

PRE-REGISTRATION AGREEMENT
STUDENT INFORMATION

Last Name*		First Name and Middle Name(s)*		
Preferred First Name		Personal Education Number (if applicable)		
Current Address*	City*	Province*	Country*	Postal/ZIP Code*
Mailing Address <small>(if different from above address)</small>	City	Province	Country	Postal/ZIP Code
Student Telephone Number*		Student Email Address*		
Date of Birth(dd/mm/yy)*		Gender		

CITIZENSHIP & LANGUAGE// CONTACT IN CASE OF EMERGENCY

Citizenship & Language <u>Status in Canada*</u> <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> International student	Contact in Case of Emergency Name: _____ Relationship: _____ Address: _____ Phone: _____ Email: _____ Specifications (if any): _____
please provide your country of citizenship _____ I require a study permit (SSP): <input type="checkbox"/> Yes <input type="checkbox"/> No First Language: _____	

PROGRAM INFORMATION (Staff Only)

Program Title	
Contract start date(dd/mm/yy)	Contract end date(dd/mm/yy)
<small>NOTE: These dates do not always reflect the first day of class.</small>	
Required course materials and technological resources not provided by the institution(if applicable):	

PROGRAM COSTS (Staff Only)

Total tuition payable during contract term	CAD\$ _____
Additional administrative, application, assessment, course material and other mandatory fees	CAD\$ _____
Domestic student application fees	CAD\$ _____
Other fees	CAD\$ _____
TOTAL PROGRAM COSTS	CAD\$ _____

PAYMENT TERMS (Staff Only)

Method of payment:

Cash
 Cheque
 Credit Card
 Other _____

Payment plan if required:

By submitting this form, you indicate the following:

- Your good-faith intent to enroll at the Vancouver Churchill College where you was admitted.
- Your understanding of the necessity of enrolling and paying the tuition fee by the deadline in order to secure your seat.

TERMS - The Admission Process

Vancouver Churchill College Admissions Requirements

Individuals seeking admission to a full-time program at Vancouver Churchill College are required to complete and submit the following:

1. Admissions Interview (in person or over the phone) with an Admissions officer. The purpose of the interview is to:
 - Explore the prospective student's background and interests as they relate to the programs offered at Vancouver Churchill College;
 - Assist prospective students in identifying the appropriate area of study consistent with their previous education, background, and stated or demonstrated interest in our program offerings;
 - Provide information related to curriculum offerings and support services available at Vancouver Churchill College. The admission interview is designed to assist in assessing whether the prospective student possesses an ability to benefit from the programs they are considering at Vancouver Churchill College, that they are currently able to handle college-level coursework, and that they have a reasonable capability of successfully completing the appropriate program of study.
2. Academic status: The applicant must either have successfully completed secondary school or qualify as a mature student of not less than 19 years of age as of the start date of the program. Applicants are required to submit official proof of secondary school graduation or equivalent. The applicant must accurately represent their education, age, and other required information to determine that they meet the admissions criteria for Vancouver Churchill College programs.
3. Contract: A Pre-registration form must be completed and signed by the applicants, as well as their parent or guardian if the applicant is a minor (less than 19 years old).
4. Fees: A \$150 Application Fee and a \$100 Assessment Fee. Vancouver Churchill College may elect to waive these fees under special circumstances. The Assessment Fees will be refunded only if the applicant is not accepted.
5. English Proficiency: The language of instruction at Vancouver Churchill College is English. All applicants to academic programs must demonstrate competency in the English language as described in the English Language Proficiency Policy.

Each applicant's academic transcript, and any other submitted documents will be evaluated by the Admissions Committee. The Committee determines the compatibility of the applicant with the programs at Vancouver Churchill College and ultimately makes the final decision regarding acceptance to Vancouver Churchill College.

Proof of Secondary School Graduation

Prospective students who wish to attend Vancouver Churchill College and do not qualify as a mature student must have successfully completed the requirements for secondary school graduation or equivalent, such as the General Education Development (GED) certificate, as set by the recognized legal authority in the jurisdiction where secondary school was completed. In the absence of such legal authority, Vancouver Churchill College reserves the right to examine academic credentials on a case by case basis. For students in British Columbia, a high school completion certificate is not considered to be equivalent to graduation. Applicants must provide documentation in the form of official school transcripts sent directly from the institution to Vancouver Churchill College that clearly indicate that the requirements for graduation have been met and the date of graduation. Documentation from outside of Canada will be evaluated by Vancouver Churchill College prior to acceptance. For countries where it may not be possible to have official documentation sent directly from the institution, applicants should consult with their Admissions representative to determine what forms of documentation are acceptance. In some cases, evaluated by a credential evaluation agency may be required. An applicant who holds a post secondary certificate or diploma, associate degree or higher may submit proof of that credential as evidence of satisfying the secondary school graduation requirement. Secondary school applicants who have not yet graduated should submit a partial transcript that indicates their expected graduation date in order to be evaluated for early conditional acceptance. Applicants who are unable to provide official documentation of having completed secondary school or equivalent may, with the discretion of the Director of Admissions and President, submit an attestation of secondary school completion.

English for Academic Purposes

Prospective students who meet all the entrance requirements for a Vancouver Churchill College academic program but do not meet the required minimum English Language Proficiency scores may satisfy the English Language Proficiency requirement by successfully completing the English for Academic Purposes course. To qualify for the course, diploma candidates must have scored at least 4.5 on the IELTS or 61 on the TOEFL (or equivalent) and degree candidates must have scored at least 5.5 on the IELTS or 75 on TOEFL (or equivalent). Students must pass the English for Academic Purposes course with a grade of "C", or 68 percent, in order to continue into their program of study. If a student cannot pass the English for Academic Purposes course after three attempts, the student will be dismissed from the Institute and their enrollment will be terminated.

Licensing, Accreditation, Membership

All private institutions that provide career training programs to students of more than 40 hours in duration and over \$1000/tuition must be registered under the Private Training Institutions Act. The Private Training Institutions Branch (PTIB) is responsible for establishing basic education standards and providing consumer protection for students enrolled with a registered career training institution, and for standards of quality for accredited career training institutions. A list of registered / accredited institutions can be found on PTIB's website. PTIB also manages the Student Training Completion Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution. Vancouver Churchill College is a designated institution under the Private Training Act.

Program and Schedule Changes

Vancouver Churchill College programs are regularly under review as part of its continuous improvement framework. These reviews may result in revisions to curricula, program content and scheduling. Program changes are published in the Academic Calendar and are effective as of the publication date.

Tuition Refund Policy

Refunds will be made within thirty (30) calendar days after the applicant's/student's written withdrawal request or within thirty (30) calendar days after written notice of dismissal is issued by the Institution. All students will be subject to the institutional refund policy.

Institutional Refund Policy

Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable Application and Assessment Fees. If total fees have not yet been collected, the school is not responsible for refunding more than has been collected to date and a student may be required to pay for amounts due under the contract.

1. Refunds prior to the start date of the enrolment contract (program start date)
 - a. If written notice of withdrawal is received by Vancouver Churchill College no later than seven (7) days from the date of the Pre-registration Agreement is signed, the student will receive a full refund of deposit paid.
 - b. If written notice of withdrawal is received by Vancouver Churchill College after seven (7) days from the date of the Pre-registration Agreement is signed, the institution will refund 85% of the tuition deposit paid.
2. When written notice is received after 7 days from the official student enrollment contract effective date, and before the start date as defined on the official student enrollment contract (program start date).
 - a. If the written withdrawal notice is received by the institution at least 30 days before the start date defined on the contract, the institution will retain 15% of the tuition due under the contract.
 - b. If written notice is received less than 30 days prior to the start date, the institution will retain 25% of the tuition due under the contract.
3. Refunds for written notices received after the start of the program
 - a. If written notice of withdrawal is received by the school, or a student is dismissed by the school before ten percent (10%) of the hours of instructions have been provided, the institution may retain thirty percent (30%) of the tuition due under the student enrollment contract for that quarter or session of study.
 - b. If written notice of withdrawal is received by the school, or a student is dismissed by the school after ten percent (10%) and before thirty percent (30%) of the hours of instructions have been provided, the institution may retain fifty percent (50%) of the tuition due under the student enrollment contract for that quarter or session of study.
 - c. If a student provides written notice of withdrawal or is dismissed after thirty percent (30%) of the hours of instruction have been provided, the institution will retain 100% of the tuition due under the enrollment contract for that quarter or session of study.
 - d. In addition to the tuition fee refund prescribed within this section, the student will receive a refund of the starting kit fees paid provided that the kit has not been received by the student or the kit is returned to the school unopened and within twenty (20) days of the student's last day of attendance.
4. Other Refund Policy Requirements:
 - a. Where the school provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the school may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.
 - b. 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:
 - i) the student has completed and received an evaluation of his and 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
 - ii) 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.
 - c. Where a student's tuition has been paid in part or in whole by a recognized student aid program, the school may be required to refund the funding party before any refund is payable to the student.
 - d. In the event of a fully documented circumstance that prevents the student from completing the program, the student may appeal for an exception to this refund policy to the school Appeals Committee.
 - e. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by the school. The school reserves the right to apply any student payment received, or any refund due to a student, to any student financial liability.
 - f. The calculation of refunds is based upon the date of the written notice of withdrawal sent by the student, or the date of the written notice of dismissal issued by the Institution.
 - g. International students who cancel their enrollment because their study permit was denied by IRCC will receive a refund of all tuition fees paid.

Disclosure and Notice

1. Completion of a Vancouver Churchill College program does not guarantee employment or any particular level of compensation. Actual employment will be dependent upon overall student background and quality of the application, presentation, initiative, and available employment opportunities at the time.
2. 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. For more information about this collection and use of this information, visit the Agency's website at <http://www.privatetraininginstitutions.gov.bc.ca>.
3. Language of Instruction and Method of Delivery: The language of instruction at Vancouver Churchill College is English. All applicants, regardless of immigrant or nonimmigrant status, must demonstrate proficiency in the English language prior to admittance. Please refer to the current Academic Calendar for English proficiency requirements.
4. Student Work Ownership: Students retain ownership to all works created in the course of their education with specific exceptions listed in the Intellectual Property Policy. The student grants Vancouver Churchill College permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such work and Intellectual Property in all forms and media now known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation, regulatory or promotional use of Vancouver Churchill College.
5. The student grants permission and gives consent to Vancouver Churchill College and its agents to contact the student through mail, e-mail, telephone, text-messaging, electronic messaging, social media and, or including any other modality regarding the student's education.

Important Information

Before you begin studies at a PTIB-registered institution you must sign a student enrollment contract. The institution is required to provide you with a signed copy of your enrollment contract and to maintaining a copy in your student file. Under the Personal Information Protection Act, you are entitled to access your student file. Further information about storage and access to your student file is contained in the institution's Privacy Policy.

Required Information

PTIB registered institutions must provide you with written copies of Dispute Resolution Grade Appeal Policy. Dismissal Policy. Admissions Policy, Privacy Policy. Attendance Policy, and Tuition Refund Policy, plus a copy of the Program Outline for the program you are taking. This information is contained in the Vancouver Churchill College Academic Calendar and Student Handbook.

Disclosure and Notice

I have read, understood, and agree to the terms and conditions of this pre-registration enrollment agreement, received a signed copy of this agreement, have represented to the Institution that I meet all the admissions requirements for this program of study, and I agree to Vancouver Churchill College's policies, procedures and conditions as outlined in this Enrollment Agreement and Vancouver Churchill College Academic Calendar and Student Handbook.

The duration of this contract shall be the lesser of 12 months or four consecutive academic quarters since the date of the agreement is signed. The information provided is true and accurate and I am 19 years of age or older. If under age of 19, a parent or legal guardian must also sign this contract.

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between Vancouver Churchill College's and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Student signature

Date signed

Signature of Parent or Legal Guardian

Date signed

This Institution agrees to deliver the program according to the terms of this contract.

Print Name of the Institution Representative

Position Title

Signature of Institution Representative

Date signed