

*Alberta College of
Acupuncture & Traditional Chinese Medicine*

Market Mall Professional Centre
#125, 4935 40th Avenue, NW Calgary, Alberta, T3A 2N1

ENROLLMENT APPLICATION AND CONTRACT OF TUITION

Surname	First Name	Middle Initial	Birth Date (MM / DD / YY)	
Aprt. #	Street Address	City	Province	Postal Code
Program Name	Telephone (with area code)		Prerequisites (attach transcripts, references, etc.)	
Length	Program Start Date		Program End Date	
Tuition Fee	Non-refundable registration fee		Other Fees (please specify)	
Total Cost to Student	Amount Received		Finance Charges (if applicable)	

Method of Payment

It is important that applicants understand the following:

- a) Taking the above program does not guarantee employment.
- b) A signed copy of this contract must be provided to you at the time you sign or within 7 days.
- c) If you are under 16 years of age, (the school must seek) written approval of the Director, Private Vocational Schools, before you can take this program.
- d) You should ask potential employers whether this program provides worthwhile job training. The value of this program is determined by employers, not by the Government.
- e) Financial assistance may be available from the Government. If any loans are made to you, it is solely your responsibility to repay the loans.
- f) Information should be provided from this school on the number of former students who found training related employment. This information should be considered by you before you sign this contract.
- g) Sections 16 to 25 of Alberta Regulation 66/94 (set out on the back) apply to this school and deal with the retention and repayment of fees in the event of cancellation by you or the school. Among other things, these sections provide that **you are** entitled to a complete refund (including the registration fee) if you cancel this contract, in writing, within 4 days of signing the contract.
- h) This school is required by law to report to the Director of Private Vocational Schools on how many of its students graduate and how many obtain employment. Your name, and phone number and your employer's name and phone number form part of this report. The Director, or his designate, may call you to verify this information.

A student who quits or stops taking a program of instruction may be entitled to a refund of tuition only if the student terminates this contract in writing. The termination of this contract and the amount of a refund are governed by the Private Vocational Schools Regulation.

(Signature of student)

(Date)

The licensee agrees to deliver the above referenced training and will refund tuition fees as required by the Director, *Private Vocational Schools*, if the Director is of the opinion that the program has not been delivered as licensed.

(Signature of school representative who has
authority to sign this Contract on behalf of the school)

(Date)

THE PRIVATE VOCATIONAL SCHOOLS ACT
RETENTION AND REPAYMENT OF FEES
(Extract - Alberta Regulation 66/94)

TERMINATION OF STUDENT CONTRACTS

- 16 (1) A student or a licensee may terminate a student contract by giving written notice to the other party.
- (2) A student who wishes to terminate a student contract must
- (a) give the written notice to a person who works for the licensee at the business address of the licensee set out in the student contract or to the instructor of the vocational training, or
 - (b) send the written notice by certified mail to the mailing address of the licensee set out in the student contract.
- (3) A licensee who wishes to terminate a student contract must
- (a) give the written notice to the student, or
 - (b) send the written notice by certified mail to the mailing address of the student set out in the student contract.
- (4) A student contract is terminated,
- (a) if the written notice to terminate is given to a person under subsection (2)(a) or (3)(a), when the person receives the notice, or
 - (b) if the written notice is sent by certified mail, 7 days after the notice is mailed.

REGISTRATION FEE

- 17 (1) Subject to subsection (2), a licensee may require a student to pay a registration fee before the student's vocational training has commenced.
- (2) A licensee must not require or accept payment of a registration fee in respect of a person until that person has signed a student contract.
- (3) The maximum registration fee is \$150.
- (4) A licensee who receives a registration fee must credit the fee to unpaid tuition if the student commences to vocational training.
- (5) A licensee must not require or accept payment of any amount for tuition before the vocational training commences except for a registration fee.

COOLING OFF PERIOD

- 18 Notwithstanding any other provision in this Regulation, if a student terminates a student contract on or before the 4th day after signing the contract, the licensee must refund any tuition or other fee paid by or on behalf of the student.

REFUND OF FEES - BEFORE TRAINING COMMENCES

- 19 (1) If a student terminates a student contract for vocational training before the vocational training has commenced, the licensee is entitled to any registration fee paid by or on behalf of the student.
- (2) If
- (a) a licensee terminates a student contract before the vocational training has commenced, or
 - (b) the vocational training does not commence by the date the training was to have commenced under the student contract,
- the licensee must refund any registration fee that has been paid by or on behalf of the student.

REFUND OF FEES - AFTER TRAINING COMMENCES

- 20 (1) If either party terminates a student contract for a program of instruction after the program of instruction has commenced, the licensee is entitled to the following amounts of tuition:
- (a) when 10% or less of the program of instruction has been provided, 25% of the student's tuition;
 - (b) when more than 10% but 50% or less of the program of instruction has been provided, 60% of the student's tuition;
 - (c) when more than 50% of the program of instruction has been provided, 100% of the student's tuition.
- (2) If a licensee has received tuition in excess of the amount that the licensee is entitled to under subsection (1), the licensee must refund the excess.

REFUND OF FEES - CORRESPONDENCE COURSES

- 21 (1) In this section, "cost of a lesson" is the amount obtained by dividing the tuition for a correspondence course by the number of lessons in the course.
- (2) If either party terminates a student contract for a correspondence course after the correspondence course has commenced, the licensee is entitled to
- (a) the cost of lessons that have been supplied, marked and returned to the student by the effective date of the termination, and
 - (b) the lesser of
 - (i) the cost of the lessons that have been supplied but have not been marked and returned to the student by the effective date of the termination, up to a maximum of 3 lessons, and
 - (ii) 15% of the cost of the lessons that have not been supplied, marked and returned to the student by the effective date of the termination.
- (3) If a licensee has received tuition in excess of the amount that the licensee is entitled to under subsection (2), the licensee must refund the excess.

ABANDONMENT

- 22 (1) For the purposes of this section, 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 and 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 19 to 21, if a licensee abandons the provision of vocational training under its licence, the licensee must refund all tuition that has been paid in respect of the vocational training.
- (3) This section does not require the refund of tuition in respect of a student whose 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 if the termination was made because the student was expelled or for non-payment of fees.

CANCELLATION OF LICENCE

- 23 (1) Notwithstanding sections 19 to 21, if a licensee's licence is canceled, the licensee must refund all tuition that has been paid in respect of the vocational training provided under that licence.
- (2) 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 licence is canceled, or
 - (b) by the licensee before the licence is canceled if the termination was made because the student was expelled or for non-payment of fees.

FALSE OR MISLEADING INFORMATION

- 24 Notwithstanding sections 19 to 21, if in the opinion of the Director a student was induced to enter into a student contract by false or misleading information provided by the licensee or the licensee's authorized representative, the licensee must refund all tuition that has been paid by or on behalf of the student.

PAYMENT OF REFUNDS

- 25 (1) Subject to subsection (2), a refund of a student's tuition must be paid to the student.
- (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.

Student's Signature

Date Signed