



STUDENT ENROLMENT CONTRACT

This Enrolment Contract is subject to the Private Career Colleges Act, 2005 and the regulations made under the Act.

The undersigned person hereby enrolls as a student of **Bay College of Health, Business and Technology** as of _____ (Date) for the following:

Full Name of Student Mr. Miss Mrs. Ms.

Sex Male Female Other

Date of Birth _____ **SIN card number** _____

Name of Program _____

Commencing on _____ **Expected Completion Date** _____

Credential to be Awarded Upon Successful Completion of the Program _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Phone _____ Alternative Phone _____

Permanent Address (Canada) _____

City _____ Province _____ Postal Code _____

Country _____

Phone _____ Email Address _____

Language of Instruction: English

Location of Practicum _____ [insert city]

Class Schedule _____
[insert hours of instruction, days and time of the week when classes are offered, the modules, requirements for completion]

Toronto School of Health Inc. o/a Bay College of Health, Business and Technology

The student is entitled to a copy of the signed contract immediately after it is signed.

Bay College of Health, Business and Technology

Tel: 416-800-8281 Website: www.BayC.ca Email: admissions@BayC.ca



Bay College

of Health, Business and Technology

International Student	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of stay	<input type="checkbox"/> Homestay <input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Hotel <input type="checkbox"/> Family <input type="checkbox"/> On campurs <input type="checkbox"/> Off campurs
Email Address:	
Country of Origin:	
Primary Language:	
Health Insurance Number:	
Health Insurance Company:	
Study Permit Number:	
Study Permit Number:	
Study Permit Number:	

Bay College of Health, Business and Technology

Tel: 416-800-8281 Website: www.BayC.ca Email: admissions@BayC.ca



Admission Requirements

Students applying for admission into the **PSW Program** must meet the following requirements.
(Please check one)

- Have an Ontario Secondary School Diploma or equivalent (ie. GED, foreign credential assessments, etc.); **AND**
- Pass a literary test administered by the private career college; **AND**
- TB Test; **AND**
- Medical Certificate (Immunization Form); **AND**
- CPR-C & First Aid Certificates; **AND**
- Clearance of Police Check of Criminal Record.

OR

- Be at least 18 years of age (or age specified in program approval) **AND** pass a mature student test; **AND**
- Pass a literary test administered by the private career college; **AND**
- TB Test; **AND**
- Medical Certificate (Immunization Form); **AND**
- CPR-C & First Aid Certificates; **AND**
- Clearance of Police Check of Criminal Record



Bay College

of Health, Business and Technology

Fees

(See individual Program for tuition fees.)

Tuition fees CAN\$	_____	Field trip CAN\$	_____
Book fees CAN\$	_____	Professional / Exam fees CAN\$	_____
Expendable supplies CAN\$	_____	Other compulsory fees CAN\$	_____
Uniform and equipment CAN\$	_____	International student fees CAN\$	_____
Major equipment CAN\$	_____	Optional fees (specify) CAN\$	_____

Total fees CAN\$ _____

Acknowledgement

I, _____, acknowledge that I have received a copy of:

- The Statement of Students' Rights and Responsibilities Issued by the Superintendent of Private Career Colleges
- The College's Fee Refund Policy
- The College's Student Complaint Procedure
- The College's Policy Relating to the Suspension & Expulsion of Students
- The College's Code of conduct
- The College's Academic policy
- The College's Attendance Policy
- The College's Sexual Violence Policy

Signature

Date

Bay College does not guarantee employment for any student who successfully completes a vocational program offered by Bay College.

It is understood that fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. Bay College reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days of the program begins. Notice of cancellation will be provided to the student within 45 days after the program commences. The student is entitled to partial refund.

For information regarding cancellation of this Enrolment Contract and refunds of fees paid, see sections 25 to 33 of O. Reg. 415/06 made under the *Private Career Colleges Act, 2005*.

I certify that I have read, understood and have received a copy of this Enrolment Contract. The undersigned student hereby undertakes and agrees to pay, or see to payment of, the fees specified in this Enrolment Contract in accordance with the terms of this Enrolment Contract.

Signature

Date

Bay College agrees to supply program to the above named student upon the terms herein mentioned. **Bay College** may cancel this Enrolment Contract if the above named student does not meet the admission requirements of _____ before the program begins. (name of program)

Signature of Admission Officer

Date

Bay College of Health, Business and Technology



Bay College

of Health, Business and Technology

Consent to Use of Personal Information

Private career colleges (PCCs) must be registered under the *Private Career Colleges Act, 2005*, which is administered by the Superintendent of Private Career Colleges. The Act protects students by requiring PCCs to follow specific rules on, for example, fee refunds, training completions if the PCC closes, qualifications of instructors, access to transcripts and advertising. It also requires PCCs to publish and meet certain performance standards, e.g., percentage of graduates who obtain employment. This information may be used by other students when they are deciding where to obtain their training. The consent set out below will help the Superintendent to ensure that current and future students receive the protection provided by the Act.

I, _____, allow **Bay College** to give my name, address, telephone number, e-mail address and other contact information to the Superintendent of Private Career Colleges for the purposes checked below:

- To advise me of my rights under the *Private Career Colleges Act, 2005* including my rights to a refund of fees, access to transcripts and a formal student complaint procedure;
- To determine whether **Bay College** has met the performance objectives required by the Superintendent for its vocational programs.

I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to **Bay College**. I understand that if I refuse or withdraw my consent the Superintendent may not be able to contact me to inform me of my rights under the Act or collect information to help potential students make informed decisions about their educational choices.

Name of Student

Signature of Student

Date

Toronto School of Health Inc. o/a Bay College of Health, Business and Technology

Bay College of Health, Business and Technology

Tel: 416-800-8281 Website: www.BayC.ca Email: admissions@BayC.ca



Payment Schedule

For programs approved for student loan purposes, the Payment Schedule may be completed at the time of the receipt of the Canada-Ontario Integrated Student Loans Certificate of Loan/Grant Approval and Eligibility. It must be attached to the original contract.

	Date	Amount Due
1	Payments prior to signing contract (if any) <ul style="list-style-type: none">• <i>Registration fee and / or</i>• <i>Admissions Test Fee (if applicable)</i>	CAN\$
2	1 st payment after signing contract	CAN\$
3	2 nd payment after signing contract <i>(if applicable)</i>	
	Total payments (1 + 2 + 3)	CAN\$

The undersigned student hereby undertakes and agrees to pay, or see to payment of, the fees indicated above in accordance with the terms of this Enrolment Contract.

Name of Student

Signature of Student

Date



Fee Refund Policy

Full refunds

25. (1) A private career college shall refund all of the fees paid by a student under a contract for the provision of a vocational program in the following circumstances:

1. The contract is rescinded by a person within two days of receiving a copy of the contract in accordance with section 36 of the Act.
2. The private career college discontinues the vocational program before the student completes the program, subject to subsection (2).
3. The private career college charges or collects the fees,
 - i. before the registration was issued for the college under the Act or before the vocational program was approved by the Superintendent, or
 - ii. before entering into a contract for the provision of the vocational program with the student, unless the fee is collected under subsection 44 (3).
4. The private career college expels the student from the college in a manner or for reasons that are contrary to the college's expulsion policy.
5. The private career college employs an instructor who is not qualified to teach all or part of the program under section 41.
6. The contract is rendered void under subsection 18 (2) or under section 22.
7. If a private career college fails to, or does not accurately, provide in the itemized list provided to the Superintendent under section 43 a fee item corresponding to a fee paid by a student for the provision of a vocational program, the college shall pay the student,
 - i. in the case of an item not provided by the college, the full amount of the fee for the item, and
 - ii. in the case of a fee in excess of the amount of the fee provided for the item, the difference between the amount of the fee for the item provided to the Superintendent and the fee collected.

(2) A full refund is not payable in the circumstances described in paragraph 2 of subsection (1) if the discontinuance of the vocational program coincides with the private career college ceasing to operate.

(3) A refund is not payable under paragraphs 1 to 6 of subsection (1) unless the student gives the private career college a written demand for the refund.

(4) A refund under subsection (1) is payable by the private career college within 30 days of the day the student delivers to the college,

(a) in the case of a rescission under section 36 of the Act, notice of the rescission; or

(b) in the case of a refund under paragraphs 2 to 6 of subsection (1), a written demand for the refund.

Bay College of Health, Business and Technology

Tel: 416-800-8281 Website: www.BayC.ca Email: admissions@BayC.ca



Partial refund where student does not commence program

26. (1) If a student is admitted to a vocational program, pays fees to the private career college in respect of the program and subsequently does not commence the program, the college shall refund part of the fees paid by the student in the following circumstances:

1. The student gives the college notice that he or she is withdrawing from the program before the day the vocational program commences.
2. In the case of a student who is admitted to a vocational program on the condition that the student meet specified admission requirements before the day the program commences, the student fails to meet the requirements before that day.
3. The student does not attend the program during the first 14 days that follow the day the program commenced and the college gives written notice to the student that it is cancelling the contract no later than 45 days after the day the program has commenced.

(2) The amount of a refund under subsection (1) shall be an amount that is equal to the full amount paid by the student for the vocational program, less an amount equal to the lesser of 20 per cent of the full amount of the fee and \$500.

(3) A refund under subsection (1) is payable,

- (a) in the case of a refund under paragraph 1 of subsection (1), within 30 days of the day the student gives notice of withdrawing from the program;
- (b) in the case of a refund under paragraph 2 of subsection (1), within 30 days of the day the vocational program commences; and
- (c) in the case of a refund under paragraph 3 of subsection (1), within 45 days of the day the vocational program commences.

(4) For the purposes of paragraph 3 of subsection (1), it is a condition of a contract for the provision of a vocational program that the private career college may cancel the contract within 45 days of the day the vocational program commences if the person who entered the contract with the college fails to attend the program during the 14 days that follow the day the vocational program commences.

(5) A private career college that wishes to cancel a contract in accordance with subsection (4) shall give written notice of the cancellation to the other party to the contract within 45 days of the day the vocational program commences.

Partial refunds: withdrawals and expulsions after program commenced

27. (1) A private career college shall give a student who commences a vocational program a refund of part of the fees paid in respect of the program if, at a time during the program determined under subsection (3),

- (a) the student withdraws from the program after the program has commenced; or
- (b) the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy.



(2) This section does not apply to vocational programs described in sections 28 and 29.

(3) A private career college shall pay a partial refund under this section only if the withdrawal or expulsion from the vocational program occurs at a time during the program determined in accordance with the following rules:

1. In the case of a vocational program that is less than 12 months in duration, the withdrawal or expulsion occurs during the first half of the program.

2. In the case of a vocational program that is 12 months or more in duration,

i. for the first 12 months in the duration of the program and for every subsequent full 12 months in the program, the withdrawal or expulsion occurs during the first six months of that 12-month period, and

ii. for any period in the duration of the vocational program remaining after the last 12-month period referred to in subparagraph i has elapsed, the withdrawal or expulsion occurs in the first half of the period.

(4) If the student withdraws or is expelled from a vocational program within the first half of a period referred to in subsection (3), the amount of the refund that the private career college shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,

(a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and

(b) the portion of the fees in respect of the portion of the period that had elapsed at the time of the withdrawal or expulsion.

(5) If the student withdraws or is expelled from a vocational program during the second half of a period referred to in subsection (3), the private career college is not required to pay the student any refund in respect of that period.

(6) A private career college shall refund the full amount of fees paid in respect of a period that had not yet commenced at the time of the withdrawal or expulsion.

Partial refunds: distance education programs

28. (1) This section applies to a vocational program that is offered by mail, on the internet or by other similar means.

(2) A private career college shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if,

(a) the student withdraws from the program or the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy; and

(b) at the time of the withdrawal or expulsion, the student has not submitted to the private career college all examinations that are required in order to complete the program.



(3) The amount of the refund that a private career college shall give a student under subsection (1) shall be determined in accordance with the following rules:

1. Determine the total number of segments in the vocational program for which an evaluation is required.
2. Of the total number of program segments determined under paragraph 1, determine the number of segments in respect of which an evaluation has been returned to the student.
3. The amount of the refund that the private career college shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,
 - i. an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500, and
 - ii. the portion of the fees in respect of the number of segments determined under paragraph 2.

(4) A private career college is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has been evaluated in respect of more than half of the total number of segments in the program.

Partial refunds: non-continuous programs

29. (1) This section applies to a vocational program approved by the Superintendent to be provided through a fixed number of hours of instruction over an indeterminate period of time.

(2) A private career college shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if, before completing the required number of hours of instruction,

- (a) the student has given the college notice that he or she is withdrawing from the program; or
- (b) the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy.

(3) The amount of the refund that a private career college shall give a student under subsection (1) shall be equal to the full amount of the fees paid in respect of the program less,

- (a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and
- (b) a portion of the fees in respect of the program that is proportional to the number of hours of instruction that have elapsed at the time of the withdrawal or expulsion.

(4) A private career college is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has completed more than half of the required number of hours of instruction in a program.

No retention of refund

30. A private career college shall not retain, by way of deduction or set-off, any refund of fees payable to a student under sections 25 to 29 in order to recover an amount owed by the student in respect of any service or program other than a vocational program offered by the private career college.



Bay College

of Health, Business and Technology

Treatment of books and equipment

31. In calculating a refund under sections 25 to 29, a private career college may retain the retail cost of books or equipment that the private career college supplied to the student if the student,

- (a) fails to return the books or equipment to the private career college within 10 days of the student's withdrawal or expulsion from the program, or
- (b) returns the books or equipment to the private career college within the 10-day period referred to clause (a), but fails to return it unopened or in the same state it was in when supplied.

Refund for international students

32. A notice to a private career college that is provided by or on behalf of an international student or of a prospective international student and that states that the student has not been issued a temporary resident visa as a member of the student class under the Immigration and Refugee Protection Act (Canada) is deemed to be,

- (a) notice of a rescission of the contract for the purposes of section 36 of the Act if the notice is given within two days of receiving a copy of the contract; and
- (b) notice that the student is withdrawing from the program for the purposes of paragraph 1 of subsection 26 (1) or clause 29 (2) (a) if the notice is received on or before half of the duration of the program has elapsed.

Currency

33. Any refund of fees that a private career college is required to pay under the Act shall be paid in Canadian dollars.



If you are unable to provide the Vulnerable Sector Screening (VSS) on or before the program commences, please sign this form. OR

If you are unable to provide a clear VSS please sign this form.

Disclaimer for Students in Programs Leading to Work with Vulnerable Sectors

As this program will involve direct contact with vulnerable individuals, you must complete a clean Vulnerable Sector Screening ("VSS") prior to commencing any placement or practicum. It is strongly advised that you complete your VSS prior to commencing your vocational training to ensure that you can complete this program and are eligible for a placement or practicum and, subsequently, graduation.

As a VSS can take 10 to 12 weeks to complete, if you choose not to complete a VSS prior to commencing this program, please plan your time accordingly to ensure that you have obtained documentation of a clean VSS prior to applying for a placement or practicum. If you ignore this caution, you risk being **ineligible for a placement or practicum, ineligible to graduate and potentially only eligible for a partial refund or no refund of tuition for this program if you fail to graduate.**

A VSS involves a search of the Vulnerable Sector Database, maintained by the Ontario Provincial Police, for any information about you in police files, including criminal convictions, outstanding charges, and information about whether you are suspected of committing a criminal offence or involved in a serious criminal investigation. Police databases will also document any contact that you may have had with police services under the Mental Health Act, 1990.

You must also ensure that you do not engage in any activities at anytime during the program, including while undertaking a placement or practicum, that would render a clean VSS previously submitted by you void. Failure to maintain a clean VSS will also render you unable to undertake or continue the placement or practicum, ineligible for graduation and only eligible for a partial refund or no refund of tuition, depending on when you withdraw or are expelled from the program.

I, _____ acknowledge that I have read the above disclosure and understand that I need to obtain a clean VSS **prior** to applying for a placement or practicum and that I must, while enrolled in the program, maintain a clean VSS in order to complete the placement or practicum and to graduate. I also understand that if I do not obtain or maintain a clean VSS, I risk: **1. being ineligible for placement or continued placement; 2. ineligible to graduate; 3. eligible for a partial refund or no refund of tuition, depending on when I withdraw or am expelled from this program.**

Further information regarding the Police Reference Check Program and the VSS process can be viewed at: <http://www.torontopolice.on.ca/prcp/>

Student Signature

Date
