

Company Logo (must contain name, address, telephone and fax #s)

Private Career Colleges Regulation Act Student Contract Template

Instructions to Students:

A contract is to be completed by all students enrolling in a Private Career College program registered with the Department of Labour and Advanced Education. The contract sets out program details, terms and conditions of enrollment. The contract must be signed by the applicant and by an authorized career college staff member prior to the program start date. The college is required by the Private Career Colleges Regulations Act to provide to the student, prior to signing a contract, 1) an outline of the content of the program; 2) a breakdown of the duration of the program by subject; 3) a program cost breakdown and payment schedule and; 4) a copy of the college's policies, rules and regulations, and a copy of the Tuition Refund Policy detailed in the General Regulations of the Private Career Colleges Regulation Act. All sections of this contract must be completed. The signed contract must be copied to the student file and the original provided to the student within five days of commencing the program.

SECTION 1: Applicant Information

1. Name of student: _____

Mailing address: _____

Student registration #: _____

Postal code:		Telephone:		SIN:	
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2. Education / Experience:

Public school attended / location: _____ Grade achieved: _____

Post secondary education: _____

Work experience: _____

Name of standardized test : (If prerequisite verification is not provided)		Results:	
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Note: Applicants are required to provide verification of prerequisites and such verification is to be placed in the applicant's student file .

3. Contact Person:

In case of emergency, school is to contact:

Name of person: _____ Telephone #: _____

Name of doctor: _____ Telephone #: _____

Does student have any medical condition, disabilities or allergies which will restrict their participation in this program?

YES: NO:

If yes, briefly explain:

SECTION 2: Program Information

Program name: _____ Program prerequisite _____

Start date: _____ End date: _____

Total hours of instruction _____ Total days of instruction _____

Total days of work-term _____

FEES:

Fee	Cost - Year 1	Cost - Year 2 (if applicable)	Cost - Year 3 (if applicable)	Cost - Year 4 (if applicable)
Tuition Cost (including registration fee)				
Books / Text / Materials				
Equipment				
Other (give details)				
TOTAL COST	\$	\$	\$	\$

Tuition Payment Plan:

Equipment Student Uses During Program:

SECTION 3: Terms and Conditions

Payment: Private pay Third party pay Other : _____

Terms of payment and interest: _____

College Rules and Policies: (insert all policies, rules and regulations, or attach as a separate document)

Program Completion Requirements: (details on attendance, pass marks and work terms, etc..)

SECTION 4: Declaration - Private Career College

I hereby certify that:

1. The student has been, prior to signing this contract, provided with; a) an outline of the content of the program; b) a breakdown of the duration of the program by subject; c) a program cost breakdown; d) a copy of the college's policies, rules and regulations; e) a copy of Tuition Refund Policy (Schedule A of the General Regulations); and f) historical employment / placement statistics.
2. This contract has been fully explained to the applicant and the applicant has acknowledged full understanding of all terms, conditions, policies, rules, and regulations associated with the fulfillment of all contractual obligations of both parties.
3. I understand that the Minister of Education will undertake periodic audits of Private Career Colleges files to ensure that all student contracts meet the requirements of the Act and Regulations.
4. I understand this contract is subject to the Private Career Colleges Regulation Act and its General Regulations.
5. A student having graduated from the program and having paid in full all fees, will receive their certificate / diploma no later than 30 days following the registered end date.

Name of operator / college official (print)

Signature of operator / College official

September 2011

Dated at _____ this _____ day of _____ in the year _____

SECTION 5 : Declaration - Applicant

I hereby certify that:

1. I have been, prior to signing this contract, provided with; 1) an outline of the content of the program; 2) a breakdown of the duration of the program by subject; 3) a complete program cost breakdown; 4) a copy of the college's policies, rules and regulations and; 5) a copy of Tuition Refund Policy detailed in the General Regulations of The Private Career Colleges Regulation Act.
2. I fully understand and agree to the terms, conditions, policies, rules and regulations of the College which are described in the body of this contract or as attached annexes to this contract.
3. I understand that by signing this contract I have not been guaranteed employment upon completion of the program requirements.
4. I understand this contract is subject to the Private Career Colleges Regulation Act and its General Regulations.
5. I understand that financial assistance in the form of a loan may be available and it is my responsibility to repay the loan as determined by the lender.

Name of Applicant (print)

Signature of Applicant

Dated at _____ this _____ day of _____ in the year _____