

## SD62 Education Assistant Preparatory Class Application



### SD62 Continuing Education School District # 62 Sooke

120-798 Goldstream Ave Victoria BC V9B 2X6

Phone: 250-391-9002

<https://sd62online.web.sd62.bc.ca/>

[online@sd62.bc.ca](mailto:online@sd62.bc.ca)

### STUDENT ENROLMENT CONTRACT

**This contract contains a refund** policy which defines the maximum amount of tuition which may be retained by the institution in case of withdrawal or dismissal from the program.

**This contract contains a release of information** which authorizes the institution to collect certain items of personal information about a student for purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, or other requirements.

**Employment cannot be guaranteed** for any student who successfully completes a career training program offered by the institution.

**All sections of this contract must be completed.**

**The contract must be signed, and a copy given to the student.**

### STUDENT INFORMATION

Last Name (Maiden name if applicable):	First and Middle Names:
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Mailing Address:

Home Phone:	Cell Number:
Email Address:	Alternate Email Address

Permanent Mailing Address (if different from local mailing address)

### BRITISH COLUMBIA PERSONAL EDUCATION NUMBER (PEN) INFORMATION

Date of birth (YYYY / MM / DD)

Postal code of last known permanent residence:	PEN #
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Have you applied to this program in the past?  Yes  No

If yes, how have you increased your knowledge, skills, and experience since your last application:

<b>PROGRAM INFORMATION</b>		
<b>Program Title:</b>	<b>Education Assistant Preparatory Class</b>	
<b>Program Duration:</b> 5 months	<b>Program Hours:</b> 200 hours	<b>Required Practicum</b> 3 weeks full time school days
<b>Admission Requirements:</b>		
<ul style="list-style-type: none"> <li>◦ English 12 (Grade of C or higher), high school transcript, or diploma</li> <li>◦ Ability to participate in online meetings/class activities</li> <li>◦ Ability to attend classes located at Belmont Secondary Tuesday/Thursday evenings</li> <li>◦ Ability to participate in online Saturday classes (flexible timing)</li> <li>◦ Successful Intake Interview</li> <li>◦ Completion of a Criminal Record Check Consent Form include receipt in your package</li> <li>◦ Proof of minimum 20 hours of volunteer or paid experience working with children (preference given to applicants who have demonstrated work with children with diverse needs). Time with your own children is not counted as experience.</li> </ul>		
<b>TUITION AND FEES</b> <b>All fees are in Canadian dollars (\$CAN)</b>		
<b>Registration Fee: (non-refundable) To be paid via SD62 School Cash Online</b>	\$	<b>102.50</b>
<b>Course Fee</b>	\$	<b>2870.00</b>
<b>TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT</b>	\$	<b>2972.50</b>
<p><b>The institution must not accept pre-payment from a student for more than 10 months tuition at any one time.</b></p> <ul style="list-style-type: none"> <li>• The student acknowledges and agrees to pay the fees indicated above within the terms of this enrolment contract.</li> <li>• Fees payable are subject to the terms and provisions of the tuition refund policy.</li> </ul>		

## **TUITION REFUND POLICY**

The following refund policy applies to the terms of this enrolment contract:

### Refunds in Cases of Withdrawal or Dismissal

#### A. Written Notice

To initiate a refund, written notice must be provided:

1. By a student to the institution when the student withdraws, or
2. By the institution to the student where the institution dismisses a student.

#### B. Refund Entitlement

1. Refund entitlement is calculated on the tuition fees due under the contract, less the applicable non-refundable application or registration fee. Where total 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.

#### C. Refund policy for students:

If written notice of course withdrawal by the student or dismissal by School District 62 (SD62), is received:

1. After the contract is made and up to seven (7) calendar days before the course start date, SD62 will refund the full course fee.
2. Seven (7) calendar days or less BEFORE the course start date, SD62 will retain 10% of the total fees up to \$100;
3. Within the first 10% of the course duration AFTER the start date, SD62 will retain 30% of the fees;
4. Within the first 30% of the course duration AFTER the start date, SD62 will retain 50% of the fees;
5. There will be no refund after 30% of the course has been completed. Refunds may take 3 or 4 weeks to be processed and mailed.

### Other Refund Policy Requirements

1. Where a student is deemed not to have met the institutional and/or program specific minimum requirements for admission, the institution must refund all fees paid under the contract, less the applicable non-refundable application or registration fee.
2. Where an institution provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the institution 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.

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

## RELEASE OF PERSONAL INFORMATION

- Under the *Personal Information Protection Act*, you are entitled to access your student file.
- The student's personal information collected by the institution will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student expressly consents otherwise.
- The personal information on this form consisting of the student name, date of birth, gender, and postal code of the last known permanent address may be used to verify or assign a British Columbia Personal Education Number (PEN) to students. The main use of the PEN is to measure participation of the population in the post-secondary sector and for program research or evaluation.
- Other uses of personal information may include purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, or other requirements.
- For research purposes, any information disclosed will be in a non-identifiable form.
- We also advise you that upon completion of your program of study or other termination from the program, your academic record consisting of your copies of transcript and diploma if issued, and this contract, will be stored for the purpose of maintaining an academic record archive on an electronic system as per the requirements.

### STUDENT DECLARATION

I certify that I have received a copy and have read, understood and agree to the terms and conditions of this legally binding enrolment contract when signed by the student and accepted by SD62. I certify the information provided by me on this form is true and accurate and that I am 19 years of age or older.

I hereby consent to the sharing of my enrolment and/or reporting information between WestShore Centre for Learning & Training and Citizenship and Immigration Canada, as necessary for the purposes of the International Student Program, in accordance with applicable provincial privacy legislation.

**PRINTED NAME**

**SIGNATURE of STUDENT or PARENT/LEGAL GUARDIAN**

**DATE**

### INSTITUTION DECLARATION

The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.

**NAME OF ADMISSION OFFICER, REGISTRAR, AGENT, or SCHOOL OFFICIAL**