



Pacific Institute of Culinary Arts, Inc.
 101 – 1505 West 2nd Avenue Vancouver, BC V6H 3Y4
 Tel 604-734-4488 | Fax 604-734-4408 | info@picachef.com
 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 \$150.00 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
- Applicable payment—see page 3

COURSE SELECTION

COURSE	SCHEDULE	START / END DATE
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- | | | |
|---|--|--|
| <input type="radio"/> 1-year Dual Diploma | <input type="radio"/> AM
<input type="radio"/> PM | <input type="radio"/> September 19, 2011 to September 21, 2012
<input type="radio"/> January 2, 2012 to December 14, 2012 |
|---|--|--|

Program Duration: 1795 hours, 1 year
 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 _____ Country _____

Tel _____ Email _____

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 a positive test result for the Hepatitis A antibodies
2. Valid medical insurance coverage for the duration of the course
3. Serving It Right (or equivalent) certificate

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
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Will you require a study permit? Yes No

UNIFORM ORDER

Name on jacket – first name: _____ 

Jacket: _____  inches

Measure around the largest part of your chest

- If 40 or smaller choose XS
- If 41 – 44 choose S
- If 45 – 48 choose M
- If 49 – 52 choose L
- If 53 – 56 choose XL

Pant: _____  inches

Measure your waist just beneath your ribcage

- If 24-27 choose XXS
- If 28-33 choose XS
- If 34-37 choose S
- If 38-41 choose M
- If 42-44 choose L

Shoe Size: _____ 

1-YEAR DUAL DIPLOMA TUITION AND FEES | All fees in Canadian dollars (\$CAD)

Application Fee (non-refundable)	\$ 150.00
Tuition – 1 st Program	14,975.00
Tuition – 2 nd Program	14,975.00
F&B Operations Management	675.00
WSET ® Foundation Certificate	675.00
Student Record Archiving Fee	7.50
Basic Food Safe – Level 1	100.00
Curriculum Fee	300.00
Uniform Set	690.00
Toolkit (includes textbooks)	<u>1,410.00</u>
Total fees owed under this contract	\$33,957.50

TUITION PAYMENT SCHEDULE

Within five (5) business days of notification of acceptance:

Tuition	\$5,990.00
Student Record Archiving Fee	7.50
Curriculum Fee	300.00
Uniform Set	690.00
Toolkit	<u>1,410.00</u>
Total payment due upon acceptance	\$8,397.50

30 days prior to course start date

Tuition	\$2,995.00
F&B Operations Management	675.00
WSET ® Foundation Certificate	675.00
Basic Food Safe – Level 1	<u>100.00</u>
Payment due 30 days prior to course	\$4,445.00

1 st day of course	\$2,995.00
1 st day of 2 nd month	\$2,995.00
1 st day of 3 rd month	\$2,995.00
1 st day of 6 th month	\$2,995.00
1 st day of 7 th month	\$2,995.00
1 st day of 8 th month	\$2,995.00
1 st day of 9 th month	\$2,995.00

TERMS OF PAYMENT SCHEDULE

Tuition may be paid in full or in installments as outlined. Students who choose to utilize the Institute's tuition payment schedule must secure their full tuition with either:

- (1) Post-dated cheques, or
- (2) Pre-approved Visa or MasterCard

PRE-APPROVED VISA OR MASTERCARD 

Card No. _____

Expiry Date ____ / ____

CVV2 (last three digits on back of card) _____

Cardholder's Name _____

Cardholder's Signature _____

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

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.

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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