

# COLUMBIA COLLEGE

## CONTRACT OF TUITION

802 Manning Road N.E., Calgary, Alberta T2E 7N8  
Phone 403-235-9300 Fax 403-272-3805

### Full-Time Program

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 Licence posted in the institution.

Name:		Telephone:	Cell Phone:
Email:			
Address:			
Program Name:		Mode of Delivery (Full-time, part-time, on-line, correspondence): <span style="float: right;">FULL-TIME</span>	
Length hrs/weeks:	Program Start:		Program End:
Tuition Fee:	Other Fess:		Total Cost to Student:

*(including \$200.00 - registration fee. This fee will not exceed \$500.00)*

**IT IS IMPORTANT THAT APPLICANTS UNDERSTAND THE FOLLOWING prior to signing this contract:**

1. The content of the program. An outline of the program is attached.
2. The method of payment of the tuition fees and other fees for this program.
3. Your repayment responsibilities, if any loans are made to you to take this program.
4. Employment is not guaranteed upon successful completion of this program. You should ask potential employers whether they would hire graduates of this program.
5. The number of students who graduated from Columbia College licensed programs between April 1<sup>st</sup> and March 31<sup>st</sup> of the previous year, who found training-related employment: 90.24%.
6. The regulations concerning the retention and repayment of fees. An excerpt of the Private Vocational Training Regulation with related sections is attached.
7. The institution's policies that apply to students taking this program. The institution is to provide you with a written description.
8. 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.
9. 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)

*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.

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Student Signature

Date Signed