



TRANSPORT EDUCATION CENTRE
4 BETOMAT CRT, BOLTON, ON, L7E 2V9, 905-857-3099

ENROLLMENT APPLICATION AND CONTRACT

The undersigned applicant hereby makes application as a student of *TRANSPORT EDUCATION CENTRE* as of..... for the following:

COURSE

REQUESTED _____

Commencing on _____ for a period up to _____

NAME OF APPLICANT MR. MISS
MRS. MS. _____

Address _____

City _____ Province _____ Postal Code _____

Date of Birth _____ Age _____ Phone _____
Day Month Year

Emer. Phone _____

Name Of College, is prohibited by law from guaranteeing a position to any student or prospective student and this contract is subject to the Private Career Colleges Act and the regulations made there under. For information regarding cancellation of this contract and refunds of monies paid see section 20, 21, 22, 23, 24, and 25 of the regulations made under the Private Career Colleges Act and which are printed on the reverse side of this document.

How did you hear about our College? _____

If working Name of Company: _____

MEDICAL must be completed as well as the **LEARNER'S PERMIT FOR "A" AND "Z" OR "D" AND "Z"**.

24 Hrs notice of cancellation of a lesson/s must be given otherwise student is responsible to pay max of 2hrs training.
\$100.00 registration fee required with application

Total tuition cost.....	\$ _____	1 st Date	\$ _____
Registration/Down payment...	\$ _____	2 nd Date	\$ _____
Balance Due.....	\$ _____	3 rd Date	\$ _____
		4 th Date	\$ _____
		5 th Date	\$ _____

*The applicant agrees to pay a registration fee of \$100.00 with this application; such fee to be applied against the cost of the course of instruction, it being understood that the registration fee shall not be refundable. It is understood that fees are payable in advance in accordance with the plan for payment indicated above; and all such payments shall become due forthwith upon a statement of accounting being rendered.

The College reserves the right to cancel the above named course when sufficient enrolment is not attained. Applicants affected by cancelled classes may elect to transfer their application to the next scheduled class or, upon request, receive a refund of all monies paid.

I certify that I have read, understood and have received a copy of this Application. **I acknowledge that I have received a copy of the Regulation to the Private Career Colleges Act, as it refers to Sections 20, 21, 22, 23, 24, and 25.**

The undersigned applicant/parent/guardian hereby undertakes and agrees to pay, or see to payment of, the fees mentioned above in accordance with the terms of this Contract.

No. _____

(Applicant's Signature)

(Signature of person responsible for payment)

In consideration of the payment of fees as mentioned above, *Name Of College* agrees to supply the course of instruction to the applicant upon the terms herein mentioned. The College may cancel the application if the above named student does not meet the college entrance standards and prerequisites.

Accepted by _____ Date _____ per _____
Admission Office Registrar, Admissions Counsellor, Secretary

Retention and Payment of Fees

20. A private career college may charge a registration fee that shall not exceed 100 per cent of the total cost of the course of instruction or \$100, whichever is the lesser, and such registration fee shall be applied to the total cost of the course of instruction. R.R.O. 1990, Reg. 939, s. 20; O. Reg. 68/03, s. 1.

21. (1) Subject to section 16 and subsection 17 (5) of the Act,

(a) where a person has contracted for a course of instruction at a private career college twenty-one days or more prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private career college at least twenty-one days prior to the commencement date of the course of instruction, of his or her intention not to commence the course of instruction, the private career college shall refund any money paid for or on account of the fees by or on behalf of the person, except for the registration fee referred to in section 20;

(b) where a person has contracted for a course of instruction at a private career college twenty-one days or more prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private career college less than twenty-one days prior to the commencement date of the course of instruction, of the person's intention not to commence the course of instruction, the private career college shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20, and

(ii) 10 per cent of the fees for the whole course of instruction;

(c) where a person has contracted for a course of instruction at a private career college less than twenty-one days prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private career college at any time prior to the commencement date of the course of instruction, of the person's intention not to commence the course of instruction, the private career college shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20, and

(ii) 10 per cent of the fees for the whole course of instruction;

(d) subject to subsection (4), where a person has contracted for a course of instruction at a private career college and gives notice in writing either delivered personally or by registered mail to the private career college after the commencement date of the course of instruction of the person's intention to cease taking the course of instruction, the private career college shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20,

(ii) the proportion of the fees for the course of instruction that the part of the course of instruction supplied and

serviced up to the time of receipt of the notice bears to the course of instruction, and

(iii) 10 per cent of the difference between the fees for the course of instruction and the proportion of the fees that the

part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the course of instruction; and

(e) where a private career college has supplied equipment to a person that is in addition to the integral and essential equipment supplied with the written material for a course of instruction and the private career college receives from the person a notice under clause (a), (b), (c) or (d), the private career college may make a charge not exceeding the retail cost to the private career college, for the additional equipment or for the use thereof, as the case may be, except where the person returns all the additional equipment to the private career college unopened or as issued, within ten days of the receipt of the additional equipment by the person. R.R.O. 1990, Reg. 939, s. 21 (1); O. Reg. 68/03, s. 1.

(2) The maximum amount a private career college may retain under clause (1) (c) is \$200. R.R.O. 1990, Reg. 939, s. 21 (2); O. Reg. 68/03, s. 1.

(3) Where a private career college receives a proper notice under clause (1) (a), (b), (c) or (d), the private career college shall acknowledge receipt of the notice and provide the student with a statement of any money retained by the private career college. R.R.O. 1990, Reg. 939, s. 21 (3); O. Reg. 68/03, s. 1.

(4) Where a private career college has supplied and serviced two-thirds or more of a course of instruction and has not received a proper notice under clause (1) (d) before that date, the private career college shall not be obliged to refund any money paid for or on account of the fees by or on behalf of a person who has contracted for such course of instruction. R.R.O. 1990, Reg. 939, s. 21 (4); O. Reg. 68/03, s. 1

22. Where a person has contracted for a course at a private career college and does not give notice in writing by registered mail to the private career college prior to the commencement date of the course of instruction that is not by way of correspondence of the person's intention not to commence the course of instruction and does not attend the first five consecutive days of the course of instruction, the contract is voidable at the option of the private career college, and the private career college shall refund any money paid for or on account of the fees by or on behalf of the person, except,

(a) the registration fee provided for in section 20; and

(b) 10 per cent of the fees for the course of instruction. R.R.O. 1990, Reg. 939, s. 22; O. Reg. 68/03, s. 1.

23. (1) Where a person has contracted for a course of instruction that is not by way of correspondence at a private career college and exercises his or her option to void the contract under section 18 prior to the date upon which the first class is held in respect of any subject of the course of instruction, the private career college shall, except as provided in clause 21 (1) (e), refund any money paid by or on behalf of the student for or on account of fees for the course of instruction, including the registration fee under section 20. R.R.O. 1990, Reg. 939, s. 23 (1); O. Reg. 68/03, s. 1.

(2) Where a person has contracted for a course of instruction that is not by way of correspondence at a private career college and fails to exercise his or her option to void a contract under section 18 prior to the date upon which the first class is held, clauses 21 (1) (d) and (e) shall apply in respect of any subsequent exercise of the option even though the student may not have participated in the course of instruction, except that the owner of the private career college is not entitled to retain the registration fee under section 20. R.R.O. 1990, Reg. 939, s. 23 (2); O. Reg. 68/03, s. 1.

(3) Where a person has contracted for a correspondence course at a private career college and exercises his or her option to void the contract under section 18 before returning a part of the course of instruction for the purpose of marking, and even though one or more lessons may have been delivered by the private career college to the person, the private career college shall, except as provided in clause 21 (1) (c), refund any money paid by or on behalf of the student for or on account of fees for the course of instruction including the registration fee under section 20. R.R.O. 1990, Reg. 939, s. 23 (3); O. Reg. 68/03, s. 1.

(4) Where a person has contracted for a correspondence course at a private career college and exercises his or her option to void a contract under section 18 after part of the course of instruction has been supplied and serviced, clauses 21

(1) (d) and (e) shall apply except that the owner of the private career college is not entitled to retain the registration fee under section 20. R.R.O. 1990, Reg. 939, s. 23 (4); O. Reg. 68/03, s. 1.

24. Where a private career college is required to refund any money under sections 21, 22 or 23, the private career college shall refund the money to the person entitled within thirty days of the receipt by the private career college of the notice referred to in section 18, 21 or 22, as the case may be. R.R.O. 1990, Reg. 939, s. 24; O. Reg. 68/03, s. 1.

25. (1) Where a private career college has after the commencement date of a course of instruction dismissed a student due to academic failure, contravention of a career college regulation, misconduct or failure to pay the required fees under a written contract for a course of instruction and the private career college has satisfied the Superintendent that the dismissal was for good cause, the private career college shall refund any money paid for or on account of the fees by or on behalf of the student except,

(a) the registration fee under section 20;

(b) the proportion of the fees for the course of instruction that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction; and

(c) 10 per cent of the difference between the fees for the course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction. R.R.O. 1990, Reg. 939, s. 25 (1); O. Reg. 68/03, s. 1.

(2) Where a private career college has dismissed a student under subsection (1), the private career college may retain, in addition to the money referred to in subsection (1), an amount required to repair or replace any property of the private career college that has been damaged or destroyed as a direct result of the action or conduct of the dismissed student and the private career college has satisfied the Superintendent that such damage or destruction was caused by the wilful action of such student. R.R.O. 1990, Reg. 939, s. 25 (2); O. Reg. 68/03, s. 1.

Vocations

A PRIVATE CAREER COLLEGE IS PROHIBITED BY LAW FROM GURANTEERING A POSITION TO ANY STUDENT OR PROSPECTIVE STUDENT

Student Signature

Fill out and fax at 905-857-3744