

## Alberta Student Enrolment Contract for Licensed Vocational Training Programs

This contract is to be used only for programs licensed under the *Private Vocational Training Act and Regulation*. These programs appear on the Private Vocational Training Licence posted in the Institution. A copy of this contract signed by both the student and the Institution's authorized representative must be provided to the student within 7 days of signing. Any changes made to this contract must be agreed to and initialed by both parties.

### Part A: Institution and Program Information (Required)

Institution Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone Number \_\_\_\_\_

Program Name \_\_\_\_\_

Delivery Mode (*full-time, part-time, online, correspondence*) \_\_\_\_\_

Program Length \_\_\_\_\_

Total Hours \_\_\_\_\_

Total Weeks \_\_\_\_\_

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

### Part B: Program Fees (Required)

includes \$ \_\_\_\_\_ Tuition Fee -  
(*specify amount*)  
Registration Fee\*: \_\_\_\_\_

Books: \_\_\_\_\_

Supplies/Kit: \_\_\_\_\_

Other Fee(s) (*please specify*): \_\_\_\_\_

Total Cost to Student: \_\_\_\_\_

\* Note: The Institution may require the student to pay a registration fee of up to \$500 at the time the student signs this contract.

This registration fee will be credited towards the tuition fee once the student commences the program. If the student chooses not to attend the program, the Institution may retain this fee.

### Part C: Student Information (Required)

Last Name \_\_\_\_\_

First Name (legal) \_\_\_\_\_

Alberta Student Number (ASN) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Town/Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

### Part D: Additional Student Information (Optional)

If you wish to declare that you are an Aboriginal person, please specify:

a) Status Indian/First Nations, b) Non-Status Indian/First Nations, c) Métis, or d) Inuit

*Note: Alberta Advanced Education and Technology is collecting this personal information pursuant to section 33(c) of the FOIP Act as it relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. For further information or if you have questions regarding the collection activity, please contact the office of the Director, Accountability/Reporting Outcomes, Post-Secondary Investments and Outcomes Sector, Alberta Advanced Education and Technology, 10155 102 Street, Edmonton AB, T5J 4L5, (780) 427-7145.*

## Alberta Student Enrolment Contract for Licensed Vocational Training Programs

By signing this contract, the student agrees to and acknowledges the following:

### Institution/Program Information

- I have researched my chosen profession and this program by contacting potential employers to determine whether the training and credential offered by the Institution are recognized for employment. If the profession is regulated, I have also checked with the appropriate regulatory or professional body.
- I have received a copy of the program outline, a written description of the Institution's rules and policies that apply to students taking this program, and a graduate report indicating the most recent graduation and job placement rates for this program.
- I have toured the Institution and have viewed the facilities and equipment available to students (where applicable).
- I am aware of the method in which this program is delivered to students (e.g. self-directed learning, online, traditional lecture)
- I am aware that successful completion of this program does not guarantee employment, specific wages, or a specific salary.

### Admission Requirements

- I have provided the Institution with appropriate documentation to show that I meet the admission requirements for this program. If I am under 16 years of age, I have confirmed that the Institution has obtained written approval from the Director of Private Vocational Training, Alberta Advanced Education and Technology, for me to enroll in this program.

### Withdrawals/Terminations and Tuition Refunds

- If I wish to withdraw from this program and terminate the contract, I must provide written notice to the institution in a way that I can verify the date the notice was delivered to the Institution. The contract is considered terminated on the date that the written notice is received by the Institution. I am aware that the Institution may also terminate my enrolment in this program by providing written notice to me. The contract is considered terminated on the date that the written notice is received by me.
- If I am receiving student financial assistance, I will notify my funding source of my withdrawal or the termination of this contract.
- I have reviewed the excerpts of the *Private Vocational Training Regulation* as attached to this contract, and I understand the Regulation with respect to the retention and repayment of fees (i.e. registration fees and tuition refunds) in the case where this contract is terminated. I understand that if I terminate this contract on or before the 4th business day after signing this contract, the Institution must refund any tuition or other fee paid by me or on my behalf.

### Fee Payments

- I understand that the Institution may withhold my credential if all fees are not paid in full at the time of graduation.

### Student Complaints

- Concerns regarding my training will first be addressed using the Institution's student complaint process. If a resolution is not reached, I have 60 days from my last date of attendance in the program to contact the Private Vocational Training branch of Advanced Education and Technology to discuss my concerns.

### Student Information

- Upon graduation, I agree to provide the Institution with information regarding my employment status, and my employer's name and telephone number.
- I consent to the Institution providing the information on this contract along with my graduation and employment status, and employer's name and telephone number to Alberta Advanced Education and Technology for the purposes of reporting the graduation and job placement information for this program, tracking student mobility through Alberta's post-secondary education system, and for conducting satisfaction and outcomes research studies with graduates of licensed programs offered by private institutions.

I have read and understand the information on this contract:

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Date

By signing this contract, the Institution agrees to offer the program as licensed in accordance with the *Private Vocational Training Act and Regulation*.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Date

THE PRIVATE VOCATIONAL TRAINING ACT  
RETENTION AND REPAYMENT OF FEES  
(Extract – Alberta Regulation 341/2003)  
(Consolidated up to 349/2009)

**Registration fee**

- 14(1) Subject to subsection (2), a licensee may require a prospective student to pay a registration fee of not more than \$500 before that person's vocational training begins.
- (2) A licensee must not require or accept payment of
- (a) a registration fee in respect of a prospective student until that person has signed a student contract, or
  - (b) a tuition fee in respect of a prospective student before that person's vocational training begins.
- (2.1) Despite subsection (2)(b), a licensee may accept a tuition fee in respect of a prospective student before that person's vocational training begins if the fee is paid by a third party approved by the Director.
- (3) A licensee who receives a registration fee must credit the fee to unpaid tuition if the student commences the vocational training.

**Cooling off period**

15 Notwithstanding anything in this Regulation, if a student terminates a student contract on or before the 4th business day after signing the contract, the licensee must refund any tuition or other fee paid by or on behalf of the student.

**Refund of registration fee - before training begins**

- 16(1) If a student terminates a student contract before the vocational training begins, the licensee is entitled to any registration fee paid by or on behalf of the student.
- (2) The licensee must refund any registration fee that has been paid by or on behalf of the student if
- (a) a licensee terminates a student contract before the vocational training begins, or
  - (b) the vocational training does not begin on the commencement date set out in the student contract.

**Refund of tuition - after training begins**

- 17(1) If a student contract is terminated after the vocational training begins, the licensee is entitled to the following amounts of tuition:
- (a) when 10% or less of the vocational training has been provided, 25% of the tuition;
  - (b) when more than 10% but 50% or less of the vocational training has been provided, 60% of the tuition;
  - (c) when more than 50% of the vocational training has been provided, 100% of the tuition.
- (2) If a licensee has received a tuition fee in excess of the amount that the licensee is entitled to under subsection (1), the licensee must refund the excess amount.
- (3) For the purpose of this section, vocational training provided by correspondence is provided as lessons are supplied, marked and returned to the student.

**Abandoning provision of vocational training**

- 18(1) A licensee abandons the provision of vocational training under its licence if the licensee stops providing the vocational training before it is complete and
- (a) there are student contracts for the vocational training that have not been terminated, or
  - (b) all student contracts for the vocational training have been terminated but one or more of the contracts were, in the Director's opinion, terminated by the licensee so that the licensee would not be required to provide the vocational training.
- (2) Notwithstanding sections 16 and 17, if a licensee abandons the provision of vocational training under its licence,
- (a) the licensee must refund all tuition that has been paid in respect of the vocational training, and
  - (b) section 11 applies if the licensee is unable or refuses to make the refund.
- (3) A licensee is deemed to have abandoned the provision of vocational training by correspondence if lessons cease to be supplied, marked and returned to the student.
- (4) A licensee is not considered to have abandoned the provision of vocational training if the Director is of the opinion that the licensee is providing a means to enable a student to complete the vocational training without any disadvantage.
- (5) This section does not require the refund of tuition in respect of a student whose student contract is terminated
- (a) by the student before the licensee abandons the provision of vocational training, or
  - (b) by the licensee before the licensee abandons the provision of vocational training where the termination was made because the student was expelled or for non-payment of fees.

**Payment of refunds**

- 21(1) Subject to subsection (2), a refund of a student's tuition must be paid
- (a) to the student, or
  - (b) in the case of a student who has an outstanding student loan in respect of the vocational training for which the refund is being provided, to the lender that made the student loan.
- (2) If a licensee receives payment of a student's tuition from a government, agency or person other than the student, any refund of the student's tuition must be paid to the government, agency or other person.
- (3) If a licensee is required to refund a registration fee or tuition, the refund must be paid not later than the earlier of the following:
- (a) 30 days from the day the student contract is terminated;
  - (b) the time period specified in an order of the Director.

For information regarding Alberta's private vocational training licensing requirements, please contact the  
Private Vocational Training Branch:  
10155 - 102 Street, Edmonton, AB T5J 4L5  
Phone: 780-427-5609  
Email: [pvt.branch@gov.ab.ca](mailto:pvt.branch@gov.ab.ca)  
Website: <http://www.advancededucation.gov.ab.ca/post-secondary/institutions/private.aspx>