



Admission Policy

The Admission Policy of Pacific Institute of Culinary Arts ensures that qualified applicants have equality of access to programs regardless of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age (BC Human Rights Code 7.1.b). If an applicant fails to meet the minimum admission requirements, the requirements cannot be waived by either the Institute or the student.

General Institute Entrance Requirements

Secondary School Completion Graduation from Grade 12 or equivalent (B.C. high school diploma, B.C. Adult Graduation Diploma, General Educational Development (GED), or an equivalent secondary school completion from another jurisdiction).

Mature Students A person who has not graduated from Senior Secondary School may be considered for admission as a mature student. To qualify for mature student status, the applicant shall be at least 19 years of age prior to the start of classes. The applicant shall also meet the English language requirement. The applicant shall supply academic documents, or proof of age to support the application.

English Language Proficiency All applicants must possess an acceptable level of English language skills. See Language Proficiency Assessment Policy.

Provisional Acceptance Applicant Deadlines It is the responsibility of the applicant to ensure that he/she has met all requirements to register in the program prior to the course commencement. The Director of Admissions will deal with exceptional cases on an individual basis; however, under no conditions shall a student, who has not cleared his/her conditions of acceptance, be permitted to attend classes beyond the agreed date.

Student Documentation Only English language documents or certified translations of documents in other languages will be considered in the application process. Documents will be provided at the applicant's expense. Documents will not be returned and will become property of Pacific Institute of Culinary Arts.

Inactive Applicant Files All inactive applicant files will be destroyed one year after the relevant intake.

Readmission Students who interrupt their studies may apply to re-enter their program at a future date. Re-admission may depend on seat availability, time elapsed since enrollment, the successful implementation of a plan resolving previous academic difficulties, and other admission criteria. To request readmission to the Institute, an application form must be completed and submitted to the Admissions Office.

Tuition Refund Policy

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
 - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.

3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. If the institution receives a notice of withdrawal from a student:
 - (a) more than seven days after the effective contract date and
 - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
 - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
 - (b) after the contract start date
 - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. If the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
7. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - (a) of the date the institution receives a student's notice of withdrawal,
 - (b) of the date the institution provides a notice of dismissal to the student,
 - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
 - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
8. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 6, and 7 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
 - (b) the program is provided solely through distance education.