

**ALBERTA STUDENT ENROLLMENT CONTRACT
PRIVATE VOCATIONAL TRAINING PROGRAM**

**Academy of Professional Hair Design
4929-49 Street Red Deer, AB. T4N 1V1
403-347-2018**

This contract is to be used only for programs licensed under the Alberta *Private Vocational Training Act*. These programs appear on the Private Vocational Training License posted in the institution.

Name of Applicant	Telephone	E-Mail Address
-------------------	-----------	----------------

Address of Applicant

Program Name	Mode of Delivery (<i>full-time, part-time, on-line, correspondence</i>)
--------------	---

Length hrs/weeks	Program Start Date	Program End Date
------------------	--------------------	------------------

Tuition fee	Other Fees	Total Cost to Student
-------------	------------	-----------------------

(\$150 registration fee is required upon receipt of signed student enrollment contract and validation of enrollment requirements.

This secures a place for you in our next session. Prices subject to change.

It is important that you understand the following prior to signing this contract:

- a) The content of the program. An outline of the program is attached.
- b) The method of payment of the tuition fees and other fees for this program.
- c) Your repayment responsibilities, if any loans are made to you to take this program.
- d) Employment is not guaranteed upon successful completion of this program. You should ask potential employers whether they would hire graduates of this program.
- e) The number of former students who found training-related employment. The institution is to provide this information.
- f) The regulations concerning the retention and repayment of fees. An excerpt of the Private Vocational Training Regulation with related sections is attached.
- g) The institution's policies that apply to students taking this program. The institution is to provide you with a written description.
- h) The institution must obtain written approval from the Director of Private Vocational Training before you can take this program if you are under 16 years of age.

i) The signing of this contract represents your permission for the institution to give the Director of Private Vocational Training your name and phone number and your employer's name and phone number for the purposes of reporting the number of graduates and the number of graduates that obtained employment on a regular basis.

A copy of this contract, signed by both parties, must be provided to you within 7 days of signing. If either you or the institution chooses to terminate this contract, written notice must be provided to the other party and verification of delivery obtained. A student contract is considered terminated on the date the delivery is confirmed.

(Signature of Student)

(Date)

The institution offering the licensed program agrees to deliver the above referenced program in accordance with the *Private Vocational Training Act* and Regulation.

(Signature of the representative who has authority
to sign this contract on behalf of the institution)

(Date)

January 2010

*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.

Student's Signature

Date Signed

Name of Parent/Guardian/or Spouse

Address

Telephone: Area Code _____ Home _____ Business No. _____

City _____ Province _____

Do you have a High School Diploma? _____ Transcripts required received

Highest grade have you completed? _____ DOB _____ mm/dd/yyyy

What inspires you to pursue a career in the Beauty industry? _____

Will it be a problem for you to be here Monday to Friday 9:00 am – 5:00 pm? _____

Do you have any issues which may interfere with your attendance? _____

How did you learn about the school? _____

I, the undersigned, hereby apply to Academy of Professional Hair Design for the Course in Beauty Culture. I understand that this application is made under the rules and regulations of the Private Vocational Schools Act, administered by the Department of Advanced Education of Alberta.

I am enclosing my cheque or Credit card information in the amount of ___\$150.00___ to reserve a place in your class which commences on _____. I fully understand that this amount is non- refundable.

Credit Card # _____ Expiry Date _____

Please read before signing this contract:

- a) Minimum 18 years of age
- b) Grade 10 Science and English
- c) A signed copy of this contract will be provided to you within 7 days
- d) If any loans are made to you to take this program repayment is your responsibility.
- e) You will be provided with a with a written description of all the institution's policies that apply to students taking this program on the first day of classes.
- f) Private Vocational Schools Regulations are set out on the back of this contract
- g) \$150 registration fee is required upon receipt of signed student enrollment contract and validation of enrollment requirements. This secures a place for you in our next session. Prices subject to change.
- h) The Director of Vocational Schools regularly requires institutions to report the number of graduates and the number of graduates that obtain employment. The signing of this contract represents your Permission for the institution to give the Director your name and phone number and your employer's name and phone number.

Have you ever been convicted of a criminal offence _____yes _____ no

Have you been in drug or alcohol treatment program in the past year? _____ yes _____ no

Signature of Student Date

The licensee agrees to deliver the above referenced program in accordance with the Private Vocational Schools Act.

Signature of Director or Manager Date