

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: 3364	
				This institution is PCTIA Accredited: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				Enrollment Contract for Health Care Assistant (HCA/ RCA) Certificate Program	
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		Student Main Email Address	
International Student:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of Birth:				Gender	
	Y	Y	Y	<input type="checkbox"/> Male	<input type="checkbox"/> Female
	Y	Y	Y		
	M	M	D		
	Y	Y	Y		
	M	M	D		

PROGRAM INFORMATION

Health Care Assistant (HCA/ RCA)

Program Name (as registered with PCTIA)

777 Hours

31 Weeks

Program Duration in
Hours

Program Duration in Weeks
(or portion thereof)

Program Start Date

Program End Date

Credential Issued on Graduation

Diploma

Certificate

Program Delivery Method
(select all that apply)

On-Site

Distance

On-line

Language of Instruction

English

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

- Grade 12 or mature student Status (19 years of age or older).
- 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.
- **English Language Proficiency Requirements**
 1. Applicants who have been educated in an [English-speaking environment](#) for a minimum of seven years or have been educated in an English-speaking environment for four consecutive years at the secondary or post-secondary level, are to submit evidence of **one** of the following:
 - Successful completion of Grade 10 English;

- OR Language Proficiency Index (LPI) with a total score of at least 20 and an essay level of 4 with a score of 24/40.
2. Applicants who have not been educated in an [English-speaking environment](#) for a minimum of seven (7) years or four years at the secondary or post-secondary level, are to submit evidence of one of the following:
- Canadian Language Benchmark Placement Test (CLB PT) -- test must be within the last six months: Listening 7, Speaking 7, Reading 6 and Writing 6.
 - OR Test of English as a Foreign Language (TOEFL) -- test must be within the last two years. IBT only: Overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing.
 - OR International English Language Testing System (IELTS) Academic or General -- test must be within the last two years: Overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing.
 - OR Canadian English Language Proficiency Index Program (CELPIP) Academic or General -
- Aggregate score of 4L or better, with 4L or better in Speaking and Listening and 3H or better in Reading and Writing.
 - OR Canadian Academic English Language Assessment (CAEL) -- Overall Score of 60, with no section less than 50.

Accepted Countries List

Countries with English language systems / institutions¹

(Where English is a primary, official language and the language used for education)

American Samoa	Dominica	Mauritius	Uganda
Anguilla	Falkland Islands	Montserrat	United Kingdom (England, Scotland, Wales and Northern Ireland)
Antigua	Fiji	New Zealand	United States of America (USA)
Australia	Ghana	Seychelles	US Virgin Islands
Bahamas	Grenada	Singapore	
Barbados	Guam	South Africa	
Belize	Guyana	St. Kitts and Nevis	
Bermuda	Irish Republic	St. Lucia	
British Virgin Islands	Jamaica	St. Vincent	

Cayman Island	Kenya	Trinidad and Tobago
Canada*	Malta	Turks and Caico Islands

*Applicants educated in Quebec at an institution where the language of instruction was not English, must meet the current English language proficiency requirements.

¹ Weighted criteria to determine inclusion of a country on this list were: use of English as by more than 50% of the population, country literacy rate as compared to world literacy rate, School Life Expectancy (SLE) rate as compared to the world SLE rate, schooling in languages other than English in primary grades, consistency of listing by Canadian post-secondary institutions and country recognition on the BC College of Physician & Surgeons List.

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

PROGRAM COSTS

Program Costs in Canadian Dollars (\$CDN):	Amount
• Tuition (this amount includes discounts or scholarship amounts)	\$ 8,515.00
• Registration/Application Fee (<i>maximum \$250 for domestic students or \$1,000 for international students</i>)	\$ 250.00
• Prior Learning or Portfolio Assessment Fee (if applicable)	\$
• Textbooks	\$ 100.00
• Computer/Tablet	\$
• Supplies/Materials	\$ 50.00
• Lab Fees	\$ 50.00
• Uniforms	\$ 30.00
Discount if applicable:	\$
Other (please specify):	\$
TOTAL PROGRAM COSTS	\$

PAYMENT PLAN

Program Costs will be paid by way of:

Fee Payer
 Student Loan
 EI
 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 _____