> Combination of these	<input type="checkbox"/> Diploma	<input type="checkbox"/> No Credential Given
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Admission Requirements: (The student has met the following admission requirements for this program)

**TUITION AND FEES**

**All fees are in Canadian dollars (\$CAN)**

Registration Fee: (maximum \$150 domestic/ \$250 international)	\$	\$80.00
Tuition Fee	\$	
Textbook Fee	\$	
Materials and Supplies	\$	
Other Fees Payable (explain)	\$	
	\$	
<b>TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT</b>	<b>\$</b>	

**The institution must not accept pre-payment from a student for more than 12 months tuition at any one time.**

Payment Schedule?  No  Yes (if yes, set out terms below.  
If space is insufficient, attach the schedule as an addendum)

Payment Due Date:	Amount Due on Payment Date:

- The student acknowledges and agrees to pay the fees indicated above within the terms of this enrolment contract.
- A tuition refund policy, subject to the provisions of the PCTIA Bylaws, forms a part of this agreement.
- Fees payable are subject to the terms and provisions of the tuition refund policy.

This contract is to be used by an institution registered with the Private Career Training Institutions Agency (PCTIA) to enroll a student into a program which is registered by PCTIA under the provisions of the *Private Career Training Institutions Act*, Regulations, and Bylaws.

Registration of the institution and its programs is provided by PCTIA and is mandatory for institutions providing training or instruction in programs which exceed \$1,000 in tuition and 40 hours in duration.

PCTIA provides consumer protection by managing the Student Training Completion Fund (STCF) which provides tuition refund protection in the case of institutional closure. Information about PCTIA may be found on the web at <http://pctia.bc.ca> including a list of all registered institutions and their approved programs.

In general, students should not complete a training contract for a program at a PCTIA-registered institution which does not appear on PCTIA's website. For further information about the Agency, students may contact PCTIA at:

300 – 5172 Kingsway, Burnaby, BC V5H 2E8  
(604) 660-4400 fax (604) 660-3312 1(800) 661-7441  
<http://pctia.bc.ca> [info@pctia.bc.ca](mailto:info@pctia.bc.ca)

**This contract contains a refund** policy which defines the maximum amount of tuition which may be retained by the institution in case of withdrawal or dismissal from the program.

**This contract contains a release of information** which authorizes the institution to collect certain items of personal information about a student for purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, archiving of student records, or other requirements.

**Employment cannot be guaranteed** for any student who successfully completes a career training program offered by the institution.

**All sections of this contract must be completed.**

**The contract must be signed and a copy given to the student.**

The signed contract must be kept in the student's file at the institution. Upon completion of the program of study or after withdrawal or dismissal from the program, an electronic copy of this contract along with the student transcript, certificate or diploma, must be stored off-site for a period of 55 years.

# PCTIA Student Enrolment Contract: Appendix A

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

## **Refunds in cases of withdrawal or dismissal**

### Written Notice

To initiate a refund, written notice must be provided:

- By a student to the institution when the student withdraws, or
- By the institution to the student where the institution dismisses a student.

### Refund Entitlement

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.

## **Tuition Refund Policy**

### **1. Non-Refundable Registration Fee:**

Surrey College has the right to retain the non-refundable registration fee should you fail to start the program on the pre-arranged date.

### **2. A. Refunds before the program of study starts:**

If written notice of withdrawal is received by Surrey College less than seven (7) calendar days after the contract is made, and before the start of a program of study, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.

### **B. Refunds before the program of study starts and when the Student Contract has not been signed:**

- a) Subject to subsection (2)(a), if written notice of withdrawal is received by Surrey College thirty (30) calendar days or more before the start of a program of study, the institution may retain 10% of the total fees due under the contract.
- a) Subject to subsection (2)(a), if written notice of withdrawal is received by Surrey College less than thirty (30) calendar days before the start of a program of study, Surrey College may retain 20% of the total fees due under the contract.

### **3. Refunds after the program of study starts:**

- a) If written notice of withdrawal is received by Surrey College, or a student is dismissed within 10% of the program of study's duration, the institution may retain 30% of the total fees due under the contract.
- b) Subject to subsection (3)(a), if written notice of withdrawal is received by Surrey College, or a student is dismissed within 30% of the program of study's duration the institution may retain 50% of the total fees due under the contract.
- c) If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is given.

### **4. Other Refund Policy Requirements**

- b) Where a student is deemed not to have met the institutional and/or program specific minimum requirements for admission, the institution must refund all fees paid under the contract, less the applicable non-refundable application or registration fee.
- c) Where an institution provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the institution may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.
- d) 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.

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. 4(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:**

<input type="checkbox"/> Admission policy (required)	<input type="checkbox"/> Attendance policy (required)
<input type="checkbox"/> Withdrawal / dismissal policy (required)	<input type="checkbox"/> Graduation / promotion policy
<input type="checkbox"/> Student code of conduct policy	<input type="checkbox"/> Student handbook
<input type="checkbox"/> Program or course outline	<input type="checkbox"/> List of required equipment and materials
<input type="checkbox"/> Dispute resolution policy (required)	<input type="checkbox"/> Other (explain)

**RELEASE OF PERSONAL INFORMATION**

- 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 requirements.
- For research purposes, any information disclosed will be in a non-identifiable form.
- In accordance with Part 4(10)(1)(a) of the *Personal Information Protection Act*, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the *Freedom of Information and Protection of Privacy Act*.
- We also advise you that upon completion of your program of study or other termination from the program, your academic record consisting of your copies of transcript and diploma if issued, and this contract, will be stored for the purpose of maintaining an academic record archive on an electronic system as per the requirements of the PCTIA Bylaws.

**STUDENT DECLARATION**

I certify that I have read, understood, and agree to the terms and conditions of this enrolment contract, and that I have received a signed copy of this contract. I certify 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 sign the contract.)*

PRINTED NAME

SIGNATURE of STUDENT or PARENT/LEGAL GUARDIAN

DATE

**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.

NAME OF ADMISSION OFFICER, REGISTRAR, AGENT, or SCHOOL OFFICIAL

SIGNATURE

DATE

**PCTIA 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  
\_\_\_\_\_  
\_\_\_\_\_ (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