



PTIB Registration Number: **702**

This institution is PTIB Designated:  Yes  No

**Pacific Design Academy Inc.** (Legal)  
**Pacific Design Academy** (Operating)  
 1252 Wharf Street  
 Victoria, BC / V8W 1T8  
 (p): 250-383-3631 / (f): 250-383-3632  
 registrar@pacificdesignacademy.com

## PART-TIME STUDENT CONTRACT

### 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			
Date of Birth:				Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
	Y	Y	Y				
		M	M				
			D				

### PROGRAM INFORMATION

Program Name (as registered with PTIB)			
Program Duration in Hours	Program Duration in weeks (or portion thereof)	Program Start Date	Program End Date

### PROGRAM COSTS

Program Costs in Canadian Dollars (\$CDN):	Amount
• Tuition	\$
Other (please specify):	\$
<b>TOTAL PROGRAM COSTS</b>	<b>\$</b>

## PAYMENT PLAN

***(All terms and conditions of payment must be included here, including discounts, bursaries and deferred payment arrangements and all charges for late/insufficient payment)***

Program Costs will be paid by way of:

Credit Card       Cheque/Money Order       Debit       Cash       Other  \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Payment Amount(s)

Date(s) Due:

## REFUND POLICY

Refund Policy:

Refunds in Cases of Withdrawal or Dismissal

1. Written Notice

a) To initiate a refund, written notice must be provided, and is effective date of delivery:

- (i) By a student to the institution when the student withdraws, or
- (ii) By the institution to the student where the institution dismisses a student.

2. Refund Entitlement

a) 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.

3. Refund policy for students:

a) Refunds before the program of study begins:

If written notice of withdrawal is received by the institution before the program of study starts a full refund of tuition is due.

b) Refunds after the program of study starts:

- (i) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the period of instruction specified in the contract, the institution may retain 30% of the total fees due under the contract.
- (ii) 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, the institution may retain 50% of the total fees due under the contract.
- (iii) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract, no refund is required.

4. 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.

d) 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 by the PTIB Bylaws.

