

ENROLMENT CONTRACT (DE)

This Enrolment Contract is subject to the *Private Career Colleges Act, 2005* and the regulations made under the Act.

The undersigned person hereby enrolls as a student of Legal and Professional Education College as of Dated: ___/___/___ for the following:

Name of Student Mr. [] Miss []
 Mrs. [] Ms. [] _____

Name of Program _____

Commencing on _____ Expected Completion Date_ Credential to be

Awarded Upon Successful Completion of the Program _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Phone _____ Alternative Phone _____

Permanent Address _____

City _____ Province _____ Postal Code _____

Country _____

Phone _____ Email Address _____

International Student Yes No

Language of Instruction English Other _____

Location of Practicum _____ [insert city] _____

Class Schedule _____

Admission Requirements

- Have an Ontario Secondary School Diploma or equivalent; or
- Mature student
- Be at least 18 years of age (or age specified in program approval)
- Must be fluent in English and pass basic program level aptitude test specified in program approval.

Fees

Tuition fees	CAN\$ _____
Book fees	CAN\$ _____
Expendable supplies	CAN\$ _____
Uniform and equipment	CAN\$ _____
Major equipment	CAN\$ _____
Field trips	CAN\$ _____
Professional / Exam fees	CAN\$ _____
Other compulsory fees	CAN\$ _____
International student fees	CAN\$ _____
Optional fees (specify)	CAN\$ _____
Total fees	CAN\$ _____

Acknowledgement

I, _____, acknowledge that I have received a copy of:

- The Statement of Students' Rights and Responsibilities Issued by the Superintendent of Private Career Colleges
- The College's Fee Refund Policy
- The Consent to Use of Personal Information
- The Payment Schedule
- The College's Student Complaint Procedure*
- The College's Policy Relating to the Expulsion of Students*
- Copy a copy of the signed contract
- Copy of a sexual violence policy of the PCC and Definitions
- Copy of the PCC Service Standanrs

(Signature of Student)

Date

Legal and Professional Education College does not guarantee employment for any student who successfully completes a vocational program offered by Legal and Professional Education 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. Legal and Professional Education 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 begins. **For information regarding cancellation of this Enrolment Contract and refunds of fees paid, see sections 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.

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.

Date

(Signature of Student)

Legal and Professional Education College agrees to supply program to the above named student upon the terms herein mentioned. Legal and Professional Education College may cancel this Enrolment Contract if the above named student does not meet the admission requirements of Subject Course before the program begins.

Date

(Signature of Admission Officer, Registrar, Agent)

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 [insert name of private 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; and
- To determine whether [insert name of 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 [add contact information of 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

(Name of Student)

Date

(Signature of Student)

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. Payments prior to signing contract (if any) CAN\$ _____

2. Payments after signing contract

Date

Amount due

Total payments (1 + 2) CAN\$ _____

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.

(Name of Student)

(Signature of Student)

Date _____

**Additional schedule and forms (Distance Education)
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:

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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

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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.

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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.

Additional schedule and forms (Distance Education)

APPENDIX: A Addendum to Student Contract: (DE Format) PCC Responsibilities Related to Distance Education Program Delivery

This addendum is part of the Student Enrolment Contracts relating to DE programs and is subject to the *Private Career Colleges Act, 2005* and the regulations made under the Act.

I _____ (name of student) am enrolling in the (name of program) program at _____ (name of PCC and campus, if applicable) _____. I understand that this program will be delivered using a Distance Education mode of delivery. This means that at least a portion of my training will be delivered using correspondence, audio, video, and/or computer-based technologies or any combination thereof. I understand that this PCC will provide me with information about the following matters:

- The school's responsibilities to me as a student enrolled in a distance education program;
- Details on how the instruction will be delivered;
- A program timetable for each course showing in class time versus distance education time;
- Orientation materials (including resources, policies and processes) on the use of the relevant technologies needed to enable me to complete my program successfully;
- Itemized list of all learning materials required prior to start of the program;
- Whether I can use software and/or hardware and/or other equipment that I currently own or whether I have to buy new equipment or whether the school will lend me the equipment;
- The technical standards this equipment must meet (e.g. minimum Internet speed);
- The Technical support related Q & A links and information has been provided by the PCC
- If the school lends me the equipment, the duration of the loan and any fees associated with the loan; Description of the hardware, software and equipment the degree of technical competence I need in using them;
- Identification of minimum Internet speed access required;
- Service Standards of the PCC in relation to this DE program, including response times to questions regarding assignment evaluation, grades, technical issues and financial matters;

- Instructor availability; and
- The complete, itemized costs of this DE program.

I _____ (name of student) have read and understood this form. I acknowledge that I received this form as part of my Student Enrolment Contract _____

(student initials).

Signature of Student

Date

Additional schedule and forms (Distance Education)

Appendix B:

Student Rights and Responsibilities Statement

This addendum now forms part of the Student Rights and Responsibilities and is subject to the *Private Career Colleges Act, 2005* and the regulations made under the Act.

As part of my student contract, the private career college in which I am enrolling will provide me with information regarding PCC Responsibilities Related to Distance Education Program Delivery, if I am enrolling in a Distance Education Course. If I do not receive the information **as part** of my Student Enrolment Contract, I may contact the office of the Superintendent of Private Career Colleges by writing, emailing, calling or faxing:

- Superintendent of Private Career Colleges, Address: Private Career Colleges Branch, Ministry of Training, Colleges & Universities 77 Wellesley Street, West, Box 977 Toronto, Ontario M7A 1N3

Email: PCC@ontario.ca

Phone: 416-314-0500
Toll free: 1-866-330-3395
Fax: 416-314-0499

Additional schedule and forms (Distance Education)

Appendix C:

Aggregate Mid-Program and Final Grade Reporting Chart

LAPE College must collect, validate and report mid-program and final grades for all students in all DE programs and report these to the PCC's Inspector in the following table format. Data must be submitted electronically every January 10th and July 10th.

The total number of students reported on in any six month period must be greater than five. If any six month period a PCC has five or fewer students, they may report in the next period when there are more students. In this case, the PCC must report this to their Inspector.

PCC Operating Name	Campus	Program Name	Evaluation Method: Quiz, Test, Exam	Mid-Term/Final or other	Date Administered	Grades

Additional schedule and forms (Distance Education)

Appendix D: Definitions

Distance Education – a process of transferring knowledge without teacher and student physically present in the same room, where both are making use of correspondence, audio, video, and/or computer-based technologies or any combination thereof.

Hybrid programs – a program where at least 20%* of the program's duration (excluding practicum)** is offered face-to-face or via the synchronous mode and this 20% or more consists of:

Classroom time or real-time interaction with a subject-matter instructor; Student evaluation and/or Laboratory/clinical work (Excluding practicum/work placement).

* Unless otherwise required by a regulatory body.

**Practicum/work placement is excluded from the calculation of the program total time. For example: a program 1000 hours in duration of which 200 hours are the practicum portion of the program would be required to ensure that 20% of the 800 hours (1000 hrs total – 200 hrs practicum) are face-to-face.

Synchronous mode – where instructor-led courses are conducted in real time with students participating in virtual classrooms through audio and visual means.

Asynchronous mode – where instructors provide materials, lectures, tests, and assignments that can be accessed by students at any time.

Superintendent – includes a designate of the Superintendent, often the PCC's assigned Inspector.