



PACIFIC RIM EARLY CHILDHOOD INSTITUTE INC.

Pacific Rim Early Childhood Institute Inc.
2120 Bear Hill Road
Saanichton, BC
V8M 1X7

PCTIA Registration Number 1860
This Institution is PCTIA Accredited

Phone: (250) 652-6011
Fax: (250) 294-7863
Email: administrator@earlychildhoodeducator.com

Long Duration Program Enrollment Form

STUDENT INFORMATION			
Last Name		First Name and Middle Name	
Usual First Name (if different)		Personal Education Number (if available)	
Previous Last Name (if applicable)		Previous First Name and Initial (if applicable)	
Local Mailing Address (including country)			Postal Code
Permanent Mailing Address (including country - if different from above)			Postal Code
Telephone Number	Primary Email Address	Secondary Email Address	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Student ID	
International Student:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth (YYYY/MM/DD)	

PROGRAM INFORMATION			
Basic Early Childhood Educator Certificate			
Program Name			
Name of Course(s)			
Course Start Date	Course End Date	Course Duration (Weeks)	Course Duration (Hours)
Credential Issued on Graduation: Certificate Program Delivery Method: Distance Language of Delivery: English			

PRIVACY

- 1) Under the Personal Information Protection Act students are entitled to access their student file.
- 2) 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

Prior to starting the first course, students must provide Pacific Rim Early Childhood Institute with the following:

- (a) A letter of intent, which is to be 200-500 words long stating why the student wishes to take early childhood training (this will also assist Pacific Rim in determining competency with English language).
- (b) Two letters of reference stating that their character and experience are conducive to working with young children.
- (c) A criminal record check. *(Required only for residents of Canada)*
- (d) Students must be satisfied that they have the English competency skills to understand the course work and complete assignments.
- (e) Students must have access to a computer with Internet, Microsoft Word, Acrobat Reader and an email box.
- (f) Prior to starting the **full** program, students must be 19 years of age. Students may work on individual courses on a part-time basis until they reach this age.

Prior to starting the first practicum, students must provide the Centre Supervisor (where they will be doing the Practicum) with the following:

- (a) Evidence that they are physically and emotionally healthy (a letter from a physician dated no later than three months prior to date of Practicum One).
- (b) A criminal record check.

Program admission requirements may not be waived by the student or the institution

PROGRAM COSTS

Program Costs in Canadian Dollars (\$CDN):	Amount
Tuition	\$ _____
Registration Fee (non-refundable)	\$ _____
Academic Assessment Fee (if requested)	\$ _____
Textbook Fee (to be ordered separately by student)	\$ N/A
TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT	\$ _____

PAYMENT PLAN

Final payment is due before the final practicum is approved to begin. No course enrollment will be approved until the institution has received full payment for that course. All payments should be made prior to the students start date.

REFUND POLICY

- 1) A student may be entitled to a refund of tuition fees in the event that:
 - 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:
 - i) 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.
 - ii) 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.
 - iii) 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 asset 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

STUDENT DECLARATION

I DECLARE THAT:

- I have read, understood and agreed to the terms and conditions of this enrollment 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 contained in the “Student Handbook Information Package” provided to me during registration:
 - Dispute Resolution/Grade Appeal Policy
 - Dismissal I Policy
 - Admissions Policy
 - Attendance Policy
 - Program Outline
 - Practicum Policy
- The information provided to 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 also sign the contract)*

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

RECEIPT FOR PAYMENT

The Institution acknowledges having received payment in the sum of: \$ _____

Course Costs were be paid by way of:

Printed Name of Institution Representative

Position Title

Signature of Institution Representative

Date Signed