


Education Assistant Application - January 16, 2018 - December 15, 2018

	WestShore Centre for Learning & Training
	School District #62 Sooke
	101-814 Goldstream Ave., Victoria, BC V9B 2X7
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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.

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.

STUDENT INFORMATION

<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.	Student Surname:	Student First Name and Middle or Given Names:	Usual first Name:
Previous Last Name:			
Local Mailing Address:		Postal Code:	
International Student?	Telephone Number	Alternate Telephone Number	
<input type="checkbox"/> Yes <input type="checkbox"/> No	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"/> Female <input type="checkbox"/> Male
Postal code of last known permanent residence:	PEN #

PROGRAM INFORMATION

Program Title:	Education Assistant Training Program 2018		
Start Date:	<input type="checkbox"/> January 16th, 2018	End Date:	<input type="checkbox"/> December 15, 2018
Program Duration:	<input type="checkbox"/> 9 months <input type="checkbox"/> 36 Weeks <input type="checkbox"/> 300 hours	<input checked="" type="checkbox"/> Practicum <input type="checkbox"/> 17 hours - 3 day exploratory - Spring <input type="checkbox"/> 112 hours - 4 weeks practicum - Fall	

Schedule (select only one):		Program Credential (select only one):	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Distance/Home Study	<input checked="" type="checkbox"/> Certificate	<input type="checkbox"/> Letter/Citation
<input checked="" type="checkbox"/> Part Time	<input type="checkbox"/> Combination of these	<input type="checkbox"/> Diploma	<input type="checkbox"/> No Credential Given

Admission Requirements: (The student has met the following admission requirements for this program)

English 12 or equivalent (Grade of C or higher)
 Good computer and word processing skills

TUITION AND FEES
 All fees are in Canadian dollars (\$CAN)

Registration Fee: (non-refundable) (Address cheque to School District #62)	\$	100.00
Course Fee	\$	3400.00
TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT	\$	3500.00

The institution must not accept pre-payment from a student for more than 12 months tuition at any one time.

Payment Schedule? No Yes (if yes, set out terms below.
 If space is insufficient, attach the schedule as an addendum)

Payment Due Date:	Amount Due on Payment Date:

- The student acknowledges and agrees to pay the fees indicated above within the terms of this enrolment contract.
- Fees payable are subject to the terms and provisions of the tuition refund policy.

PREREQUISITITE DOCUMENTATION

- Evidence of completion of grade 12 or equivalent (transcript)
- Successful intake interview
- Completion of a Criminal Record Consent Form
- Proof of 50 hours of volunteer or paid experience working with children (preference given to applicants who have demonstrated work with children with special needs)
- 2 Reference letters stating suitability to work with children
- Letter of intent - letter of interest describing why you would like to work as an EA and why you would be an excellent candidate for admission.
- Updated resume - with two references
- Evidence of Computer literacy and able to perform basic computer operations. This could be met by providing documentation of course work/program completion or through a letter of reference from an employer or community organization that documents your computer skills.
- Applicants for this program must have excellent communication skills (verbal and written) as determined through the intake interview and letter of intent

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 WestShore Centre for Learning & Training (WCLT), is received:

1. After the contract is made and up to seven (7) calendar days before the course start date, WCLT will refund the full course fee.
2. Seven (7) calendar days or less BEFORE the course start date, WCLT may retain 10% of the total fees up to \$100;
3. Within the first 10% of the course duration AFTER the start date, WCLT will retain 30% of the fees;
4. Within the first 30% of the course duration AFTER the start date, WCLT 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.
3. 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.

ADDITIONAL INFORMATION

Prior to signing this contract, the student has been given a copy of and has had opportunity to review the following:

<input type="checkbox"/> Admission policy (required)	<input type="checkbox"/> Attendance policy (required)
<input type="checkbox"/> Withdrawal / dismissal policy (required)	<input type="checkbox"/> Graduation / promotion policy
<input type="checkbox"/> Student code of conduct policy	<input type="checkbox"/> Student handbook
<input type="checkbox"/> Program or course outline	<input type="checkbox"/> List of required equipment and materials
<input type="checkbox"/> Dispute resolution policy (required)	<input type="checkbox"/> Tuition and Fee Refund Policy

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 WestShore Centre for Learning & Training. 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

SIGNATURE

DATE