

 <p>814 Goldstream Ave, Victoria, BC V9B 2X7 (250)391-9002</p>	INSTITUTION'S PCTIA REGISTRATION NUMBER:	2584
	STUDENT NUMBER OR INSTITUTION'S FILE NUMBER	
	INSTITUTION BRANCH OR LOCATION (If different from main location)	

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

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

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, 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.

STUDENT INFORMATION

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	Student Surname	Student First Name and Middle or Given Names:
Local Mailing Address:		
		Postal Code
International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone Number	Alternate Telephone Number
	Email Address	Alternate Email Address
Permanent Mailing Address (if different from local mailing address)		

BRITISH COLUMBIA PERSONAL EDUCATION NUMBER (PEN) INFORMATION

Date of birth (YYYY / MM / DD)	>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Postal code of last known permanent residence	>

PROGRAM INFORMATION

Program Title: **Medical Office Assistant Program 2010-11**

Start Date:	<input type="checkbox"/> Option A - Sep 27, 2010 <input type="checkbox"/> Option B - Oct 27, 2010	End Date:	<input type="checkbox"/> Option A - Jan 31, 2011 <input type="checkbox"/> Option B - Jan 31, 2011
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Program Duration:	<input type="checkbox"/> Option A - 80 hours <input type="checkbox"/> Option B - 60 hours <input type="checkbox"/> Option C - 120 hours	<input type="checkbox"/> Months <input checked="" type="checkbox"/> Hours	NOTE: 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):		Program Credential (select only one):	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Distance/Home Study	<input checked="" type="checkbox"/> Certificate	<input type="checkbox"/> Letter/Citation
<input checked="" type="checkbox"/> Part Time	<input type="checkbox"/> Combination of these	<input type="checkbox"/> Diploma	<input type="checkbox"/> No Credential Given

Admission Requirements: (The student has met the following admission requirements for this program)

- English 12 or equivalent
- Typing speed of 30 wpm (documentation or assessment required)
- Good computer and word processing skills (documentation or assessment required)

TUTION AND FEES
All fees are in Canadian dollars (\$CAN)

Registration fee: \$50 (nonrefundable)	\$	
Tuition Fee - <input type="checkbox"/> Option A (\$949) <input type="checkbox"/> Option B (\$700) <input type="checkbox"/> Option C - Medical Terminology (\$395) & Option B (\$700)	\$	
Textbook Fees <input type="checkbox"/> Language of Medicine (\$95) <input type="checkbox"/> Medical Terminology Short Course (\$45) <input type="checkbox"/> Medical Office Procedures (\$85)	\$	
Assessment Fee <input type="checkbox"/> Typing (\$25) <input type="checkbox"/> Computer Skills (\$35)	\$	
Other Fees Payable (explain)	\$	
	\$	
TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT	\$	

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.

Prerequisite Documentation

<input type="checkbox"/> Typing speed	<input type="checkbox"/> Computer Skills
<input type="checkbox"/> English 12 or graduation	<input type="checkbox"/> Medical Terminology

TUITION REFUND POLICY

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

Refunds in Cases of Withdrawal or Dismissal

A. Written Notice

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.

B. Refund Entitlement

1. 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.

C. Refund policy for students:

If written notice of course withdrawal by the student or dismissal by WestShore Centre for Learning & Training (WCLT), is received:

1. After the contract is made and up to seven (7) calendar days before the course start date, WCLT will refund the full course fee.
2. Seven (7) calendar days or less BEFORE the course start date, WCLT may retain 10% of the total fees up to \$100;
3. Within the first 10% of the course duration AFTER the start date, WCLT will retain 30% of the fees;
4. Within the first 30% of the course duration AFTER the start date, WCLT will retain 50% of the fees.
5. There will be no refund after 30% of the course has been completed. Refunds may take 3 or 4 weeks to be processed and mailed.

Other Refund Policy Requirements

1. 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.
2. 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.
3. 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.
 - a) 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