



Pacific Rim Early Childhood Institute Inc.
2120 Bear Hill Road
Saanichton, BC
V8M 1X7

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Email: administrator@earlychildhoodeducator.com
Language of course delivery: English

STUDENT ID

STUDENT ENROLMENT CONTRACT FOR USE AT REGISTERED PRIVATE CAREER TRAINING INSTITUTIONS IN THE PROVINCE OF BRITISH COLUMBIA

This contract is to be used by an institution registered with the Private Career Training Institutions Agency (PCTIA) to enroll a student into a program which is registered by PCTIA under the provisions of the Private Career Training Institutions Act, Regulations, and Bylaws.

Registration of the institution and its programs is provided by PCTIA and is mandatory for institutions providing training or instruction in programs that exceed \$1,000 in tuition and 40 hours in duration.

PCTIA provides consumer protection by managing the Student Training Completion Fund (STCF) that provides tuition refund protection in the case of institutional closure. Information about PCTIA may be found on the web at http://pctia.bc.ca including a list of all registered institutions and their approved programs.

In general, students should not complete a training contract for a program at a PCTIA-registered institution which does not appear on PCTIA's website. For further information about the Agency, students may contact PCTIA at:

300 - 5172 Kingsway, Burnaby, BC V5H 2E8
(604) 660-4400 fax (604) 660-3312 1(800) 661-7441
http://pctia.bc.ca info@pctia.bc.ca

This contract contains a refund policy that defines the maximum amount of tuition that may be retained by the institution in case of withdrawal or dismissal from the program.

This contract contains a release of information which authorizes the institution to collect certain items of personal information about a student for purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, archiving of student records, or other requirements.

Employment cannot be guaranteed for any student who successfully completes a career-training program offered by the institution.

All sections of this contract must be completed.

The contract must be signed and a copy given to the student.

The signed contract must be kept in the student's file at the institution. Upon completion of the program of study or after withdrawal or dismissal from the program, an electronic copy of this contract along with the student transcript, certificate or diploma, must be stored off-site for a period of 55 years.

**STUDENT INFORMATION**

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	Student Surname	Student First Name and Middle or Given Names:
Local Mailing Address:		
		City
		Postal Code
International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone Number	Alternate Telephone Number
Email Address	Alternate Email Address	
Permanent Mailing Address (if different from local mailing address):		

**BRITISH COLUMBIA PERSONAL EDUCATION NUMBER (PEN) INFORMATION**

Date of birth (YYYY / MM / DD)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Postal code of last known permanent residence	

**PROGRAM INFORMATION**

Program Title and Course name:	<b>POST-BASIC EARLY CHILDHOOD EDUCATION PROGRAM</b>		
	CPL – Final Course: Final Practicum		
Start Date:	(YYYY / MM / DD)	End Date:	(YYYY / MM / DD)
Program Duration:	<input type="checkbox"/> 5 weeks		
Program Schedule and Credential:			
<input type="checkbox"/> Part Time <input type="checkbox"/> Distance/Home Study <input type="checkbox"/> Certificate			

## Admission Requirements:

Two letters of reference from someone who is familiar with your work with infants/toddlers or special needs children and a 200-500 word letter of intent to commence education in the field of early childhood education.

**TUITION AND FEES****All fees are in Canadian dollars (\$CAN)**

Registration Fee (\$250 domestic or \$350 international)	\$	250.00-350.00
Total Tuition Fee for Post-Basic Program	\$	3870.00
Textbook Fee <b>TO BE ORDERED AND PAID SEPARATELY BY THE STUDENT</b>	\$	N/A
<b>TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT – Final Practicum</b>	<b>\$</b>	<b>895.00</b>

Payment Schedule, see addendum

Payment Due Date:	Amount Due on Payment Date:

- The student acknowledges and agrees to pay the fees that may change without notice and are indicated above within the terms of this enrolment contract.
- A tuition refund policy, subject to the provisions of the PCTIA Bylaws, forms a part of this agreement.
- Fees payable are subject to the terms and provisions of the tuition refund policy.

## TUITION REFUND POLICY

The following refund policy applies to the terms of this enrolment contract:

### *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 7 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 subsection 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.
  - 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.

### *Prohibitions:*

1. The institution is prohibited from guaranteeing a student or prospective student employment, income, or eligibility for a work permit;
2. Program admission requirements for your program of study cannot be waived;

**ADDITIONAL INFORMATION**

**Prior to signing this contract, the student has been given a copy of and has had opportunity to review the following:**

- |                          |                               |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | Admission policy              |
| <input type="checkbox"/> | Withdrawal / dismissal policy |
| <input type="checkbox"/> | Dispute resolution policy     |
| <input type="checkbox"/> | Student handbook              |
| <input type="checkbox"/> | Attendance policy             |

**RELEASE OF PERSONAL INFORMATION**

- 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 requirements.
- For research purposes, any information disclosed will be in a non-identifiable form.
- In accordance with Part 4(10)(1)(a) of the *Personal Information Protection Act*, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the *Freedom of Information and Protection of Privacy Act*.
- We also advise you that upon completion of your program of study or other termination from the program, your academic record consisting of your copies of transcript and diploma if issued, and this contract, will be stored for the purpose of maintaining an academic record archive on an electronic system as per the requirements of the PCTIA Bylaws.

**STUDENT DECLARATION**

I certify that I have read, understood, and agree to the terms and conditions of this enrolment contract, and that I have received a signed copy of this contract. I certify the information provided by me on this form is true and accurate and that I am 19 years of age or older. *(If under the age of 19, a parent or legal guardian must sign the contract.)*

PRINTED NAME

SIGNATURE of STUDENT or PARENT/LEGAL GUARDIAN

DATE

**INSTITUTION DECLARATION**

The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.

NAME OF ADMISSION OFFICER, REGISTRAR, AGENT, or SCHOOL OFFICIAL

SIGNATURE

DATE

**CONTRACT ADDENDUM**

This Schedule is attached to and forms part of the contract between Pacific Rim Early Childhood Institute Inc and

\_\_\_\_\_ dated the \_\_\_\_\_.  
 Name of Student Date of Original Contract

Student Email\_\_\_\_\_.

This schedule will be amended as students wish to register and pay for another course. Only enter the information for the course you are registering for. If you have completed other courses they will have already been noted in your file.

<b>Post-Basic Early Childhood Education Program Courses</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total tuition/extra fees as listed</b>	<b>Textbook Prices</b>
Infant/Toddler Growth and Development			\$595	\$72.95
Working With Families			\$595	\$67.95
Centre Administration			\$595	\$19.59
Working with Infants and Toddlers I			\$595	\$106.20
Working with Infants and Toddlers II			\$595	\$119.95
Practicum – Infants and Toddlers			\$695	No new text required
Special Needs I			\$595	\$214.33
Special Needs II			\$595	No new text required
Practicum – Special Needs			\$695	No new text required

Courses should be taken in order listed above.