

STUDENT INFORMATION		STUDENT #:	
Legal Surname	Legal First Name	Middle Names	
Address		City	Postal Code
Email		Surrey School District Employee <input type="checkbox"/> No <input type="checkbox"/> Yes #	
Home Phone	Cell Phone	Date of birth (YYYY/MM/DD)	
Emergency Contact Name & Phone Number			
How did you hear about our program?			
PROGRAMS AND FEES - All fees are in Canadian dollars		Start Date: _____	
	<input type="checkbox"/> Education Assistant <input type="checkbox"/> Days	<input type="checkbox"/> School Office Clerk Certificate	
Application Fee	\$ 90.00	\$ 90.00	
Tuition Fee	\$ 5500.00	\$ 1400.00	
Textbook Fee	\$ 0.00	\$ 0.00	
Materials and Supplies	\$ 0.00	\$ 0.00	
Total Payable:	\$ 5590.00	\$1490.00	
	<ul style="list-style-type: none"> Signed Surrey College application form and \$90 non-refundable application fee Proof of citizenship or PR Must be 18 years of age English 12 with min 67% or Comm 12 with a min 86% OR approved alternative Secondary/High school completion or equivalent 2 reference letters Handwritten introduction letter Police Information Check with vulnerable sector screening Experience Form w/min 80 hours within past year Photo ID Facilitated conversation with College representative 	<ul style="list-style-type: none"> Signed Surrey College application form and \$90 non-refundable application fee Proof of citizenship or PR Must be 18 English 12 with min 67% or Comm 12 with min 86% OR approved alternative Secondary/High school completion or equivalent 2 reference letters Handwritten introduction letter Police Information Check with vulnerable sector screening Typing speed of 40 WPM Photo ID Facilitated conversation with College representative 	

The institution must not accept pre-payment from a student for more than 12 months' tuition at any one time.

Funded by (complete if being funded by an agency such as WorkBC): _____

Payment Due Date:

- Tuition is due prior to program (class) commencement.
- Students must pay all fee increases
- The student acknowledges and agrees to pay the fees indicated above within the terms of this enrolment contract.
- Fees payable are subject to the terms and provisions of the tuition refund policy.

Refund Policy: Defines the maximum amount of tuition which may be retained by the institution in case of withdrawal or dismissal from the program.

This contract contains a release of information which authorizes the institution to collect certain items of personal information about a student for purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, archiving of student records, or other requirements.

Employment cannot be guaranteed for any student who successfully completes a career training program offered by the institution.

All sections of this contract must be completed & the contract must be signed and a copy given to the student upon acceptance.

The signed contract must be kept in the student's file at the institution. Upon completion of the program of study or after withdrawal or dismissal from the program, an electronic copy of this contract along with the student transcript, certificate, or diploma, must be stored off-site for a period of 55 years.

Tuition Refund Policy

1. Surrey Community College has the right to retain the non-refundable registration fee should you fail to start the program on the pre-arranged date.
2. 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.
3. 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.
4. The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
5. 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.
6. 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.
7. **Refunds before the program of study starts:**
 - a) If written notice of withdrawal is received by Surrey Community College 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.
 - b) If written notice of withdrawal is received by Surrey Community College 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.
 - c) Subject to section 7a, if written notice of withdrawal is received by Surrey Community College 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.
8. **Refunds after the program of study starts:**
 - a) If written notice of withdrawal is received by Surrey Community College, or a student is dismissed within 10% of the program of study's duration, the institution may retain 30% of the total fees due under the contract.
 - b) Subject to subsection (8)(a), if written notice of withdrawal is received by Surrey Community College, or a student is dismissed within 30% of the program of study's duration the institution may retain 50% of the total fees due under the contract.
 - c) If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is given.
9. **Other Refund Policy Requirements**
 - a) Where a student is deemed not to have met the institutional and/or program specific minimum requirements for admission, the institution must refund all fees paid under the contract, less the applicable non-refundable application or registration fee.
 - b) Where an institution provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the institution 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 fourteen (14) calendar days.
 - c) Refunds owing to students must be paid within thirty (30) calendar days of the institution receiving written notification of withdrawal and all required supporting documentation, or within thirty (30) calendar days of an institution's written notice of dismissal.

RELEASE OF PERSONAL INFORMATION

- 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. The Student's personal information collected by the institution will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student expressly consents otherwise.
- Other uses of personal information may include purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, or other requirements.
- For research purposes, any information disclosed will be in a non-identifiable form.
- We also advise you that upon completion of your program of study or other termination from the program, your academic record consisting of your copies of transcript and diploma if issued, and this contract, will be stored for the purpose of maintaining an academic record archive on an electronic system.
- I hereby consent to the sharing of my enrolment and / or reporting information between Surrey Community College and Citizenship and Immigration Canada, as necessary for the purposes of the International Student Program, in accordance with applicable provincial privacy legislation.

STUDENT DECLARATION

I certify that I have read, understood, and agree to the terms and conditions of this enrolment contract, and that I have received a signed copy of this contract. I have read and understood Surrey Community College Policy. I certify the information provided by me on this form is true and accurate and that I am 19 years of age or older. *(If under the age of 19, a parent or legal guardian must sign the contract.) I confirm that I have met all of the entrance requirements for the program.*

PRINTED NAME

SIGNATURE of STUDENT or PARENT/LEGAL GUARDIAN

DATE

INSTITUTION DECLARATION

The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.

NAME OF ADMISSION OFFICER, REGISTRAR, AGENT, or SCHOOL OFFICIAL

SIGNATURE

DATE