

ENROLMENT CONTRACT – International Student V _____

This Enrolment Contract is subject to the *Private Career Colleges Act, 2005* and the regulations made under the Act. A student is entitled to a copy of a signed contract immediately after it is signed.

The undersigned person hereby enrolls as a student of Academy of Learning Career College.

Mr Mrs Miss Ms

Student _____
Family Name Initials First Name

Gender M F Date of Birth _____
(MM/DD/YYYY)

Permanent Address _____ Unit # _____

City _____ Province _____ Postal Code _____ Country _____

Phone _____ Alternative _____ Cell _____
Email Address _____

Mailing Address as above _____ Unit # _____
City _____ Province _____ Postal Code _____ Country _____

Primary Language _____
Country of Origin Address _____
Student Visa Number _____ Visa Expiry Date _____
Date of Admittance into Canada _____
Type of Stay _____

Program Name (as registered) _____

Start Date _____ **Expected Completion Date** _____

Program Hours _____ Study Weeks (including breaks if applicable) _____

College Breaks _____ Hours/week _____

All students are required to attend all scheduled classes and placements, where applicable, on a full-time basis, in accordance with the above stated hours.

Credential to be awarded upon successful completion of the Program Diploma Certificate

Class Schedule Full-time Mon to Fri Sat Time _____

Language of Instruction: **English** Location of Practicum N/A or _____

Additional Training Location N/A or _____

Primary Method of Program Delivery _____

Admission Requirements

International Students

- Grade 12 High School Diploma—**Assessed to Canadian equivalency by a recognized assessment service**; OR
- Be at least 18 years of age with minimum (V) for verbal/English and (Q) for quantitative/math score on Wonderlic BST; AND
- Language competency requirement (Please specify test name and score – TOEFL, IELTS, etc.); AND
- Proof of Health Insurance Coverage; AND
- Appropriate student authorization or a Study Permit from Immigration, Refugees and Citizenship Canada (IRCC);

Wonderlic BST Score V _____ Q _____

English Competency Test (Name) _____

FEES

Tuition Fees	CDN\$ _____	Field Trips	CDN\$ _____
Book Fees	CDN\$ _____	Major Equipment Fees	CDN\$ _____
Other compulsory Fees	CDN\$ _____	International Student Fees	CDN\$ _____
Professional/exam Fees	CDN\$ _____	Optional Fees (specify)	CDN\$ _____
Expendable Supplies Fees	CDN\$ _____		
Uniforms/Equipment Fees	CDN\$ _____	Less Credit for Prior Learning	CDN-\$ _____

Total fees **CDN\$** _____

PAYMENT SCHEDULE

For programs approved for student loan purposes, the Payment Schedule may be completed at the time of the receipt of the Canada-Ontario Integrated Student Loans Certificate of Loan/Grant Approval and Eligibility. It must be attached to the original contract.

1. Payment prior to signing contract (if any) Payment Method _____ CAN\$ _____
2. Payment/Deposit made at time of signing contract Payment Method _____ CAN\$ _____
3. Payment to be made after signing of the contract will be as follows:

Date Due	Amount (CDN\$)	Receipt #	Date Due	Amount (CDN\$)	Receipt #

Total payments (1+2+3) **CDN\$** _____

The undersigned student hereby undertakes and agrees to pay, or see to payment of, the fees indicated above in accordance with the terms of this Enrolment Contract.

Student Name (Please Print)

(Signature of Student) Date _____
(mm/dd/yyyy)

For students under 18 years of age, the parent or guardian must also sign.

Signature of Parent or Guardian Date _____
(mm/dd/yyyy)

I, _____ hereby give permission to Academy of Learning Career College to charge my credit card with my monthly installment fee. I can withdraw this permission by giving written notice to Academy of Learning Career College.

- Visa Master Card Other (specify) _____

Card Number _____ Expiry date (MM/YY) _____

(Signature of Student) Date _____
(mm/dd/yyyy)

Initials	

PRIVACY POLICY STATEMENT

Academy of Learning Career College is committed to, and accountable for, the protection and proper use of your personal information. Our commitment extends to meeting and/or exceeding all legislated requirements.

Personal Information is identifiable information such as: name, address, e-mail address, social insurance identification, birth date and gender. Personal information is collected by us when you provide it during the enrolment process, or requests for information regarding training. Business contact information such as the name, title, business address, business e-mail address or the telephone number of a business or professional persona or an employee of an organization is not considered personal information.

'Non-personal information' is information of an anonymous nature, such as aggregate information, including demographic statistics.

Use of Personal Information

Personal Information may be used by us for the following purposes:

- To manage and administer the delivery of training and relevant services to Academy of Learning Career College students
- To maintain the accuracy of our records in accordance with legal, regulatory and contractual obligations
- To allow authorized personnel access to student files to ensure accuracy and regulatory compliance with same
- To occasionally contact consumers about training and relevant services that are available from Academy of Learning Career College
- To perform statistical analysis of the collective characteristics and behaviours of Academy of Learning Career College students in or der to monitor and improve our operations and maintain the quality of our products and services

Disclosure of Personal Information

We will disclose personal information to 3rd Parties

- Where you have given us your signed consent to disclose for a designated purpose
- Who are acting on our behalf as agents, suppliers or service providers, solely to enable us to more efficiently provide you with training and other services
- As required by law, including by order of any court, institution or body with authority to compel the production of information

Access to Personal Information

For access to your personal information, please contact the Campus Director. A request should be in writing and should include sufficient identifying information so that we can expeditiously locate your information.

Questions, Comments

If you have questions or comments about this Privacy Policy or any other Academy of Learning Career college privacy practice that were not answered here, please contact our designated Privacy Officer at 1855-996-9977.

STATEMENT OF RELEASE OF INFORMATION

I hereby consent and give Academy of Learning Career College permission to release/disclose my school information to any agent of the college, their respective employees, officers and agents, my funding agency and AOLCC's Franchise Support Centre staff, as authorized, any or all of the information contained in my college records including personal, financial (student account information), academic, attendance and any other information entered and maintained in my files (electronic and hard copy formats). I understand that all information will be kept confidential and utilized to provide information as it relates to the program of studies, labour market re-entry and to maintain the accuracy of my records in accordance with legal, regulatory and contractual requirements. This information will not be used for any other purpose nor will it be released to any other parties.

Student Name (Please Print)

Signature of Student

Date _____
(mm/dd/yyyy)

CONSENT TO USE OF PERSONAL INFORMATION

Private career colleges (PCCs) must be registered under the *Private Career Colleges Act, 2005*, which is administered by the Superintendent of Private Career Colleges. The Act protects students by requiring PCCs to follow specific rules on, for example, fee refunds, training completions if the PCC closes, qualifications of instructors, access to transcripts and advertising. It also requires PCCs to publish and meet certain performance standards, e.g., percentage of graduates who obtain employment. This information may be used by other students when they are deciding where to obtain their training. The consent set out below will help the Superintendent to ensure that current and future students receive the protection provided by the Act.

I, _____ allow Academy of Learning Career College to give my name, address, telephone number, e-mail address and other contact information to the Superintendent of Private Career Colleges for the purposes checked below:

- To advise me of my rights under the *Private Career Colleges Act, 2005* including my rights to a refund of fees, access to transcripts and a formal student complaint procedure;
- To determine whether Academy of Learning Career College has met the performance objectives required by the Superintendent for its vocational programs.

I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to Academy of Learning Career College. I understand that if I refuse or withdraw my consent the Superintendent may not be able to contact me to inform me of my rights under the Act or collect information to help potential students make informed decisions about their educational choices.

Student Name (Please Print)

Signature of Student

Date _____
(mm/dd/yyyy)

Academy of Learning Career College does not guarantee employment for any student who successfully completes a vocational program offered by Academy of Learning Career College

It is understood that fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. Academy of Learning Career College reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days of the program. **For information regarding cancellation of this Enrolment Contract and refunds of fees paid, see section 25 to 33 of O. Reg. 415/06 made under the *Private Career Colleges Act, 2005*.**

I certify that I have read, understood and have received a copy of this Enrolment Contract immediately after it is signed.

The undersigned student hereby undertakes and agrees to pay, or see to payment of, the fees specified in this Enrolment Contract in accordance with the terms of this Enrolment Contract.

X _____
Signature of Student

Date _____
(mm/dd/yyyy)

Academy of Learning Career College agrees to supply the program to the above named student upon the terms herein mentioned. Academy of Learning Career College may cancel this Enrolment Contract if the above named student does not meet the admission requirements of the program, named on Page 1 of this contract, before the program begins.

X _____
Signature of Admission Officer, Registrar, Agent

Date _____
(mm/dd/yyyy)

Initials	

**Notice of Collection of Personal Information and Consent
(Ontario Ministry of Advanced Education and Skills Development)
For international students only**

International students seeking a study permit to attend a postsecondary learning institution in Ontario must attend a postsecondary institution designated by Ontario for the purposes of the *Immigration and Refugee Protection Regulations* (Canada). This is often referred to as the International Student Program (“ISP”).

Under the ISP, private postsecondary institutions are designated by Ontario on an annual basis. As a result, private postsecondary institutions that wish to remain designated apply for designation annually.

At the time that you are asked to read and sign this document, you are (1) applying to be enrolled in an institution that is applying for designation for the first time, (2) applying to be enrolled in a designated institution, or (3) enrolled in a designated institution. If you are enrolled in an institution that is currently designated, the institution may be applying for further designation annually.

When reviewing an institution’s application for designation under the ISP, the Ministry of Advanced Education and Skills Development (the “Ministry”) conducts a site assessment to verify the information provided in the institution’s application with respect to its educational policies and procedures. The Ministry may also monitor institutions that are designated to determine whether those institutions are complying with the terms and conditions of designation.

As part of the site assessment and the Ministry’s ongoing monitoring of designated institutions, the Ministry reviews a representative sample of student and prospective student records, such as student and prospective student contracts, registration forms, records of enrolment, documents pertaining to academic assessment and progress, and other documents contained in the student or prospective student file. The Ministry also may need to make copies of student and prospective student records in order to complete its review of the institution’s (1) application for designation or (2) ongoing compliance with the terms and conditions of designation.

Your consent is requested to allow the Ministry to access the personal information you have provided to the institution that may be contained in your student records. Without your consent, the Ministry cannot access your records as may be required in order to assess the institution’s application for designation or ongoing compliance with designation conditions.

The Ministry collects and uses this information under the authority of ss. 38(2) and 39(1)(a) of the *Freedom of Information and Protection of Privacy Act* and the *Immigration and Refugee Protection Act* (Canada) and its *Regulations*. Questions about the collection, use and disclosure of this information may be addressed to:

Manager, Quality and Partnerships Unit
Private Career Colleges Branch
Ministry of Advanced Education and Skills Development
77 Wellesley Street West, P.O. Box 977
Toronto, Ontario M7A 1N3
416-314-0500 or ISP.TCU@ontario.ca

CONSENT

By signing below, I hereby consent to: (check boxes that apply)

- the Ministry’s collection of my personal information from the institution at which I am enrolled or applying to be enrolled for the purposes of assessing the institution’s current and future applications for designation under the International Student Program
- the Ministry’s collection of my personal information from the institution at which I am enrolled or applying to be enrolled for the purposes of assessing the institution’s ongoing compliance with the terms and conditions of designation, if it is designated by Ontario

Student Name (Please Print)

Date _____
(mm/dd/yyyy)

Signature of Student

For students under 18 years of age, the parent or guardian must also sign.

Student Name (Please Print)

Date _____
(mm/dd/yyyy)

Signature of Parent or Guardian

FEE REFUND POLICY AS PRESCRIBED UNDER S.25 TO 33 of O.REG. 415/06

Full refunds

25. (1) A private career college shall refund all of the fees paid by a student under a contract for the provision of a vocational program in the following circumstances:

1. The contract is rescinded by a person within two days of receiving a copy of the contract in accordance with section 36 of the Act.
2. The private career college discontinues the vocational program before the student completes the program, subject to subsection (2).
3. The private career college charges or collects the fees,
 - i. before the registration was issued for the college under the Act or before the vocational program was approved by the Superintendent, or
 - ii. before entering into a contract for the provision of the vocational program with the student, unless the fee is collected under subsection 44 (3).
4. The private career college expels the student from the college in a manner or for reasons that are contrary to the college's expulsion policy.
5. The private career college employs an instructor who is not qualified to teach all or part of the program under section 41.
6. The contract is rendered void under subsection 18 (2) or under section 22.
7. If a private career college fails to, or does not accurately, provide in the itemized list provided to the Superintendent under section 43 a fee item corresponding to a fee paid by a student for the provision of a vocational program, the college shall pay the student,
 - i. in the case of an item not provided by the college, the full amount of the fee for the item, and
 - ii. in the case of a fee in excess of the amount of the fee provided for the item, the difference between the amount of the fee for the item provided to the Superintendent and the fee collected.

(2) A full refund is not payable in the circumstances described in paragraph 2 of subsection (1) if the discontinuance of the vocational program coincides with the private career college ceasing to operate.

(3) A refund is not payable under paragraphs 1 to 6 of subsection (1) unless the student gives the private career college a written demand for the refund.

- (4) A refund under subsection (1) is payable by the private career college within 30 days of the day the student delivers to the college,
- (a) in the case of a rescission under section 36 of the Act, notice of the rescission; or
 - (b) in the case of a refund under paragraphs 2 to 6 of subsection (1), a written demand for the refund.

Partial refund where student does not commence program

26. (1) If a student is admitted to a vocational program, pays fees to the private career college in respect of the program and subsequently does not commence the program, the college shall refund part of the fees paid by the student in the following circumstances:

1. The student gives the college notice that he or she is withdrawing from the program before the day the vocational program commences.
2. In the case of a student who is admitted to a vocational program on the condition that the student meet specified admission requirements before the day the program commences, the student fails to meet the requirements before that day.
3. The student does not attend the program during the first 14 days that follow the day the program commenced and the college gives written notice to the student that it is cancelling the contract no later than 45 days after the day the program has commenced.

(2) The amount of a refund under subsection (1) shall be an amount that is equal to the full amount paid by the student for the vocational program, less an amount equal to the lesser of 20 per cent of the full amount of the fee and \$500.

- (3) A refund under subsection (1) is payable,
- (a) in the case of a refund under paragraph 1 of subsection (1), within 30 days of the day the student gives notice of withdrawing from the program;
 - (b) in the case of a refund under paragraph 2 of subsection (1), within 30 days of the day the vocational program commences; and

(c) in the case of a refund under paragraph 3 of subsection (1), within 45 days of the day the vocational program commences.

(4) For the purposes of paragraph 3 of subsection (1), it is a condition of a contract for the provision of a vocational program that the private career college may cancel the contract within 45 days of the day the vocational program commences if the person who entered the contract with the college fails to attend the program during the 14 days that follow the day the vocational program commences.

(5) A private career college that wishes to cancel a contract in accordance with subsection (4) shall give written notice of the cancellation to the other party to the contract within 45 days of the day the vocational program commences.

Partial refunds: withdrawals and expulsions after program commenced

27. (1) A private career college shall give a student who commences a vocational program a refund of part of the fees paid in respect of the program if, at a time during the program determined under subsection (3),

(a) the student withdraws from the program after the program has commenced; or

(b) the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy.

(2) This section does not apply to vocational programs described in sections 28 and 29.

(3) A private career college shall pay a partial refund under this section only if the withdrawal or expulsion from the vocational program occurs at a time during the program determined in accordance with the following rules:

1. In the case of a vocational program that is less than 12 months in duration, the withdrawal or expulsion occurs during the first half of the program.

2. In the case of a vocational program that is 12 months or more in duration,

i. for the first 12 months in the duration of the program and for every subsequent full 12 months in the program, the withdrawal or expulsion occurs during the first six months of that 12-month period, and

ii. for any period in the duration of the vocational program remaining after the last 12-month period referred to in subparagraph i has elapsed, the withdrawal or expulsion occurs in the first half of the period.

(4) If the student withdraws or is expelled from a vocational program within the first half of a period referred to in subsection (3), the amount of the refund that the private career college shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,

(a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and

(b) the portion of the fees in respect of the portion of the period that had elapsed at the time of the withdrawal or expulsion.

(5) If the student withdraws or is expelled from a vocational program during the second half of a period referred to in subsection (3), the private career college is not required to pay the student any refund in respect of that period.

(6) A private career college shall refund the full amount of fees paid in respect of a period that had not yet commenced at the time of the withdrawal or expulsion.

Partial refunds: distance education programs

28. (1) This section applies to a vocational program that is offered by mail, on the internet or by other similar means.

(2) A private career college shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if,

(a) the student withdraws from the program or the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy; and

(b) at the time of the withdrawal or expulsion, the student has not submitted to the private career college all examinations that are required in order to complete the program.

(3) The amount of the refund that a private career college shall give a student under subsection (1) shall be determined in accordance with the following rules:

1. Determine the total number of segments in the vocational program for which an evaluation is required.

2. Of the total number of program segments determined under paragraph 1, determine the number of segments in respect of which an evaluation has been returned to the student.

3. The amount of the refund that the private career college shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,

- i. an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500, and
- ii. the portion of the fees in respect of the number of segments determined under paragraph 2.

(4) A private career college is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has been evaluated in respect of more than half of the total number of segments in the program.

Partial refunds: non-continuous programs

29. (1) This section applies to a vocational program approved by the Superintendent to be provided through a fixed number of hours of instruction over an indeterminate period of time.

(2) A private career college shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if, before completing the required number of hours of instruction,

- (a) the student has given the college notice that he or she is withdrawing from the program; or
- (b) the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy.

(3) The amount of the refund that a private career college shall give a student under subsection (1) shall be equal to the full amount of the fees paid in respect of the program less,

- (a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and
- (b) a portion of the fees in respect of the program that is proportional to the number of hours of instruction that have elapsed at the time of the withdrawal or expulsion.

(4) A private career college is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has completed more than half of the required number of hours of instruction in a program.

No retention of refund

30. A private career college shall not retain, by way of deduction or set-off, any refund of fees payable to a student under sections 25 to 29 in order to recover an amount owed by the student in respect of any service or program other than a vocational program offered by the private career college.

Treatment of books and equipment

31. In calculating a refund under sections 25 to 29, a private career college may retain the retail cost of books or equipment that the private career college supplied to the student if the student,

- (a) fails to return the books or equipment to the private career college within 10 days of the student's withdrawal or expulsion from the program, or
- (b) returns the books or equipment to the private career college within the 10-day period referred to clause (a), but fails to return it unopened or in the same state it was in when supplied.

Refund for international students

32. A notice to a private career college that is provided by or on behalf of an international student or of a prospective international student and that states that the student has not been issued a temporary resident visa as a member of the student class under the Immigration and Refugee Protection Act (Canada) is deemed to be,

- (a) notice of a rescission of the contract for the purposes of section 36 of the Act if the notice is given within two days of receiving a copy of the contract; and
- (b) notice that the student is withdrawing from the program for the purposes of paragraph 1 of subsection 26 (1) or clause 29 (2) (a) if the notice is received on or before half of the duration of the program has elapsed.

Currency

33. Any refund of fees that a private career college is required to pay under the Act shall be paid in Canadian dollars.

TERMS AND CONDITIONS OF ENROLMENT

1. All enrolment contract fees are due and payable on commencement of the program unless specific arrangements have been made with the College.
2. To register for and to reserve a seat in any diploma or certificate program, all applicants must include the minimum required payment, as per the **Private Career Colleges Act, 2005**, which will be applied to the enrolment contract fees, and the balance of which is to be paid as per the student payment schedule.
3. Enrolment contract fees are tax deductible and a tax certificate will be issued in accordance with the guidelines of the federal government.
4. Certain courses can only be enrolled in, once prerequisite courses or equivalents are met. Refer to the course outline of each program for prerequisites, or consult one of the Admissions Representatives.
5. No refund will be given for occasional absences from scheduled classes.
6. The credential will not be issued until all financial obligations to Academy of Learning Career College have been met.
7. All programs are held subject to sufficient enrolment, and may be postponed at the discretion of the College, and any fees paid will be credited to that future program or refunded according to the **Private Career Colleges Act, 2005**.
8. If an applicant is unable to commence a program on the date arranged, the applicant must notify the College as early as possible to arrange an alternate commencement date and any fees paid will be credited to that future program or refunded according to the **Private Career Colleges Act, 2005**.
9. The duration of the program as shown on the enrolment contract indicates the time it should take the student to complete the program. If the student finishes the program in less than the time that is stated, the total enrolment contract fees are still applicable. If the student takes longer than the time as indicated, the student may be charged additional fees based on the tuition rate in effect at that time, solely at the discretion of the College.
10. Rather than conventional classroom instruction a student works as an individual, using the accessible materials/equipment. A trained facilitator is always present to give individualized support as needed by each student.
11. A student enrolled in virtual learning works as an individual, using accessible materials/equipment and support from the facilitator and/or the virtual learning instructor.
12. The student may choose the hours of attendance, either the morning or afternoon session, and may put in additional hours without extra charge, providing that arrangements have been made to reserve a computer for this purpose (not applicable for the courses delivered by instructors). However, the student is obligated to complete the program within the time frame determined by the given end-date and the college's guidelines for completing individual courses. The College must approve any extension. The setting of a completion date may be determined by requirements for financial support such as a government student loan or grant.
13. It is to the student's advantage to arrive at least 5 minutes before the scheduled time on the enrolment contract
14. Academy of Learning Career College is not responsible for loss of personal property or for personal injury from whatever cause.
15. Students of the Academy of Learning Career College are required to follow the provisions of the current edition of the Student Handbook.

ACKNOWLEDGEMENT

I, _____ acknowledge that I have received a copy of and agree to abide by:

- Academy of Learning Career College's Student Handbook
- Academy of Learning Career College's Privacy Policy
- The Payment Schedule
- The Consent to Use of Personal Information
- The Statement of Students' Rights and Responsibilities Issued by the Superintendent of Private Career Colleges
- The College's Fee Refund Policy
- The College's Student Complaint Procedure
- The College's Policy Relating to the Expulsion of Students
- The College's Sexual Violence Policy

I further acknowledge that it is my responsibility to ensure I have read the above-stated documents and to seek clarification where required.

Signature of Student

Date _____
(mm/dd/yyyy)