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 Accredited by the Private Career Training Institutions Agency  
 Registration No. 1564

**OFFICE USE ONLY**

App. Fee \$ \_\_\_\_\_  
 Date \_\_\_\_\_  
 Deposit \$ \_\_\_\_\_  
 Date \_\_\_\_\_

**STUDENT ENROLMENT CONTRACT**

**APPLICATION PROCESS**

Once a student has submitted their application along with their admissions essay and \$100.00 application fee, the Institute will notify the student of their acceptance within five (5) business days. Within five (5) business days of acceptance, the student is required to submit the following items in order to reserve a seat for their relevant class start date. All documents must be translated into English.

- High school certificate/diploma or equivalent qualification, or copy of valid driver's license or birth certificate
- English language proficiency result (TOEFL score preferred) if English is not your first language
- Two (2) passport size photographs
- Payment totaling \$4,155.50

**COURSE SELECTION**

COURSE	SCHEDULE	START / END DATE
<input type="radio"/> Baking & Pastry Arts	<input type="radio"/> AM	<input type="radio"/> January 4, 2010 to June 25, 2010
<input type="radio"/> Culinary Arts	<input type="radio"/> PM	<input type="radio"/> March 29, 2010 to September 17, 2010
		<input type="radio"/> June 28, 2010 to December 17, 2010

Program Duration: 875 hours / 6 months | Credential Issued on Graduation: Diploma | Program Delivery Method: On-Site | Language of Delivery: English

**PERSONAL INFORMATION**

Name \_\_\_\_\_  
Last First Middle/Given Previous/Maiden

Local Mailing Address \_\_\_\_\_  
Street City Prov/State PC/Zip Code Country

Permanent Mailing Address \_\_\_\_\_  
(if different from above) Street City Prov/State PC/Zip Code Country

Postal code of last permanent residence in Canada \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cell/Mobile \_\_\_\_\_

Email \_\_\_\_\_ Secondary Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender  Female  Male  
YYYY/MM/DD

Name of high school from which you graduated (will graduate) \_\_\_\_\_

Address of high school \_\_\_\_\_  
Street City Prov/State PC/Zip Code Country

Graduation Date \_\_\_\_\_ Have you attained a GED?  Yes  No  
Month/Year



**EMERGENCY CONTACT INFORMATION**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
Street City Prov/State PC/Zip Code Country

**ADMISSION REQUIREMENTS**

- Secondary School Completion – graduation from Grade 12 or equivalent or mature student, (at least 19 years of age prior to the start of classes)
- English Language Proficiency – if English is not your first language (TOEFL score of 520 on paper-based test or equivalent)

I,  \_\_\_\_\_, certify that I meet the above admission requirements. \_\_\_\_\_   
Student's Name Initial

**OTHER COURSE REQUIREMENTS**

Students are required to submit documentation supporting:

1. receipt of the Hepatitis A vaccination, or
2. positive test result for the Hepatitis A antibodies, and
3. valid medical insurance coverage for the duration of the course.

Documentation must be submitted to the Institute prior to DAY 1 of class.

**ADDITIONAL INFORMATION**

How did you hear of Pacific Institute of Culinary Arts? \_\_\_\_\_

Will you require accommodation assistance?  Yes  No

Do you have any allergies or religious/philosophical beliefs which keep you from consuming certain foods/beverages?

Yes  No If yes, please explain: \_\_\_\_\_

Are you a vegetarian?  Yes  No If yes, do you eat:  Poultry  Fish  Dairy Products

Are there any obstacles that may hinder you from starting or completing your training?  Yes  No

If yes, please explain: \_\_\_\_\_

Are you an International student?  Yes  No If yes, please specify \_\_\_\_\_

Is English your first language?  Yes  No TOEFL Score: \_\_\_\_\_ TOEIC \_\_\_\_\_


If you are enrolled, or are planning to enroll in English language studies, give details below:


_____	_____	_____
Date of course	Level	Institution

Will you require a study permit?  Yes  No

**UNIFORM ORDER**

Name on jacket – first name only: \_\_\_\_\_ 

Jacket size – measure around the largest part of your chest: \_\_\_\_\_  inches

Pant Size – measure your waist just beneath your ribcage: \_\_\_\_\_  inches

Shoe Size: \_\_\_\_\_ 



## STUDENT DECLARATION

I declare that:

- I have read, understood, and agreed to the terms and conditions of this enrolment contract.
- I have received a signed copy of this contract. (Students will receive a signed copy of this document in their acceptance package).
- I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study.
- 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 also sign the contract).



Signature of student



Date



Signature of parent or legal guardian if student is under 19 years of age



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 Institution Representative

Position

Signature of Institution Representative

Date

## APPENDIX A – BC PRIVATE CAREER TRAINING INSTITUTIONS AGENCY STATEMENT

### Overview

All private institutions that provide career training programs to students of more than 40 hours/week and over \$1000/tuition 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:

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

### Important Information

Before you begin studies at a registered institution you must sign a student enrolment contract. The institution is required to provide you with a signed copy of your enrolment contract and to maintain a copy in your student file. Under the Personal Information Protection Act, you are entitled to access your student file. Further information about storage and access to your student file is contained in the institution's Student Records Retrieval and Archiving Policy.

Before you sign an enrolment contract, there is important information you need to know:

## Required Information

The institution must provide you with written copies of its: Dispute Resolution / Grade Appeal Policy, Dismissal Policy, Admissions Policy, Privacy Policy, Attendance Policy, and Tuition Refund Policy, plus a copy of the Program Outline for the program you are taking. Ensure you have understood this information before you sign an enrolment contract.

Your enrolment contract must include the institution's tuition and fee refund policy which sets out the amount of tuition that will be retained in the event you withdraw or are dismissed from the program. The institution's tuition and fee refund policy must comply with the minimum requirements established by PCTIA's Bylaws, as set out below:

## Refunds in Cases of Withdrawal or Dismissal

1. Refund Policy
  - a) All institutions must have a refund policy which is described, in full, on the student enrolment contract. The minimum policies acceptable to the Agency appear below. Institutions are free to adopt a policy that is more generous to the student.
2. Written Notice
  - a) A written notice of withdrawal or dismissal must be provided:
    - i. By a student to the institution when the student withdraws, or
    - ii. By the institution to the student where the institution dismisses a student.
3. Refund Entitlement
  - a) 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.
4. Refund Policy for Students:
  - a) Refunds before the program of study begins:
    - i) If written notice of withdrawal is received by the institution less than seven calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract, or \$250.00.
    - ii) Subject to section 24.11) a) i), 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, the institution may retain the lesser of 10% of the total tuition and fees due under the contract, or \$750.00.
    - iii) Subject to subsection 24.11)a)i), 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, the institution may retain the lesser of 20% of the total tuition and fees due under the contract, or \$1000.00.
  - b) Refunds after the program of study starts:
    - i) 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 and fees due under the contract.
    - ii) 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 and fees due under the contract.
    - iii) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.
5. 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 & 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 so advise the institution, or choose to withdraw for other reasons, the refund policy set out as above will apply.

Your student enrolment contract must include a copy of the BC Private Career Training Institutions Agency Statement (Appendix "A"), and an Authorization for Indirect Collection of Personal Information (Appendix "B").

## Prohibitions

- The institution is prohibited from guaranteeing a student or prospective student employment, income, or eligibility for a work permit;
- Program admission requirements for your program of study cannot be waived.

## Declaration

By signing this form, the student acknowledges having read the information under the heading "Important Information" contained herein prior to executing this enrolment contract.



Printed name of student \_\_\_\_\_




Signature of student \_\_\_\_\_

\_\_\_\_\_   
Date

## 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 Pacific Institute of Culinary Arts 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