



**Capital College**  
**Legal name: Capital College Ltd.**  
**PTIB REGISTRATION NUMBER: 3126**  
**This institution is PTIB Designated: Yes**

**STUDENT ATTENDING:**

Main Location  
 4400 Hazelbridge Way Unit 540, Richmond, B.C., V6X 3R8  
 Tel: (604) 270-7426 Fax: (604) 270-7476  
 email address: [info@capitalcollege.ca](mailto:info@capitalcollege.ca)

Satellite Location  
 1438 Pinetree Way, Coquitlam, B.C., V3E 6A3  
 Tel: (604) 270-7426 Fax: (604) 270-7476

**STUDENT INFORMATION**

Last Name				First Name & Middle Name			
Usual First Name				Personal Education Number (if available)			
Mailing Address							
Permanent Mailing Address in Canada (if available and different from above)							
Student Telephone Number				Student Email Address			
Status in Canada: <input type="checkbox"/> International Student, Citizenship: _____ <input type="checkbox"/> Local Resident Do you have a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Date of Birth						Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Y Y Y Y		M M		D D			

**VOLUNTARY DISCLOSURE**

**\*You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit?  Yes  No  
 If you answered "Yes", please indicate if you are:  First Nations  Métis  Inuit

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis?  Yes  No

**PROGRAM INFORMATION**

Program Title:		Learning English with Children Diploma Program (LEC)					
Hours of Instruction during Contract Term		<input type="checkbox"/> Academic: 80 hours					
Program Duration in Weeks	13	Start Date:	(YYYY / MM / DD)	End Date:	(YYYY / MM / DD)		
Language of Instruction:		English		Method of Delivery		In-class	
Schedule (select only one):				Program Credential (select only one):			
<input checked="" type="checkbox"/> Full Time		<input type="checkbox"/> Distance/Home Study		<input type="checkbox"/> Certificate		<input type="checkbox"/> Letter/Citation	
<input type="checkbox"/> Part Time		<input type="checkbox"/> Combination of these		<input checked="" type="checkbox"/> Diploma		<input type="checkbox"/> No Credential Given	

## PROGRAM ADMISSION REQUIREMENTS

High school graduate; 19 years old; ESL Level 4; Student enrolment contract; Diploma and transcript in English for High School or Junior College graduate, Two recent 1" x 1" photos; Written interview; Photocopy of personal ID; Program Student Handbook Acknowledgement; and interview with the Director of Student Affairs.

**Program admission requirements may not be waived by the student or the institution**

## PROGRAM OUTLINE

The Learning English with Children Diploma Program is comprised of 80 hours offering 6 courses which help the students to build up solid skills in assisting children in language development. Students are required to pay all fees and costs in full; successfully complete all courses listed as required in Student Handbook and Assignment Handbook and attend the Graduation Ceremony (see Student Handbook: Graduation Policy) in order to complete the program. On successful completion of the program the students will obtain a College diploma.

## WORK EXPERIENCE - PRACTICUM

Requirements for Participation	There is no practicum required for this program		
Estimated Cost:	None	Geographic Area:	N/A
Start Date:	N/A (YYYY / MM / DD)	Number of Hours of Instruction:	0

## REQUIRED COURSE MATERIALS

None.

## REGULATORY REQUIRMENTS

This program is regulated by the Ministry of Advanced Education Private Training Institutions Branch (PTIB). All requirements follow the standards of the regulatory body.

## PROGRAM COSTS

	Local	International
Registration Fee: (non-refundable)	CAD \$ 100.00	200.00
Tuition Fee:	CAD \$ 1,780.00	2,680.00
Materials and Handout Fee:	CAD \$ 150.00	150.00
Graduation Fee	CAD \$ 60.00	60.00
Student Record Archiving Fee: (subject to change upon notice)	CAD \$ 4.00	4.00
Other Fees Payable: (explain)	CAD \$	
<b>TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT</b>	<b>CAD \$</b>	

## PAYMENT TERMS

**Method of Payment:**  Cash  Cheque  Other: \_\_\_\_\_

Payment Schedule?  No  Yes (if yes, set out terms below. If space is insufficient, attach the schedule)

Payment Due Date:	Amount	Note

NSF cheques will be charged CAD \$25 per. The student acknowledges and agrees to pay the fees indicated above within the terms of this enrolment contract.

## 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 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 signed the student enrolment contract and the contract start date; or
  - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end 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 10% 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 the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit

## PRIVATE TRAINING INSTITUTIONS BRANCH

Tel. (604) 569-0033 or 1-800-661-7441

Fax. (778) 945-0606

[www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)  
PTI@gov.bc.ca

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

### 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;
- I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study;
- I have read, understood and agreed to the institution's following documents and a copy has been provided to me:
  - Program and Course Outline
  - List of required textbook and materials
  - Admission Policy
  - Attendance Policy
  - Grading Policy
  - Student Handbook
  - Check all that apply:
    - Prior Learning Assessment Policy
    - Language Proficiency Assessment Policy
  - Dispute Resolution Policy
  - Student Code of Conduct
  - Discipline and Dismissal Policy
  - Withdrawal and Refund Policy
  - Non-Discrimination Policy
  - Graduation Policy
- The information provided is true and accurate and I am 19 years of age or older; and
- I consent to the Institution sharing my personal information with the Ministry of Advanced Education for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).
- I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between Capital College and Immigration, Refugees and Citizenship Canada, as necessary for the purposes of the International Student Program.
- Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, 203 – 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604) 569-0019.

PRINTED NAME

SIGNATURE OF STUDENT

DATE SIGNED

### INSTITUTION DECLARATION

SIGNATURE OF INSTITUTION REPRESENTATIVE

DATE SIGNED

**This contract is legally binding when signed by the student and accepted by the institution.**