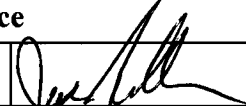


Section:	Training Completion Fund	
Subject:	Training Completion Fund Payment Compliance	
For:	All Private Career Colleges staff	Approved by: 

Policy

The Private Career Colleges Division shall collect and deposit payments to the Training Completion Fund made by college operators as required by legislation. The Private Career College Division may seek prosecution or suspend the certificate of operators who do not comply with submitting payments as required and defined by law.

Background

The Training Completion Fund is established as a special fund as defined by the *Provincial Finance Act* and administered by the Minister of Finance. Operators are required to submit 1.0% of total student tuition liability to the division on the 15th day of each month for all intakes during the previous month.

Authority

Section 33 *Private Career Colleges Regulation Act*
 Section 37, 38, 39 *Private Career Colleges General Regulations*

Procedure

Note #1: Whereas the due date for Training Completion Fund payments is regulated by legislation, it is not the policy of Private Career Colleges Division to extend payment due dates for operators.

Note #2: Whereas Training Completion Fund payments are regulated by legislation and are a mandatory part of college registration; the Private Career Colleges Division may at anytime charge or make a certificate suspension recommendation against any operators who are in arrears, regardless of the amount owed or time in arrears.

Date Issued: January 25, 2010	Date Revised: Jan 18, 2011
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Procedural Guidelines:

1. For operators who are in arrears for one intake period

- a. Operators are required to submit 1.0% of total student tuition liability to the division on the 15th day of each month for all intakes during the previous month. Payment shall be accompanied by a completed Form G.
- b. At any time by the end of the month that the payment is due, and the payment has not been made, a written notice of the arrears shall be sent to the operator by staff responsible for the administration of payments.
- c. If payment has not been made within 15 days of the date of the first written notice of arrears, the staff responsible for the administration of payment shall advise the Manager, Regulation and Compliance who will follow up with a 2nd verbal or written notice of arrears.
- d. If payment has not been made within 7 days of the date of the 2nd verbal or written notice of arrears, the Manager, Regulation and Compliance shall send a written notice of arrears to the college operator advising them of the potential of certification suspension and/or prosecution. At this time the Manager, Regulation and Compliance shall advise the Director, Private Career Colleges on enforcement options. The Manager may consult with appropriate administrative, legal and law enforcement authorities if necessary. As per the *Summary Proceedings Act* any charge must be laid within six months of the date of the offence.
- e. Charges under the Act may be laid by any divisional staff holding Special Constable status under the *Police Act*.

2. For operators who are in arrears of more than one intake or for the second time within two intake registration periods

- a. Operators are required to submit 1.0% of total student tuition liability to the division on the 15th day of each month for all intakes during the previous month. Payment shall be accompanied by a completed Form G and processed by staff.

Date Issued: January 25, 2010	Date Revised:
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- b. If by the end of the month that the payment is due, and the payment has not been made, a written notice of the arrears shall be sent to the operator by staff responsible for the administration of payment. The staff responsible for the administration of payment shall also advise the Manager, Regulation and Compliance who shall also send a written notice of arrears to the college operator advising them of the potential of certification suspension and/or prosecution. At this time, the Manager, Regulation and Compliance shall advise the Director, Private Career Colleges on enforcement options. The Manager may consult with appropriate administrative, legal and law enforcement authorities if necessary. As per the *Summary Proceedings Act* any charge must be laid within six months of the date of the offence.
- c. If operators do not have a student intake for a registered program period, the operator is required to submit a completed Form G indicating a zero (0) student intake for the registered program period.
- d. Charges under the Act may be laid by any divisional staff holding Special Constable status under the *Police Act*.

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