



Canadian Arts & Sciences Institute

Institution Operating Name: Canadian Arts & Sciences Academy
Main Campus: #590-1199 West Pender Vancouver B.C. V6E 2R1
Telephone: 604 554 5551 Fax: 604 554 5552
Email Address: info@casacademy.ca

PCTIA Registration Number: _____

This institution is PCTIA Accredited: Yes No

STUDENT INFORMATION

Student Last Name

Student First Name and Middle Name

Student Usual First Name

Student Personal Education Number

Student Previous Last Name (if applicable)

Student Previous First Name (if applicable)

Student BC Mailing Address

Postal Code

Student Permanent Mailing Address (including country) (if different from above)

Postal Code

Student Telephone Number

Alternative Telephone Number

Student Main Email Address

International Student:

Yes No

Date of Birth:

Y Y Y Y M M D D

Gender

Male Female

PROGRAM INFORMATION

Program Name (as registered with PCTIA)

Program Duration in Hours

Program Duration in Weeks (or portion thereof)

Program Start Date

Program End Date

Credential Issued on Graduation

Diploma Certificate

Program Delivery Method (select all that apply)

On-Site Distance On-line

Language of Instruction

English

PRIVACY

Under the Personal Information Protection Act students are entitled to access their student file.

The personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student consents to other use.

PROGRAM ADMISSION REQUIREMENTS

Academic Requirements

The minimum academic requirement is a high school diploma. Students must have a C+ average to be considered by the admission representative.

Language Proficiency Requirements

Language proficiency requirements are admission requirements and may not be waived by either the institution or the student. International students and students without a passing grade in English 12, must have a valid proof of language proficiency. The following tests and scores are recognized by the Canadian Arts and Sciences institute.

- **Test of English as a Foreign Language (TOEFL) with a minimum score of 65**
- **Test of English for International Communication (TOEIC) with a minimum score of 405**
- **Canadian Academic English Language Assessment Test (CAEL) with a minimum score of 40**
- **International English Language Testing (IELTS) with a minimum score of 4.**
- **CELPIP with a minimum score of 7**
- **Students with English as their first language will be exempt from the above language proficiency requirements.**

Portfolio Requirements

Students are required to provide the institute with a portfolio of creative work to be considered in the admission process. Students will be offered admission based on the strength of their portfolio. Student portfolios will be reviewed and evaluated by the Senior educational administrator.

Portfolio Content and Format:

Portfolios must have five to ten pages of creative and authentic work. Any medium is accepted: photography, media, digital art, sculpture, painting, drawing and print. The process of documentation will be required for at least one piece.

PROGRAM COSTS

Program Costs in Canadian Dollars (\$CDN):

Amount

- Tuition (this amount includes discounts or scholarship amounts)

\$

| | |
|---|-----------|
| • Registration/Application Fee (<i>maximum \$250 for domestic students or \$1,000 for international students</i>) | \$ |
| • Prior Learning or Portfolio Assessment Fee (if applicable) | \$ |
| • Textbooks | \$ |
| • Computer/Tablet | \$ |
| • Supplies/Materials | \$ |
| • Lab Fees | \$ |
| • Uniforms | \$ |
| Other (please specify): | \$ |
| Other (please specify): | \$ |
| TOTAL PROGRAM COSTS | \$ |

| PAYMENT PLAN | |
|---|--------------|
| <i>(All terms and conditions of payment must be included here, including discounts, bursaries and deferred payment arrangements and all charges for late/insufficient payment)</i> | |
| Program Costs will be paid by way of: | |
| Payment Amount(s) | Date(s) Due: |

| REFUND POLICY | |
|----------------------|---|
| 1) | A student may be entitled to a refund of tuition fees in the event that: <ul style="list-style-type: none"> (a) The student provides written notice to the institution that he or she is withdrawing from the program; or (b) The institution provides written notice to the student advising that the student has been dismissed from the program. |
| 2) | The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered. |
| 3) | The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered. |
| 4) | The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract. |
| 5) | If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded. |
| 6) | Refund policy for students: |

- (a) Refunds before the program of study begins:
 - 1. If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.
 - 2. If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.
 - 3. Subject to Section 6(a) (1) above, if written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$1300.

- 7) Refunds after the program of study starts:
 - (a) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition due under the contract.
 - (b) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition due under the contract.
 - (c) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

- 8) Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.

- 9) Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.

- 10) Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge:
 - (a) The student must return the equipment unopened or as issued within 14 calendar days; and
 - (b) If the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.

- 11) Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.

- 12) Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates as set out in Section 7 above.

PRIVATE CAREER TRAINING INSTITUTIONS AGENCY OF BC

All private institutions that provide career training programs to students where the tuition charged is greater than or equal to \$1,000, and where the instructional time is greater than or equal to 40 hours must be registered under the *Private Career Training Institutions Act*. The Private Career Training Institutions Agency (PCTIA) 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 PCTIA's website.

PCTIA 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.

For further information about PCTIA and the services it provides, students may contact PCTIA at:

203 – 1155 West Pender Street, Vancouver, BC, V6E 2P4

Tel. (604) 569-0033 or 1-800-661-7441

Fax. (778) 945-0606

<http://pctia.bc.ca>

info@pctia.bc.ca

This contract is legally binding when signed by the student and accepted by the institution.

STUDENT DECLARATION

I DECLARE THAT:

- I have read, understood, and agreed to the terms and conditions of this enrolment contract;
- I have received a signed copy of this contract;
- I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study;
- I have read , understood and agreed to the institution’s following documents and a copy has been provided to me:
 - Tuition and Fee Refund Policy
 - Dispute Resolution/Grade Appeal Policy
 - Withdrawal Policy
 - Dismissal Policy
 - Admissions Policy
 - Attendance Policy
 - Program Outline; and
 - Check all that apply:
 - Work Experience Policy
 - Prior Learning Assessment Policy
 - Language Proficiency Assessment Policy
 - Credit Transfer Policy
- The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract; and
- I hereby consent to the sharing of my enrolment and/or reporting information between Canadian Arts & Sciences Academy and Citizenship and Immigration Canada, as necessary for the purposes of the International Student Program, in accordance with applicable provincial privacy legislation.

Student Signature _____

Date Signed _____

Signature of Parent or Legal Guardian _____

Date Signed _____

INSTITUTION DECLARATION

The institution agrees to deliver the program according to the terms of this contract. The institution certifies that the student has met the admission requirements for the program of study.

Printed Name of Institution Representative _____

Position Title _____

Signature of Institution Representative _____

Date Signed _____