

BC Resident Care Aide Inc. Pacific Coast Community College #202 – 1338 West Broadway Vancouver, BC V6H 1H2 Tel: (604) 730-1106 Fax: (604) 738-7329 Email Address: admissions@pacificcoastcommunitycollege.com	PCTIA Registration Number: <u>3364</u>
	This institution is PCTIA Accredited: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Enrollment Contract for Acute Care Skills for Resident Care Aides (Certificate)	

STUDENT INFORMATION

Student Last Name	Student First Name and Middle Name
Student Usual First Name	Student Personal Education Number
Student Previous Last Name (if applicable)	Student Previous First Name (if applicable)
Student BC Mailing Address	Postal Code
Student Permanent Mailing Address (including country) (if different from above)	Postal Code
Student Telephone Number	Alternative Telephone Number
International Student: <input type="checkbox"/> Yes <input type="checkbox"/> No	Student Main Email Address

Date of Birth:										Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
	Y	Y	Y	Y	M	M	D	D				

PROGRAM INFORMATION

Acute Care Skills for Health Care Assistants]			
Program Name (as registered with PCTIA)			
120	8 Weeks		
Program Duration in Hours	Program Duration in Weeks (or portion thereof)	Program Start Date	Program End Date
Credential Issued on Graduation	<input type="checkbox"/> Diploma	<input checked="" type="checkbox"/> Certificate	
Program Delivery Method (select all that apply)	<input checked="" type="checkbox"/> On-Site	<input type="checkbox"/> Distance	<input type="checkbox"/> On-line
Language of Instruction	<u>English</u>		

PRIVACY

Under the Personal Information Protection Act students are entitled to access their student file.

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

- Proof of graduation from an approved RCA/HCA/Community Health Care Worker Program, which meets the BC Provincial Curriculum hours or a valid/current registry number with the BC Care Aide & Community Health Worker Registry.
- Must have current CPR “C” certificate valid before commencing Clinical Practicum portion of the program.
- Acceptable criminal records check as required by the Criminal Records Review Act less than 6 months old at program acceptance.
- TB Screening that is less than 3 months old + updated immunizations required before commencing practicum.
- Advanced placement standing with credit for Acute Care Theory Unit A will be given to graduates who completed BCRCA/Pacific Coast Community College HCA Program since January, 2007; or those who completed the three courses in the Skills Enhancement Certificate Program for HCA’s from BCRCA Inc. /Pacific Coast Community College and the updated BCRCA/PCCC “Delegation of Tasks” class since June 1, 2007.
- Relevant reference proving 600 hours of related facility employment experience or current resume demonstrating the same.
- **English Language Proficiency Requirements**

Must be sufficiently fluent in spoken English to understand classroom teaching and engage in clinical conversations; demonstrate ability to comprehend written text and classroom materials to a satisfactory level, and prepare written assignments. Students must have at least Grade 10 English demonstrated through a high school diploma/ GED/ copy of transcript or one of the following equivalencies: placement in the middle intermediate level of a recognized English as a Second Language School that is registered with PCTIA or equivalent and recognized English exam assessment (e.g. IELTS, TOEFL, TOEIC, etc.). If student does not have any of the above we will administer an SLE exam to determine English language eligibility and students must score at least 26 to be considered sufficiently fluent.

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

PROGRAM COSTS	
Program Costs in Canadian Dollars (\$CDN):	Amount
<ul style="list-style-type: none"> • Tuition (this amount includes discounts or scholarship amounts) \$ 1,350.00 	
<ul style="list-style-type: none"> • Registration/Application Fee (<i>maximum \$250 for domestic students or \$1,000 for international students</i>) \$150.00 	
<ul style="list-style-type: none"> • Prior Learning or Portfolio Assessment Fee (if applicable) \$ 	
<ul style="list-style-type: none"> • Textbooks \$ 	
<ul style="list-style-type: none"> • Computer/Tablet \$ 	
<ul style="list-style-type: none"> • Supplies/Materials \$ 	
<ul style="list-style-type: none"> • Lab Fees \$ 	
<ul style="list-style-type: none"> • Uniforms \$ 	
Discount if applicable:	\$
Other (please specify):	\$
TOTAL PROGRAM COSTS	\$

PAYMENT PLAN	
Program Costs will be paid by way of:	
<input type="checkbox"/> Fee Payer	<input type="checkbox"/> Student Loan
<input type="checkbox"/> EI	<input type="checkbox"/> Other
Payment Amount(s)	Date(s) Due:
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

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:
 1. 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.
 2. 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.
 3. 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 as-yet 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

This contract is legally binding when signed by the student and accepted by the institution.

STUDENT DECLARATION

I DECLARE THAT:

- I have read, understood, and agree to the terms and conditions of this enrolment 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 and a copy has been provided to me:
 - Dispute Resolution/Grade Appeal Policy
 - Dismissal Policy
 - Admissions Policy
 - Attendance Policy
 - Program Outline
 - Work Experience Policy (if applicable)
- The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract.
- I hereby consent to the sharing of my enrolment and / or reporting information between the institution and Citizenship and Immigration Canada, as necessary for the purposes of the International Student Program, in accordance with applicable provincial privacy legislation.

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