

Enrolment Contract - Approved program



DBA: Capital College

Legal name: Capital College Ltd.

PTIB REGISTRATION NUMBER: 3126

This institution is PTIB Designated: Yes

Address: 4400 Hazelbridge Way Unit 540,
Richmond, B.C., V6X 3R8

Tel: (604) 270-7426

Email address: info@capitalcollege.ca

Capital College holds a designation certificate.

STUDENT INFORMATION

Last Name

First Name & Middle Name

Usual First Name

Personal Education Number (if available)

Date of Birth: (yyyy/mm/dd) _____

Gender: Male Female

Mailing Address

Mailing Address in Canada (if available and different from above)

Student Telephone Number

Student Email Address

Status in Canada: Permanent Resident Canadian Citizen

International Student, Citizenship: _____

Do you have a study permit or other visa? Yes No N/A

If you have a visa other than Study Permit, Please specify _____

Social Insurance Number (SIN): _____

PROGRAM INFORMATION

Program Title: Early Childhood Education Program

See program or course outline for hours of instruction, program/course duration, program delivery method, language of instruction, practicum information (if applicable); required textbooks and type of credential.

PROGRAM ADMISSION REQUIREMENTS

- Admission requirements are set out in the program outline attached to this contract .
Program admission requirements may not be waived by the student or the institution.

PROGRAM OUTLINE

Program outline will be made available to the student and is attached to this contract.

Text books/ course materials options: The college does not require students to purchase course materials from a specific source.

PROGRAM COSTS

Registration Fee: (non-refundable)	CAD \$	150
Tuition Fee:	CAD \$	12,800
Student Record Archiving Fee: (subject to change upon notice)	CAD \$	8
Graduation Fee: (subject to change upon notice)	CAD \$	90
Materials and Supplies – Handout Fee:	CAD \$	200
TOTAL PROGRAM COSTS	CAD \$	13,248
Students may choose to pay total fee on admission, or arrange a fee payment plan.		

PAYMENT TERMS

Method of payment: Cash Cheque Credit Card Other: _____

Payment plan: In Full 2 Installments

Other: _____

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; or
 - (c) the student does not attend a work experience component and the institution does not provide all 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. Unless the program is provided solely through distance education, 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. Unless the program is provided solely through distance education, 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. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:

- (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
 - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. 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.
8. 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.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7 and 8 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.

PRIVATE TRAINING INSTITUTIONS BRANCH

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

Fax. (778) 945-0606

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 consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between the College **and** Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program. I understand that it is my responsibility to provide all required documents for both enrollment and prior to any work experience (as applicable). If I do not provide documentation and/or the documentation (ie. medical or criminal record checks) are not approved as suitable, I may not be able to complete the program and therefore maybe dismissed.

Program Start date:

Program End date:

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

INSTITUTION SIGNATURE

Signature of Institution Representative

Date Signed