



## Legal and Professional Education College

99-B Sante Drive, Vaughan, Ontario, L4K 3C4. Canada  
T- 1 905 499 3631 Web [www.lapecollege.org](http://www.lapecollege.org) email [admin@lapec.org](mailto:admin@lapec.org)

### ENROLLMENT 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 Program: Citizenship and Immigration Case Processing and Enforcement Services Program

Format: DE- Distance Education (Online) –

Commencing on: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Name of Student: [ ] Mr. [ ] Mrs . [ ] Ms. [ ] Miss \_\_\_\_\_

Student Address : \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

Phone: \_\_\_\_\_

International Student  Yes  No

Language of Instruction  English  Other \_\_\_\_\_

Location of Practicum (If applicable) \_\_\_\_\_

Program Schedule:

From: \_\_\_\_\_ to \_\_\_\_\_

[Monday to Thursday]

Morning Session: 8.30 AM EST - 1.30 PM EST

Evening Session: 4.00 PM EST – 8.30 PM EST

### Admission Requirements

- ✓ Have an Ontario Secondary School Diploma or equivalent; or
- ✓ Be at least 18 years of age (or age specified in program approval)



## Fees

Tuition fees CAN\$ \_\_\_\_\_

Book fees CAN\$ \_\_\_\_\_

Professional / Exam fees CAN\$ \_\_\_\_\_

Other compulsory fees CAN\$ \_\_\_\_\_

International student fees CAN\$ \_\_\_\_\_

Optional fees (specify) CAN\$ \_\_\_\_\_

**Total fees** CAN\$ \_\_\_\_\_

**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.

**The student is entitled to a copy of the signed contract immediately after it is signed. O. Reg. 415/06, s. 20 (1); O. Reg. 132/16, s. 2; O. Reg. 466/16, s. 8 (1, 2).**

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

\_\_\_\_\_  
Date

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.

\_\_\_\_\_  
Signature of Administration

\_\_\_\_\_  
Date



## 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 Standards
- Copy of the schedule of hours of instruction

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

\_\_\_\_\_  
Date



## 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 LAPE 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 LAPE 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 [admin@lapec.org](mailto:admin@lapec.org) . 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

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

\_\_\_\_\_  
Date