

Enrollment Agreement - Continuing Education

Effective October 4th, 2010



Location of Study for which you are applying:



Vancouver

2665 Renfrew Street
Vancouver, BC V5M 0A7
Tel: 604-683-9200 | Fax: 604-684-8839



The International Culinary School

PO Box 10366, 300-609 Granville Street
Vancouver, BC V7Y 1G5
Tel: 604-683-9200 | Fax: 604-684-3205



Victoria



Calgary



Edmonton

Quarter Start Date:

- Oct 3, 2011 FA11
- Jan 2, 2012 WI12
- Apr 2, 2012 SP12
- July 2, 2012 SU12
- Oct 1, 2012 FA12

Email: aivadm@aii.edu

- Nov 10, 2011 mid-start
- Feb 16, 2012 mid-start
- May 10, 2012 mid-start
- Aug 16, 2012 mid-start

SECTION A – Student Information:

For valuable consideration which is hereby acknowledged, have entered into this Enrollment Agreement with The Art Institute of Vancouver hereafter "The Art Institute" or "AiV".

Name: _____

Address: _____

City: _____ Postal Code: _____

Home Telephone: _____

I am applying as a Domestic student International student.

The Art Institute of Vancouver, Inc. is an indirectly wholly-owned subsidiary of The Art Institutes International, Inc. which through two intermediary limited liability companies is a wholly-owned subsidiary of Education Management Corporation, 210 Sixth Avenue, Pittsburgh, PA 15222.

SECTION A – Fees:

1. Tuition, starting kit, student quarterly fees and estimated book/supplies prices:
For multi-quarter programs, AiV shall charge the student for tuition and fees on a quarter-by-quarter basis. The first-quarter tuition and fees become charged and due 30 days prior to program start. Thereafter, quarterly tuition for each succeeding quarter is charged and due upon registration, approximately two weeks prior to the end of each academic quarter. Students may not register for any academic quarter of study unless student tuition charged and due have been paid in full or in accordance with an agreed payment schedule. Each quarter registration is deemed a renewal of this Enrollment Agreement or a new Enrollment Agreement signed.

SECTION B – Binding Agreement:

I acknowledge that subject to the approval for admission by the AiV Admissions Committee, this is a legally binding agreement. This Enrollment Agreement together with the attached Appendix A, B, and C and my payment plan, if any, constitutes the entirety of the Agreement.

Per: X _____

Date: _____
(If student has not reached the age of 19 as of the date of the signing of this contract)

Parent/Guardian Signature: X _____

Date: _____

Per: X _____

Date: _____

SECTION C – Curriculum, Program, and Schedule Updates/Changes:

1. The Art Institute may from time to time modify the curriculum, textbooks and/or related course/program materials to accommodate program updates. Changes are effective when made. The Art Institute also reserves the right to amend program and course titles, class schedules, campus location, and/or the sequence of courses.

SECTION D – The Student Acknowledges:

Applicants who wish to enroll in Continuing Education courses must meet the following general requirements:

1. Applicants must be at least 16 years of age at the time of enrollment, unless otherwise stated in the course description.
 - a. Some programs, such as the Sommelier & Wine Studies program, require students to be of legal drinking age at the time of enrollment.
2. A separate application form and enrollment agreement must be completed and

signed by the applicant, as well as parent or guardian (if the applicant is a minor).

3. Applicants must meet the minimum entrance requirements for each course. These requirements can be found in the course description.

a. If documentation of minimum requirements such as transcripts and/or portfolio cannot be provided at the time of application, applicants may be required to meet with the instructor and/or Academic Department Director to determine eligibility.

4. I have read (either in hard copy or on The Art Institute Web site) the program description(s), Student Handbook including AiV policies on student conduct, admissions, attendance, withdrawal, termination of studies, and the dispute resolution process.

5. I understand my continued enrollment is conditional on my adherence to AiV policies including, student conduct, attendance, academic progress and payment schedules (if any).

6. I understand The Art Institute reserves the right to cancel this Enrollment Agreement if The Art Institute determines I do not meet the admission requirements, in particular, (i) if I have not demonstrated sufficient academic potential as determined through entrance testing, evaluation of transcript reports or any other academic evaluation deemed appropriate for the program selected, and/or (ii) I do not meet all financial obligations related to enrollment and continuing enrollment. I understand my financial obligations and that my account must be in good standing before The Art Institute will issue me my certificate, diploma or transcripts.

7. I understand and agree this Agreement becomes effective and legally binding upon the determination by The Art Institute that I meet the application and admission requirements.

8. I understand The Art Institute programs require my serious dedication to my studies, active and positive participation in the proscribed course activities and significant individual accountability, professionalism and initiative.

9. I have thoroughly read and understood this Enrollment Agreement including the Appendices A and B before signing this Agreement.

DESIGN

Digital Photography Level I Level II
One 10 week quarter, non-credit, Tuition \$333

Kitchen & Bath Design Level I Level II
One 5-week quarter, non-credit
Tuition \$333, Starting Kit \$150

Web Design

- One 11-week quarter, non-credit, Tuition \$999
- Interactive Web Animation Level 1 (Flash Level 1)
- Interactive Web Scripting Level 1 (Flash Level 2)
- Intermediate Web Scripting (Flash Level 3)

Graphic Design*

- One 11 week quarter, 3 credits
- Domestic Tuition \$1206, International Tuition \$1299
- Advertising Design
- Art Direction
- Colour Theory
- Computer Animation for Multimedia
- Concept Development
- Corporate Identity
- Design and Technology
- Digital Illustration
- Digital Imaging
- Digital Visual Composition (Photography)
- Dimensional Design
- Drawing
- Electronic Design (Adobe InDesign)
- Foundations of Electronic Production
- Fundamentals of Design
- Fundamentals of WWW
- History of Art in Early Civilization
- History and Analysis of Design
- Life Drawing
- Photoshop for Prepress
- Portfolio I
- Production Procedures
- Professional Development
- Senior Project
- Typography
- Advanced Typography
- Website Development

Advanced Graphic Design*

- One 11-week quarter, 3 credits
- Domestic Tuition \$1206, International Tuition \$1299
- Designing for Dynamic Websites
- Design Layout
- Desktop Video
- Interactive Motion Scripting
- Intro to Scripting Languages
- Intro to User Centred Design
- Intro to Video Production
- Senior Project
- Portfolio II

Interior Design*

- One 11-week quarter, 3 credits
- Domestic Tuition \$1290, International Tuition \$1299
- Advanced Computer-Aided Design
- Building Systems and Materials
- Codes/Barrier Free Design
- Commercial Design
- Computer 3D Architectural Model Making
- Computer-Aided Design
- Construction Documents
- Corporate Design
- Digital Presentation Methods
- Environmental Design
- History of Design
- Human Factors & Psychology of Design
- Interior & Architectural Detailing
- Introduction to Interior Design
- Lighting
- Materials and Specifications

DESIGN

- Presentation Techniques
- Professional Practices
- Programming
- Project Management
- Residential Design
- Senior Design Project
- Space Planning
- Technical Drafting
- Visual Indication

MEDIA

3D Modeling for Animation & Games*

- One 11-week quarter, 3 credits
- Domestic Tuition \$1206, International Tuition \$1299
- 3D Animation I
- 3D Modeling
- 3D Effects
- Basic 3D Concepts
- Brush Based Mod & Txt
- CG Lighting & Rendering I
- Character Modeling I
- Concept Design & Illustration
- Drawing & Perspective
- Design & Colour Theory
- Digital Imaging I
- Editing (Final Cut Pro)
- Environment Modeling
- Level Design I
- Life Drawing I
- Materials & Textures I
- Matte Painting
- Mentor Studio
- Portfolio I
- Preproduction Team
- Professional Development
- Rigging
- Sculpture
- Script Programming
- Production Team
- One 11-week quarter, 6 credits
- Domestic Tuition \$2412, International Tuition \$2598

Animation Art & Design*

- One 11-week quarter, 3 credits
- Domestic Tuition \$1206, International Tuition \$1299
- 2D Animation I
- Acting for Animators
- Drawing for Animators
- Motion Capture
- Vector Animation I

Professional Recording Arts*

- One 11-week quarter, 3 credits
- Domestic Tuition \$1206, International Tuition \$1299
- Advanced Music Recording Techniques
- Audio Electronics
- Audio Systems Maintenance
- Audio Post Production
- Audio Recording 1
- Audio Technology 1
- Business of Recording Industry
- Composition for Advertising
- Compositional Keyboarding
- Corporate Audio & Visual
- Digital Studio Systems
- Digital Audio 1 (Pro Tools Level 1)
- Digital Audio 2 (Pro Tools Level 2)
- Digital Music Technology 1
- Digital Music Technology 2
- Digital Music Technology 3
- Digital Music Technology 4
- DVD Imaging and Authoring

MEDIA

- Entrepreneurial Business Practices
- Fundamentals of Audio
- Game Audio & Interactive Music
- Live Sound Reinforcement
- Location Audio
- Music For Television and Film
- Music Theory 1
- Music Theory 2
- Music Publishing for the Internet
- Music Arranging & Recording Technology
- Scoring for Film and Television
- Studio Music Production
- Songwriting

CULINARY

Aspiring Chefs

- One 5-week quarter, non-credit, Tuition \$495
- Fundamental Skills for Aspiring Chefs
- International Cuisine for Aspiring Chefs
- Asian Cuisine for Aspiring Chefs

Culinary Arts*

- One 11-week quarter, 3 credits,
- Domestic Tuition \$1206, International Tuition \$1299
- Uniform Cost \$120
- Asian Cuisine
- Capstone
- Catering and Banquet Operations
- Classical Cuisine
- Concepts and Theories of Culinary Techniques
- Dimensions of Culinary
- Financial Management for the Hospitality Industry
- Food and Beverage Management
- Hospitality & Human Resource Management
- Introduction to Baking
- Management By Menu
- Marketing of Hospitality Services
- Nutrition
- Planning and Controlling Costs
- Purchasing and Production Identification
- Sanitation and Safety
- World Cuisine
- One 11-week quarter, 6 credits,
- Domestic Tuition \$2412, International Tuition \$2598
- Uniform Cost \$120
- Art Culinaire
- Fundamentals to Classical Techniques
- Garde Manger
- Introduction to Pastry
- North American Regional Cuisine
- One 11-week quarter, 9 credits,
- Domestic Tuition \$3618, International Tuition \$3897
- Uniform Cost \$120
- A la Carte Kitchen

Course Name: _____ Course Name: _____

Duration: _____ Duration: _____

Total Tuition: _____ Total Tuition: _____

Student Fee: _____ Student Fee: _____

Licensing, Accreditation, Membership

The Art Institute of Vancouver, Agency registration number 45, is accredited by the:

Private Career Training Institutions Agency of British Columbia
300-5172 Kingsway
Burnaby, BC V5H 2E8
Telephone: 604.660.4400 or Toll-free: 1.800.661.7441
Fax: 604.660.3312

Curriculum, Program, and Schedule Updates/Changes

The Art Institute programs are regularly under review, revision, and updating. This means from time to time, The Art Institute will make amendments and modifications to its programs in order to accommodate these revisions prior to or during a course of study for any program it offers. For example, these amendments could include changes in content and curricular updating, changes in course titles, changes in course materials, textbooks, class schedules, sequencing, campus location for delivery, delivery method, or changes in expected completion date. Changes are effective when made.

Student Acknowledgement (Diploma and Degree programs)

1. I have read (either in the hard copy or on The Art Institute of Vancouver website) the program description(s), Student Handbook including policies on student conduct, admissions, attendance, withdrawal and termination of studies, refunds, and the dispute resolution policy.

2. I have successfully completed grade 12 at a Canadian high school or equivalent or; am a mature student of not less than 19 years of age as of the start date of the program, and I have accurately represented my education, age, and other information to The Art Institute.

3. I understand my continued enrollment is conditional on my adherence to The Art Institute policies including student conduct, attendance, academic progress, and payment schedules.

4. I understand The Art Institute reserves the right to cancel this Enrollment Agreement if The Art Institute Admissions Committee determines I do not meet the admission requirements, in particular,(i) if I have not demonstrated sufficient academic potential as determined through entrance testing, evaluation of transcript reports or any other academic evaluation deemed appropriate for the program selected, and/or (ii) I do not meet all financial obligations related to enrollment and continuing enrollment, (iii) the class/program has been cancelled by The Art Institute.

5. I understand my financial obligations and that my account must be in good standing before The Art Institute will issue my certificate, diploma or transcripts.

6. I understand and agree this Enrollment Agreement becomes effective and binding upon the determination of The Art Institute's Admissions Committee that I meet the requirements for admission into the program to which I have enrolled. The admissions requirements cannot be waived by either myself or The Art Institute.

7. I understand The Art Institute programs require serious dedication to my studies, active and positive participation in the prescribed course activities, and significant individual accountability, professionalism and initiative.

8. I understand that The Art Institute is a multi-campus institution, and program delivery may involve my attendance at more than one The Art Institute campus or learning site location.

9. I understand that from time to time, The Art Institute may open additional campus locations, learning sites, or move to new facility locations. This may happen during my course of study. Therefore, I agree that the location of my classes may include, or be changed to, new AiV campus locations and facilities other than the locations currently listed on this agreement. I understand PCTIA will be advised and approve any new AiV locations.

General Terms

1. This Agreement is subject to the British Columbia Private Career Training Institution Act and regulations.

2. The student shall pay or have paid on their behalf applicable The Art Institute program costs and fees under this Agreement by 30 days prior to quarter start.

3. Refunds to students for tuition paid to The Art Institute under this Agreement shall be made in accordance with the Refund Policy set out in this document.

4. The Art Institute reserves the right to cancel or delay the start of any program where, in the opinion of The Art Institute, there are not sufficient numbers of students to warrant proceeding or continuing.

5. Students who have entered into an agreement for a program that The Art Institute has cancelled, may elect to transfer their application to another program or quarter where space is available or receive a refund of monies paid under this Agreement.

6. The Art Institute agrees to deliver the program of study indicated in this agreement including the equipped facilities and instructors to deliver the course of study for the prescribed duration.

7. The Art Institute shall provide the required transcript and the appropriate credentials to students who successfully complete their course of study, satisfy the requirements for graduation and have an account/payment plan in good standing with The Art Institute.

8. The student shall abide by the general regulations including, but not limited to, student conduct, academic honesty, attendance, care of equipment, facilities, and related policies of The Art Institute and as set forth in the The Art Institute Student Handbook.

9. The student shall pay the prescribed tuition as set forth in this Agreement and payment/schedule plan (if any) including other related fees as prescribed by this Agreement.

10. Overdue and unpaid accounts will be charged interest at a rate of 12% per annum.

11. The student shall not copy any software in use or developed during the program of studies by The Art Institute, and agrees that any unauthorized use by him/her of such software infringes Canadian, U.S., and international patent laws, copyright laws, and laws of industrial and intellectual property rights of third parties. The student further agrees to indemnify The Art Institute for any suit brought against The Art Institute based on a claim resulting from the student's alleged wrongdoing. Such unauthorized use infringes such aforementioned laws, even where based upon use in combination with other software.

12. The student agrees to respect The Art Institute's copyright and respect confidentiality regarding information about The Art Institute's business and programs which the student may acquire during his/her program of studies, and in particular, but not so as to limit generality of the foregoing, with respect to the use of courseware, learning methodologies, and program content.

13. The Art Institute is not liable for delays in class schedules due to acts of God or circumstances beyond its control. In the event of temporary loss of service, The Art Institute shall use prudent and reasonable efforts to restore services as soon as practicable and reschedule lost class time.

Disclosures and Notices

1. Completion of The Art Institute programs does not guarantee employment or any particular level of compensation. Actual employment will be dependent upon overall student background and quality of the application, presentation, initiative, and available employment opportunities at the time.

2. A copy of the Enrollment Agreement shall be provided to the student at the time the student signs the Agreement.

3. The student's name and personal identification information, the name of the program of study, and the amount of tuition paid must be forwarded to the Private Career Training Completion Fund. This information is collected by PCTIA under Section 26 of the Freedom of Information and Protection of Privacy Act. For more information about this collection and use of this information, visit the Agency's website at www.pctia.bc.ca.

4. Financial assistance may be available to qualifying students through either public or private student assistance sources. The Art Institute makes no representations whatsoever about the eligibility of the student for student aid. In the event student assistance is provided to a student, the student recognizes he/she is solely responsible, (not the Government of Canada, the Provincial Assistance Program, or The Art Institute) to ensure repayment of the loan is in accordance with the terms of her/his loan/student assistance agreements.

5. The Art Institute complies with applicable privacy laws. The Art Institute collects, uses, and retains individual student information for use including assessing student applications, student aid, student accounts, maintaining student academic records, placement tracking, program reviews, and to meet regulatory requirements. The Art Institute may use student information to communicate with students including to provide students, applicants or graduates with information about The Art Institute activities or additional program opportunities at The Art Institute or its affiliates. Students may request removal from the The Art Institute mailing list(s) by writing the Senior Director of Admissions or the Registrar.

Tuition Refund Policy

The Art Institute tuition refund policy is no less generous than the PCTIA refund policy. Refunds will be made within 30 calendar days after the applicant's/student's written request or within 30 calendar days after his/her first scheduled class day.

Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable Application and Assessment Fee. Where total fees have not yet been collected, The Art Institute 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. The The Art Institute tuition refund policy is as follows:

1. Refunds Before the Quarter Starts:

- If the applicant is not approved for admission by The Art Institute of Vancouver, the applicant will receive a refund of all tuition and other fees paid less any non-refundable fees.
- If the applicant is approved and cancels the Enrollment Agreement in writing before the quarter of the program/course start date, the applicant will receive a refund of all tuition and other fees paid less any non-refundable fees.

Before Quarter Start Refund Example

A student enrolls in a Continuing Education course such as the Fundamentals Skills for Aspiring Chefs course and pays the tuition of \$695. If the student cancels the Enrollment Agreement in writing before the first day of class, the students receives a full refund, including the cost of the starting kit, if it is returned in good condition.

2. Refunds After the Quarter Starts:

- If written notice of withdrawal is received by The Art Institute or a student is dismissed, within 10% of the quarter of study's duration, The Art Institute will retain 30% of the total tuition due under the contract for that quarter of study.
- Subject to subsection 2(a), if written notice of withdrawal is received by The Art Institute or a student is dismissed after 10% and before 30% of the quarter of study's duration, The Art Institute will retain 50% of the total tuition due under the contract for that quarter of study.
- If a student withdraws or is dismissed after 30% of the quarter of study's duration, The Art Institute will retain 100% of the tuition due under the contract for the quarter of study.
- In addition to the tuition fee refund proscribed under this section, the applicant/student will receive a refund of starting kit fees paid provided the kit has not been received by the student or the kit is returned to The Art Institute unopened and within 20 days of the student's last day of class attendance. The Student Quarterly Fee is non-refundable as of the first day of the quarter start. That is to say, if the student fails to cancel/withdraw their Enrollment Agreement by providing notice in writing to The Art Institute before the first day of class of the quarter the Student Quarterly Fee is non-refundable.

After the Quarter Start Refund Example

A student enrolls in a Continuing Education course such as the Fundamentals Skills for Aspiring Chefs course and pays the tuition of \$695. If the student withdraws from the program after one week, the students receives a refund of the tuition minus 50%. The refund amount would be \$347.50.

3. Other Refund Policy Requirements:

- Where The Art Institute provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, The Art Institute may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within (14) calendar days.
- Tuition refunds owing to students shall be paid within thirty (30) days of The Art Institute receiving written notification of withdrawal, or within thirty (30) days of The Art Institute's written notice of dismissal.
- 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 specified in Part IV. 4 (b) of the PCTIA Bylaws.
- Where a student's tuition has been paid in part or in whole by a recognized student aid program, The Art Institute may be required to refund the funding party before any refund is payable to the student.

External Dispute Limitation and Arbitration

You, the student, and The Art Institute agree that any dispute or claim between you and The Art Institute (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this Enrollment Agreement or, absent of such Agreement, your enrollment or attendance at The Art Institute, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or The Art Institute's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. You further agree that you may only pursue arbitration after exhausting informal efforts and the internal dispute resolution processes including those set out in the The Art Institute Student Handbook. Nothing in this Agreement prevents the student and The Art Institute by mutual agreement, proceeding with mediation or other alternative dispute resolution process on agreed terms.

The arbitration shall follow the standards and rules of procedure as set out in the British Columbia Commercial Arbitration Act. If The Art Institute intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with The Art Institute, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, The Art Institute will select one.

The Art Institute agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court. If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, The Art Institute reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

If either you or The Art Institute chooses arbitration, or instead agree to a third party mediation on agreed terms, neither party will have the right to a jury trial, to engage in discovery, except as provided in the applicable arbitration rules, or otherwise to litigate the dispute or claim in any court (other than in small claims or similar court, as set forth in the preceding paragraph, or in an action to enforce the arbitrator's award). Further, you will not have the right to participate as a representative or member of any class of claimants pertaining to any claim subject to arbitration. The arbitrator's decision will be final and binding. Other rights that you or The Art Institute would have in court also may not be available in arbitration. Any claim of any liability or loss whatsoever on behalf of the student in every circumstance is limited to an amount no greater than the total amount of tuition paid by the student to The Art Institute and that would be refundable under the tuition refund policy and no other loss of any kind whatsoever. The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the city of Vancouver. Upon your written request, The Art Institute will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim.

Each party will bear the expense of its own legal counsel, experts, and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and legal counsel, expert and witness fees), to the extent such fees and expenses could be imposed by the British Columbia Commercial Arbitration Act and consistent with the civil procedures rules of the Province of British Columbia as applicable. This arbitration provision shall survive the termination of your relationship with The Art Institute.

Other Important Information

1. Student Assistance and Minimum Course Load (For Information Purposes)

While The Art Institute is not responsible for changes in StudentAid BC policies, it is helpful for students to be aware that as of the date of the printing of this agreement, StudentAid BC requires that all students on full-time student assistance maintain a minimum course load of 60% of a full course load of the program for the duration of their study period. In the case of students with a documented disability, the requirement, subject to the approval of StudentAid BC, is to maintain a course load of not less than 40% of a full program course load for the duration of their study period. Students who fail to maintain a full-time course load as defined by StudentAid BC are deemed to be withdrawn for the purposes of StudentAid BC eligibility for full-time student assistance.

In addition, students are required to maintain good attendance in order to remain in good standing with StudentAid BC and The Art Institute's attendance policy. Please review The Art Institute attendance policies found in the Student Handbook including the policy that a student who is absent for four (4) or more cumulative classes in a course will be withdrawn from the course seven (7) calendar days after having missed the last class unless the student has successfully appealed their dismissal following the process set out in the Student Handbook. In any case where a student has missed 10 or more consecutive instructional days of study, or 20% of the program or they can no longer complete their program by the end of the study period, the student is deemed withdrawn and if the student is on student assistance, Student Aid BC is notified of the withdrawal. The Art Institute reports to StudentAid BC all students on StudentAid BC and who have been withdrawn or dismissed for any reason. Subject to StudentAid BC policy in effect at the time of the withdrawal, students who are deemed withdrawn/dismissed may be required to refund StudentAid BC, including the possibility of pro-rating of student assistance up to the date of the withdrawal/dismissal. Changes in course loads may have serious student assistance implications to the student. Students must consult The Art Institute financial planner before the student changes the course load originally planned when they entered into this Enrollment Agreement.

2. Program Types

Continuing Education programs are short non-credit training programming. These programs generally do not have occupational outcome and may range from hobby courses to professional upgrading. Students in these programs do not access The Art Institute Career Services as part of their program.

Certificate Programming is programming with career training outcomes, and generally of a more limited scope than Diploma programs. Certificate programs do have occupational outcomes, but do not access The Art Institute Career Services as part of their program.

Diploma Programming is a type of career training, which generally is more advanced than Certificate programs. Students in Diploma programs have access to The Art Institute Career Services as part of their program.

3. Language of Instruction and Method of Delivery

The language of instruction at The Art Institute of Vancouver is English. All applicants, regardless of immigrant or nonimmigrant status, must demonstrate proficiency in the English language prior to admittance. Please refer to the current Academic Calendar for English proficiency requirements.

All programs of study at The Art Institute of Vancouver are primarily delivered on-site at learning sites operated by The Art Institute of Vancouver. Some individual courses within these programs

are also available to students as online courses through the Internet.

4. Attending Classes at other The Art Institute Locations

Students may be scheduled to attend classes at another The Art Institute location other than their primary location of enrollment.

Appendix A

BC Private Career Training Institutions Agency Statement

Overview

All private institutions that provide career training programs to students of more than 40 hours in duration and over \$1000/tuition 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:
300 – 5172 Kingsway, Burnaby B.C. V5H 2E8
Tel. (604) 660-4400 or 1-800-661-7441
Fax. (604) 660-4400
<http://pctia.bc.ca>
info@pctia.bc.ca

Important Information

Before you begin studies at a registered institution you must sign a student enrolment contract. The institution is required to provide you with a signed copy of your enrolment contract and to maintain a copy in your student file. Under the Personal Information Protection Act, you are entitled to access your student file. Further information about storage and access to your student file is contained in the institution's Privacy Policy.

Before you sign an enrolment contract, there is important information you need to know:

Required Information

The institution must provide you with written copies of its: Dispute Resolution / Grade Appeal Policy, Dismissal Policy, Admissions Policy, Privacy Policy, Attendance Policy, and Tuition Refund Policy, plus a copy of the Program Outline for the program you are taking. Ensure you have understood this information before you sign an enrolment contract.

Your enrolment contract must include the institution's tuition and fee refund policy which sets out the amount of tuition that will be retained in the event you withdraw or are dismissed from the program. The institution's tuition and fee refund policy must comply with the minimum requirements established by PCTIA's Bylaws, as set out below:

Refunds in Cases of Withdrawal or Dismissal

- Refund Policy
 - All institutions must have a refund policy which is described, in full, on the student enrolment contract. The minimum policies acceptable to the Agency appear below. Institutions are free to adopt a policy that is more generous to the student.
 - Written Notice
 - A written notice of withdrawal or dismissal must be provided:
 - By a student to the institution when the student withdraws, or
 - By the institution to the student where the institution dismisses a student.
 - Refund Entitlement
 - Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable application or registration fee. Where total 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.
- 1) Refund policy for students:
- Refunds before the program of study begins:
 - If written notice of withdrawal is received by the institution less than 7 calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract or \$250.00.
 - Subject to subsection 24. 11) a) i), if written notice of withdrawal is received by the institution 30 calendar days or more before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract, or \$750.00.
 - Subject to subsection 24.11)a) i), if written notice of withdrawal is received by the institution less than 30 calendar days before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 20% of the total tuition and fees due under the contract, or \$1000.00.
 - Refunds after the program of study starts:
 - 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 and fees due under the contract.
 - 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 and fees due under the contract.
 - If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

Your student enrolment contract must include a copy of the B.C. Private Career Training Institutions Agency Statement (Appendix "A") and an Authorization for Indirect Collection of Personal Information (Appendix "B").

Prohibitions:

- The institution is prohibited from guaranteeing a student or prospective student employment, income, or eligibility for a work permit;
- Program admission requirements for your program of study cannot be waived;

Appendix B

Authorization for Indirect Collection of Personal Information

In order to comply with its mandate of establishing quality standards and providing consumer protection, the Private Career Training Institutions Agency (PCTIA) may collect and use personal information about students enrolled in private career training institutions in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act.

I hereby authorize The Art Institute of Vancouver to provide my name, contact information, personal identification information, details about my program of study, and amount of fees and tuition paid, directly to PCTIA for the purpose of:

- Advising me of my rights under the Private Career Training Institutions Act, Regulation or PCTIA Bylaws,
- Administering the Student Training Completion Fund and / or
- Establishing and monitoring PCTIA standards for career training institutions.

The personal information on this form consisting of the student name, date of birth, gender, and postal code of the last known permanent address may be used to verify or assign a British Columbia Personal Education Number (PEN) to students. The main use of the PEN is to measure participation of the population in the post-secondary sector and for program research or evaluation.

Other uses of personal information may include purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, or other regulatory requirements. For research purposes, any information disclosed will be in a non-identifiable form.

I understand that I may withdraw my consent to the release of personal information by informing the institution in writing.

Upon completion of the program of study or other termination from the program, my academic record consisting of my transcript and diploma if issued, and this contract, will be stored for the purpose of maintaining an academic record archive in accordance with the PCTIA Bylaws.

By signing below, the student acknowledges having read the information under the heading "Appendix A" and "Appendix B" contained herein prior to executing this enrollment agreement.

_____	_____
Student Signature	Date