



**NORTHWEST  
CULINARY  
ACADEMY OF  
VANCOUVER**

2725 Main Street  
Vancouver, BC, Canada V5T 3E9

Telephone: 604.876.7653  
N American Toll Free: 1.866.876.2433  
Facsimile: 604.876.7023

Web: www.nwcav.com  
Email: info@nwcav.com

## Canadian Student APPLICATION FOR ADMISSION \*

\* Use this application if you are a Canadian Citizen or Landed Immigrant  
If you are an international student use the International Student Application for Admission available for download on our website.

I am applying for:

Tuition: Canadian Students

- |  |          |
|--|----------|
| <input type="checkbox"/> <b>1 Year Professional Culinary &amp; Pastry/Bread Program</b> , includes:<br>Professional: Culinary, Pastry & Bread Making, and an industry Practicum* in this order | \$15,900 |
| <input type="checkbox"/> <b>Professional Culinary Program</b> , 15 weeks   | \$8,450  |
| <input type="checkbox"/> <b>Professional Pastry &amp; Bread Making Program</b> , 15 weeks  | \$8,450  |

Please indicate desired first term below:

- January 3 – April 13, **2012** (Winter)  
 April 24 – August 3, **2012** (Spring)

- September 4 – December 14, **2012** (Fall)  
 January 2 – April 12, **2013** (Winter)

### PERSONAL INFORMATION: (Please print clearly)

Name: \_\_\_\_\_  
LastFirstMiddle Initial

Mailing Address: \_\_\_\_\_  
NumberStreetCity  
\_\_\_\_\_  
Prov./StatePostal Code/ZipCountry

Phone: (home): \_\_\_\_\_ (cell: ) \_\_\_\_\_ (fax) \_\_\_\_\_

Email: \_\_\_\_\_ 2nd Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  Male  Female  
monthdayyear

Emergency contact: \_\_\_\_\_ Tel#: \_\_\_\_\_ Relation: \_\_\_\_\_

Medications, medical conditions, learning disability & allergies: \_\_\_\_\_  
\_\_\_\_\_

Local Physician name (if known): \_\_\_\_\_ phone#: \_\_\_\_\_

*Please note, this information will be kept in the strictest confidence. Failure to disclose medical information that may affect your ability to perform in the kitchen/classroom, or compromise your safety or that of your fellow students, may result in dismissal from the Academy.*

**\* Changes to the above information must be reported to Northwest Culinary Academy of Vancouver ("NWCav") immediately.\***

**Office use only:**

Received: application: _____ <span style="font-size: small; margin-left: 20px;">mm / dd / yy</span>	__application fee (\$100)	1 <sup>st</sup> Instl paid: _____ <span style="font-size: small; margin-left: 20px;">mm / dd / yy</span>
<input type="checkbox"/> interview done	<input type="checkbox"/> references checked	Approved: _____ <span style="font-size: small; margin-left: 20px;">initials</span>
		Approval Date: _____ <span style="font-size: small; margin-left: 20px;">mm / dd / yy</span>

## Student Status:

\_\_\_\_ Canadian Citizen / Landed Immigrant

S.I.N. #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Note:** Proof of citizenship will be required to be shown & copied to your student file. Foreign students should apply 2-3 months prior to the start of their desired program in order to allow time for processing of any necessary visas or permits (see "Student Visa" under "Application Requirements" below).

## Educational Information:

High School Attended

Graduation date or last grade completed

College or University attended

Degree or Area of studies

Other Post Secondary education/courses

## Application Requirements:

### Submit With this Application:

*(Applications are not considered complete without these items & cannot be reviewed. Documents must be in English)*

\_\_\_\_ **Application Fee:** \$100 for Canadian students (*payable by Visa, MasterCard, Money Order [i.e. Western Union] or local cheque*)

\_\_\_\_ **Goals and Aspirations Essay (*written by hand*)**: Please include with your application a one-two page essay on the reasons for you wanting to join Northwest Culinary Academy of Vancouver. Upon acceptance, this essay will serve as a "road map" to be reviewed periodically between the instructors and yourself.

\_\_\_\_ **Transcripts:** (school/institution copies) **or** \_\_\_\_ mature student (24 years+, please include copy of your current resume)

\_\_\_\_ **Employment Information:** Please attach a resume/curriculum vitae outlining both food & non-food related experience.

\_\_\_\_ **Reference:** Letter (professional "character" reference)

\_\_\_\_ **English:** Fluency (written & spoken – to be confirmed during your personal interview)

\_\_\_\_ **Photos:** 2 Wallet size photos (approximately 4cm x 5.25cm / 1.5" x 2")

\_\_\_\_ **Health Status:** See form provided on next page to be signed by your doctor

\_\_\_\_ **Enrolment Contract:** Signed, dated & bottom right hand corner initialed (*a copy is attached to this application*)

\_\_\_\_ **Interview:** You must have an interview with at least one of the Owners of NWCAV (in person or by telephone) prior to acceptance

\_\_\_\_ **Medical insurance:** For Canadian residents this can be a photocopy of your Province's Medical Services Plan card or current invoice. For residents outside of BC staying in BC for longer than 6 months you are required to apply for the BC Medical Services Plan. For International students you will need to purchase personal medical insurance coverage (must be valid from 1<sup>st</sup> day of class, & cover regular & emergency medical expenses while in Canada). International students staying in Canada longer than six months are also required to apply for BC Medical Services Plan (<https://www.health.gov.bc.ca/exforms/msp/102fil.pdf>)

\_\_\_\_ **Proof of Citizenship:** please attach a photo copy of one of the following pieces of identification: Birth Certificate, Permanent Resident Card or Passport

## Supporting Documents:

\_\_\_\_ **Food Safe Level 1:** If you have completed the Food Safe Level 1 course and have a certificate of completion please submit it with your application. You will be required to complete the Food Safe Level 1 within the first month of your program at NWCAV. It will be offered at NWCAV.

**Note:** NWCAV reserves the right to further review & may request additional information in order to determine an applicant's likelihood of success in our programs. NWCAV does not discriminate on the grounds of race, colour, creed, ancestry, national origin, sex, sexual orientation, religion, age or disability in the administration of any of its education programs, activities or with respect to admission.



---

**NORTHWEST  
CULINARY  
ACADEMY OF  
VANCOUVER**

---

### HEALTH STATUS - MEDICAL CERTIFICATE

As part of the application to Northwest Culinary Academy of Vancouver, we require all students to obtain confirmation from their doctor that they are in good physical health and are able to perform in an industry kitchen.

Please complete the section below if the student meets the criteria listed below:

Re: \_\_\_\_\_  
*Student Name*

I, \_\_\_\_\_, a licensed doctor of the College of Physicians and Surgeons of Canada, have conducted a thorough checkup of the student named above and have determined the following:

1. The above named student is in good physical health and is able to perform effectively in an industry kitchen environment,
2. The above named student is free of communicable disease, including Hepatitis A and Tuberculosis ( TB if travelled to a foreign country in the last 12 months)

\_\_\_\_\_  
*Doctor's Name*

\_\_\_\_\_  
*Doctor's Signature*

\_\_\_\_\_  
*Date*

*\*\*Must include official doctor's office stamp or seal*

## **Tools, uniforms and text books:**

Note that the prices indicated below are in **Canadian Dollars**, and do not include applicable taxes. Prices are subject to change.

**Textbooks:** You are required to have a copy of the appropriate text book for your chosen course. You may purchase the text from the Academy (Note: these are new editions as of the April/09 term, pricing below is subject to change).

**Culinary:** "On Cooking" by Sarah Labensky, 5<sup>th</sup> Canadian Edition (ISBN-13: 9780132310239) - \$152.39 + GST

**Pastry:** "On Baking" by Sarah Labensky, 2<sup>nd</sup> Edition (ISBN-13: 9780131579231) - \$152.39 + GST

Please indicate below whether you will be purchasing your textbook(s) from the Academy:

I will purchase from the Academy  I will supply my own (**MUST BE 5<sup>TH</sup> CANADIAN EDITION**)

**Toolkit:** Your knife/toolkits may be purchased from the Academy **as a package only**. You may choose to supply your own kit, as long as it has all of the required items (please contact the Academy for a current list).

**Culinary:** \$475 + HST

**Pastry:** \$522.33 full + HST or \$125 supplement + HST (for those who already have the culinary kit)

Please indicate below whether you will be purchasing your toolkit(s) from the Academy:

I will purchase from the Academy  I will supply my own

**Uniform:** Uniforms must be purchased through the Academy - \$400 + HST

Each package includes the following: (Please indicate your size. Numbers are inches & refer to chest for jackets & waist for pants. Larger sizes are available as special order, contact our office for details.)

3 Chef's jackets:  XS (30-32)  S (34-36)  M (38-40)  L (42-44)  XL (46-48)  XXL (50-52)

2 Black pants:  XS (24-26)  S (28-30)  M (32-34)  L (36-38)  XL (40-42)  XXL (44-46)

2 Chef's Hats:  M (22)  L (24)  XL (26)

The uniform package also comes with 2 neck scarves, 4 aprons and 12 towels.

Name to appear on your jacket (one name only): \_\_\_\_\_

**Footwear:** Students are responsible for supplying their own kitchen appropriate footwear (black shoes or clogs, closed-toes, non-suff & non-slip sole). You must have your shoes on the first day of class.

**Payment schedule:** (Applications received August 1/11 or later the 1st tuition installments are increased by \$500)

**Due with application:** Canadian Residents: \$100 application fee (non-refundable)

**First tuition installment \$5,000 + extra fees** (uniform, toolkit & textbook) **are due immediately upon receipt of your letter of acceptance** (or 60 days before the start of classes). Note: Your position in your chosen class is not guaranteed until this payment is received. Your acceptance letter will include a complete breakdown of fees due, including all applicable taxes.

**Option A:** First tuition installment of \$5,000 + extra fees (uniform, toolkit & textbooks) due on or 60 days before start of class. Balance tuition of \$3,450 to be paid on first day of class without incurring installment fees.

\*One year students for term 2 will pay the first tuition installment of \$4,000 + extra fees (toolkit & textbook) on or 60 days before start of term 2. Balance tuition of \$3,450 to be paid on first day of term 2 without incurring installment fees.

**Option B:** First tuition instalment of \$5,000 + extra fees (uniform, toolkit & textbook) is due on or 60 days before start of class. If paying by instalment (Option B) a 10% fee will apply to each instalment made thereafter as follows:

**Due on or before Day 1** of 1<sup>st</sup> Term: 2<sup>nd</sup> tuition installment of \$1,150 + \$115 = \$1,265

**Due on or before Day 10** of 1<sup>st</sup> Term: 3<sup>rd</sup> tuition installment of \$1,150 + \$115 = \$1,265

**Due on or before day 20** of 1<sup>st</sup> Term: 4<sup>th</sup> tuition installment of \$1,150 + \$115 = \$1,265

**\*One Year Students:**

Term 2, first tuition Instalment of \$4,000 + extra fees (toolkit & textbook) are due on or 60 days before start of term 2.

**Due on or before Day 1** of 2<sup>nd</sup> Term: 5<sup>th</sup> tuition installment of \$1725 + \$173 = \$1,898

**Due on or before Day 10** of 2<sup>nd</sup> Term: 6<sup>th</sup> tuition installment of \$1725 + \$173 = \$1,898

**Yes, I intend to take advantage of the installment plan.**  **No, I will pay the remaining fees at once.**

**Please note:**

Payments are accepted in **CANADIAN FUNDS ONLY**. You may make payment by Visa, MasterCard, Interac/debit (in person), wire/bank transfer or cheque/bank draft (from a Canadian bank only). Please contact us if you have any questions regarding payment, or if you will be applying for a student loan which may not follow the schedule set out above.

Students may pay their tuition fee in full. However, if you decide to take advantage of our payment schedule above, all tuition instalments must be secured on the 1<sup>st</sup> day of class with local post-dated cheques, Visa or MasterCard. Northwest Culinary Academy of Vancouver adheres to the refund policy & guidelines set by the Private Career Training Institutions Agency ("PCTIA") and as laid out in their bylaws (for a complete copy of the Bylaws, please visit [www.pctia.bc.ca](http://www.pctia.bc.ca)).

I \_\_\_\_\_ (student name) hereby certify that this application was completed personally by myself, and that all information supplied herein is true & accurate to the best of my knowledge. I also hereby accept the admission conditions & requirements laid out in this Application Form, and the attached Student Enrolment Agreement, including the Refund Policy. I understand that NWCAV is bound to adhere to the current Private Career Training Institutions Agency ("PCTIA") Bylaws which can be found on their website ([www.pctia.bc.ca](http://www.pctia.bc.ca)).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or legal guardian if applicant is under 19 years of age:**

\_\_\_\_\_  
signature name (print) telephone #:

**Send a copy of your application, enrolment contract & required documents, along with the non-refundable application fee of \$100 (Canadian students), payable in Canadian funds to:**

Northwest Culinary Academy of Vancouver  
2725 Main Street, Vancouver, BC Canada V5T 3E9  
phone: 604.876.7653  
fax: 604.876.7023  
email: [info@nwcaav.com](mailto:info@nwcaav.com)



**NORTHWEST  
CULINARY  
ACADEMY OF  
VANCOUVER**

2725 Main Street, Vancouver, BC V5T 3E9  
ph. 604.876.7653 fax. 604.876.7023 www.nwcav.com

**INSTITUTION'S PCTIA REGISTRATION NUMBER:**

**3232**

This institution is PCTIA Accredited:

Yes  No

INSTITUTION BRANCH OR LOCATION  
(If different from main location)

n/a

**STUDENT ENROLMENT CONTRACT FOR USE AT REGISTERED PRIVATE CAREER TRAINING INSTITUTIONS  
IN THE PROVINCE OF BRITISH COLUMBIA**

All private institutions that provide career training programs to students of more than 40 hours/week and over \$1000/tuition 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:

300 – 5172 Kingsway, Burnaby B.C. V5H 2E8  
Tel. (604) 660-4400 or 1-800-661-7441  
Fax. (604) 660-4400  
http://pctia.bc.ca  
info@pctia.bc.ca

**STUDENT INFORMATION**

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	Student Surname	Student First Name and Middle or Given Names:	
Previous Student Surname (if applicable)		Previous Student First Name (if applicable)	
Local Mailing Address:			
International Student? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Telephone Number	Alternate Telephone 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)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Postal code of last known Canadian permanent residence

**PROGRAM INFORMATION**

Program Title:	<input type="checkbox"/> One Year Professional Culinary & Pastry Bread Program (includes Practicum) (42 weeks) <input type="checkbox"/> Professional Culinary (15 weeks) <input type="checkbox"/> Professional Pastry & Bread Making (15 weeks)		
Start Date: (YYYY.MM.DD)	End Date: (YYYY.MM.DD)		
Program Duration:	<input type="checkbox"/> 3.5 months (15 weeks/ 525 hours) <input type="checkbox"/> 10 months (42 weeks/ 1050 hours + practicum)	<input checked="" type="checkbox"/> Months <input type="checkbox"/> Hours	Note: Program will be taught in English only.
Schedule (select only one):	<input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Distance/Home Study <input type="checkbox"/> Combination of these	Program Credential (select only one):	
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Certificate <input checked="" type="checkbox"/> Diploma	<input type="checkbox"/> Letter/Citation <input type="checkbox"/> No Credential Given	

## ADMISSION REQUIREMENTS

The student has met the following admission requirements for this program

Note: Minimum admission requirements cannot be waived or overruled by either the student or NWCAV.

- **Excellent English communication skills (written & spoken)**, confirmed through the "goals & aspirations essay" & personal interview. (If you are unsure that your English skills are sufficient to successfully complete our programs, a culinary related English test can be arranged by NWCAV.)
- **Math skills (grade 10 or equivalent)** (if you are unsure that your math skills are sufficient, NWCAV can arrange a test to determine that your level of knowledge is sufficient for our programs)
- **Good general health**, to be confirmed by a physician in writing.
- **High School/equivalent and/or mature student (age 24+)**, confirmed through receipt of transcripts and/or identification.
- **Professional Character reference**, confirmed by receipt of reference letter and/or interview with person giving reference.
- **Interview** (in person or by telephone), between applying student & at least one Owner of NWCAV in order to explore the applicant's personal goals, and their suitability for our programs/courses, and provide information on curriculum offerings & support available at NWCAV.
- **Student Enrolment Agreement** completed & received by NWCAV, and **tuition/equipment payments** made according to the schedule outlined in the Student Enrolment Agreement.
- **Medical Insurance** – all students must have medical insurance in place from the first day of class and throughout the duration of their studies at NWCAV, that covers them for normal & emergency medical expenses.
- **Tuition fees** must be received by the specified date according to the payment schedule outlined in this agreement.
- **Practicum:** In order to participate in the Practicum program, student must satisfactorily complete & graduate from both the Professional Culinary and Professional Pastry & Bread program, and have maintained an attendance record with fewer than three days absent. Student must have the approval of NWCAV Owner-Chef Instructors & the host Chef. Students may not be allowed to do a practicum if the chefs feel that the student's general attitude, work ethic, and ability to work very well with others is not above average based on the daily practical reviews.  
Note: NWCAV is required by law to inform Citizenship & Immigration Canada of any international students who do not qualify for, or do not participate in the Practicum program.

### TUITION AND FEES

**All fees are in Canadian dollars (\$CAN)**

( circle appropriate \$ amounts & calculate total – contact NWCAV if you have questions )

Application Fee:		\$	\$100
Tuition Fee	(15 week / 1 year)	\$	\$8,450 / \$15,900
Textbook Fee	(culinary / pastry)	\$	\$160/ \$160
Equipment Fee (Toolkits)	(cul. kit / pastry kit / suppl. Kit)	\$	\$532 / \$585 / \$140
Student Services Fee	n/a	\$	-
Uniform	(uniform)	\$	\$448
Scholarship (if applicable)		\$	
<b>TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT</b>		<b>\$</b>	

Registration fee of \$100 will be paid by: (please select one)

<input type="checkbox"/> Visa	Name: _____	Card #: _____	Exp: _____
<input type="checkbox"/> MasterCard	Name: _____	Card #: _____	Exp: _____
<input type="checkbox"/> Cheque (Bank Draft)	Chq #: _____	<input type="checkbox"/> Cash (CDN or U.S. accepted)	

### TUITION PAYMENT SCHEDULE

Payment Due Date:	Amount Due on Payment Date:
With Application	\$100 application fee
Immediately upon acceptance or 60 days prior to start of classes. <b>Payment required guaranteeing placement.</b>	1 <sup>st</sup> tuition installment of \$5,000 + payment for uniform, equipment/toolkit & textbook
<b>On or before first day of term 1</b>	Payment of remaining tuition balance(\$3,450), <b>or</b> 2 <sup>nd</sup> installment of \$1,150 + \$115 installment fee = \$1,265
Day 10 of term 1	3 <sup>rd</sup> tuition installment of \$1,150 + \$115 installment fee = \$1,265
Day 20 of term 1	4 <sup>th</sup> tuition installment of \$1,150 + \$115 installment fee = \$1,265
<b>One Year Students: 60 days prior to start of term 2</b>	1 <sup>st</sup> installment of \$4,000 + payment of toolkit & textbook
Day 1 of term 2	Payment of remaining tuition balance(\$3,450), <b>or</b> 2 <sup>nd</sup> installment of \$1,725 + \$172.50 installment fee = \$1,897.50
Day 10 of term 2	3 <sup>rd</sup> tuition installment of \$1,725 + \$172.50 installment fee = \$1,897.50

The student acknowledges and agrees to pay the tuition and fees indicated above within the terms of this enrolment contract. A tuition refund policy, subject to the provisions of the PCTIA Bylaws, forms a part of this agreement. Fees payable are subject to the terms and provisions of the tuition refund policy. Tuition and fees can be paid for by Visa, MasterCard, Wire Transfer, Cheque, or Cash. In the event you have been approved for a student loan, NWCAV will defer the payment timeline only if the loan payments are released directly to NWCAV from the Student Loan Company.

**IMPORTANT INFORMATION  
(APPENDIX A)**

Before you sign an enrolment contract, there is important information you need to know:

Before you begin studies at a registered institution you must sign a student enrolment contract. The institution is required to provide you with a signed copy of your enrolment contract and to maintain a copy in your student file. Under the Personal Information Protection Act, you are entitled to access your student file. Further information about storage and access to your student file is contained in the institution's Privacy Policy.

The institution must provide you with written copies of the following information:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Dispute resolution policy     | <input type="checkbox"/> Grade Appeal Policy       | <input type="checkbox"/> Admission policy                  |
| <input type="checkbox"/> Privacy Policy                | <input type="checkbox"/> Attendance policy         | <input type="checkbox"/> Tuition Refund Policy             |
| <input type="checkbox"/> Withdrawal / dismissal policy | <input type="checkbox"/> Program or course outline | <input type="checkbox"/> Work Experience(Practicum) Policy |

Ensure you have understood this information before you sign an enrolment contract. This information can be found in the Policy Manual/Student Handbook on our website at <http://www.nwcav.com/application.php>.

The signed contract must be kept in the student's file at the institution. Upon completion of the program of study or after withdrawal or dismissal from the program, an electronic copy of this contract along with the student transcript, certificate or diploma, must be stored off-site for a period of 55 years.

Prohibitions:

- o The institution is prohibited from guaranteeing a student or prospective student employment, income, or eligibility for a work permit;
- o Program admission requirements for your program of study cannot be waived;

Your enrolment contract must include the institution's tuition and fee refund policy which sets out the amount of tuition that will be retained in the event you withdraw or are dismissed from the program. The institution's tuition and fee refund policy must comply with the minimum requirements established by PCTIA's Bylaws, as set out below:

**TUITION REFUND POLICY**

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

#### REFUNDS IN CASES OF WITHDRAWAL OR DISMISSAL

1. Refund Policy

- a) all institutions must have a refund policy which is described, in full, on the student enrolment contract. The minimum policies acceptable to the Agency appear below. Institutions are free to adopt a policy that is more generous to the student.

2. Written Notice

- a) A written notice of withdrawal or dismissal must be provided:
- i. By a student to the institution when the student withdraws, or
  - ii. By the institution to the student where the institution dismisses a student.

3. Refund Entitlement

- a) Refund entitlement is calculated on the total 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.

4. Refund policy for students:

a) Refunds before the program of study begins:

- i) If written notice of withdrawal is received by the institution less than 7 calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract or \$250.00.
- ii) Subject to subsection 24.11) a) i), if written notice of withdrawal is received by the institution 30 calendar days or more before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract, or \$750.00.
- iii) Subject to subsection 24.11) a) i), if written notice of withdrawal is received by the institution less than 30 calendar days before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 20% of the total tuition and fees due under the contract, or \$1,000.00.

b) Refunds after the program of study starts:

- i) 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 and fees due under the contract.
- ii) 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 and fees due under the contract.
- iii) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

#### TUITION REFUND POLICY (continued)

5. Other Refund Policy Requirements

- a) 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.
- b) 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.
- c) 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.
- d) Students who alter their program of study into another program while in the Professional One Year program must abide by the refund policy of the new program dates.

#### AUTHORIZATION FOR INDIRECT COLLECTION OF PERSONAL INFORMATION (APPENDIX B)

In order to comply with its mandate of establishing quality standards and providing consumer protection, the Private Career Training Institutions Agency (PCTIA) may collect and use personal information about students enrolled in private career training institutions in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act.

I \_\_\_\_\_ (Student Name), hereby authorize "Northwest Culinary Academy of Vancouver" (NWCAV) to provide my name, contact information, personal identification information, details about my program of study, and amount of fees and tuition paid, directly to PCTIA for the purpose of:

- Advising me of my rights under the Private Career Training Institutions Act, Regulation or PCTIA Bylaws,
- Administering the Student Training Completion Fund and / or

- Establishing and monitoring PCTIA standards for career training institutions.

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 regulatory requirements. For research purposes, any information disclosed will be in a non-identifiable form.

I understand that I may withdraw my consent to the release of personal information by informing the institution in writing.

Upon completion of the program of study or other termination from the program, my academic record consisting of my transcript and diploma if issued, and this contract, will be stored for the purpose of maintaining an academic record archive in accordance with the PCTIA Bylaws.

PRINTED NAME

SIGNATURE of STUDENT or PARENT/LEGAL GUARDIAN

DATE

**STUDENT DECLARATION**

I certify that I have read, understood, and agree to the terms and conditions of this enrolment contract, and that I have received a signed copy of this contract. I certify I have met all admission requirements and understand they cannot be waived by either me or the Institution. I certify the information provided by me on this form is true and accurate and that I am 19 years of age or older. *(If under the age of 19, a parent or legal guardian must sign the contract.)*

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

*Tony Minichiello or Christophe Kwiatkowsky, Owners-Chef Instructors*

SIGNATURE

DATE