



pacific design academy

design

YOUR FUTURE

## APPLICATION FORM

Institution's PCTIA Registration Number: 702

1252 Wharf Street Victoria, BC V8W 1T8

Telephone: (250) 383 - 3631

Fax: (250) 383 - 3632

[registrar@pacificdesignacademy.com](mailto:registrar@pacificdesignacademy.com)

## Admission Requirements

The minimum admission requirements at Pacific Design Academy are completion of Grade 12 (or mature student status) and the following documents are required and cannot be waived:

- A completed Pacific Design Academy application form
- **Non-refundable application fee of \$200 (\$300 for international students)**
- Proof of education (transcript, diploma, letter of recognition, etc)
- Copy of a valid photo ID or birth certificate
- Letter of intent which details your background and future goals in order to ensure the program meets your needs
- For ESL students if deemed necessary, a TOEFL score of at least 52 or an IELTS score of at least 4.
- Students under the age of 19 require their parent or guardian's signature.

Prior to accepting any student with a profound disability, the school will require the student to provide proof of funding (private or public) for accommodating the students disability for the duration of the program.

## Personal Information (please attach copy of identification) (PLEASE PRINT IN BOLD CLEAR LETTERS)

|                                                                                                                        |  |                                                                                                                  |      |                                                                         |               |
|------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------|---------------|
| Last Name                                                                                                              |  | First Name                                                                                                       |      | Middle Initial                                                          | Email Address |
| Social Insurance Number                                                                                                |  | Citizenship<br><input type="checkbox"/> Canadian <input type="checkbox"/> Landed Immigrant or Permanent Resident |      | Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female |               |
|                                                                                                                        |  |                                                                                                                  |      | Date of Birth<br>DD / MM / YYYY                                         |               |
| Mailing Address<br>Street Address                                                                                      |  | Apt/Unit #                                                                                                       | City | Province                                                                | Postal Code   |
| Telephone Number<br>( ) -                                                                                              |  | Emergency Contact                                                                                                |      | Emergency Telephone Number<br>( ) -                                     |               |
| Do you have any allergies, medical conditions or special needs that require accommodations?<br>If yes, please explain: |  |                                                                                                                  |      | <input type="checkbox"/> yes <input type="checkbox"/> no                |               |

## Educational Background

|                                      |                  |                    |  |                                                                                                                                                                                                 |
|--------------------------------------|------------------|--------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Last Secondary School Attended       |                  | Last Year Attended |  | Specify Any Degrees, Diplomas and/or Certificates<br><br>Completed?<br><input type="checkbox"/> yes <input type="checkbox"/> no<br><br><input type="checkbox"/> yes <input type="checkbox"/> no |
| Post-Secondary Institutions Attended | Year(s) Attended | Area of Study      |  |                                                                                                                                                                                                 |
|                                      |                  |                    |  |                                                                                                                                                                                                 |

## PCTIA: Mandates & Regulations

The Private Career Training Institutions Agency (PCTIA) is a provincially-run regulatory agency that oversees all private post-secondary institutions in British Columbia. PCTIA provides consumer protection by managing the Student Training Completion Fund (STCF) which provides tuition refund protection in the case of institutional closure. Registration of the institution and its programs is provided by PCTIA and is mandatory for institutions providing training or instruction in programs which exceed \$1,000 in tuition and 40 hours in duration.

Information about PCTIA may be found on the web at <http://pctia.bc.ca> including a list of all registered institutions and their approved programs. For further information about the Agency, students may contact PCTIA at:

300 – 5172 Kingsway  
Burnaby, BC V5H 2E8  
Telephone: (604) 660-4400  
Fax: (604) 660-3312  
Toll Free: 1-800-661-7441  
Website: <http://pctia.bc.ca>  
Email: [info@pctia.bc.ca](mailto:info@pctia.bc.ca)

**This application contains a refund policy** which defines the maximum amount of tuition which may be retained by the institution in case of withdrawal or dismissal from the program.

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

All sections of this application must be completed and a signed copy will 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 application along with the student's transcript, certificate, or diploma must be stored off-site for a period of 55 years.

Initial \_\_\_\_\_

## Tuition & Lab Fees Information

All fees payable in Canadian funds. Application fees must be submitted with application (see Admission Requirements for more information)

| First Year (3 terms)          |          |                  | Second Year (3 terms)         |          |         | Total Tuition | Total Lab Fees |
|-------------------------------|----------|------------------|-------------------------------|----------|---------|---------------|----------------|
| Program Name                  | Tuition  | Lab Fee          | Program Name                  | Tuition  | Lab Fee |               |                |
| Interior Architectural Design | \$10,950 | \$600            | Interior Architectural Design | \$10,950 | \$1,000 | \$21,900      | \$2,000        |
| Graphic Media Design          | \$11,950 | \$1,000          | Graphic Media Design          | \$11,950 | \$1,000 | \$23,900      | \$2,000        |
| Fashion Design                | \$10,950 | \$1,000          | Fashion Design                | \$10,950 | \$1,000 | \$21,900      | \$2,000        |
| Photography & Imaging         | \$11,950 | \$1,000/\$1,000* | Photography & Imaging         | \$11,950 | \$1,000 | \$23,900      | \$2,000        |
| App. & Web Development        | \$10,950 | \$1,000          | App. & Web Development        | \$10,950 | \$1,000 | \$23,880      | \$2,000        |
| Building Technology           | \$10,950 | \$1,000          |                               |          |         |               |                |
| Motion Picture Production     | \$15,260 | \$1,000/\$1,000* |                               |          |         |               |                |
| 3D Animation & FX- Online     | \$9,995  | \$0              |                               |          |         |               |                |
|                               |          |                  |                               |          |         |               |                |
|                               |          |                  |                               |          |         |               |                |

For 2-Year Students: Please note that for students who intend to take the second year of studies a \$200 deposit will be required by June 1 to guarantee a seat for the following year. The deposit will be applied towards the second year's tuition; however, it will be non-refundable for those students who have applied and wish to withdraw.

- \* MPP Students have an Equipment Fee of \$1000.
- \* Photography Students have an Equipment Fee of \$1000.

International Students - Add 20% to all tuition costs; payable in Canadian funds only.

## Additional Expenses (Fees NOT Payable to Pacific Design Academy)

| First Year (3 terms)          |                                       | Second Year (3 terms)              |                                       |
|-------------------------------|---------------------------------------|------------------------------------|---------------------------------------|
| Program Name                  | Additional Expenses, Supplies & Books | Program Name                       | Additional Expenses, Supplies & Books |
| Interior Architectural Design | \$1,500                               | Interior Architectural Design      | \$1,600                               |
| Graphic Media Design          | \$1,500                               | Graphic Media Design               | \$1,900                               |
| Fashion Design                | \$2,400                               | Fashion Design                     | \$2,400                               |
| Photography & Imaging         | \$4,400                               | Professional Photography & Imaging | \$4,400                               |
| App. & Web Development        | \$500                                 | Application & Web Development      | \$500                                 |
| Building Technology           | \$1,500                               |                                    |                                       |
| Motion Picture Production     | \$400/\$350*                          |                                    |                                       |
| 3D Animation & FX - Online    | \$0                                   |                                    |                                       |

### Supplies

Materials and supply costs are the responsibility of the student and are estimations. All books and supplies may be purchased from sources other than the school; please speak with your instructor to locate these materials (supply lists will be distributed on the first day of classes).

\*MPP Students are required to take WHIMS, Set Orientation & Traffic Control \$350.

Graphic Design (Yr2) and App+Web Dev Students are expected to have a laptop.  
3D Animation & FX- Online requires the Student to have a recent computer (approx \$1,500).

## Fees Payable to Pacific Design Academy

|                                      |           |
|--------------------------------------|-----------|
| TUITION FEE:                         | \$        |
| STUDENT SERVICES FEES:               | \$ 100.00 |
| LAB AND PRINTING FEES:               | \$        |
| OTHER FEES:                          | \$        |
|                                      | \$        |
| STUDENT RECORD ARCHIVING FEE:        | \$ 4.00   |
| TOTAL FEES OWED UNDER THIS CONTRACT: | \$        |

## Program Information

|                                                        |                                                                                    |                                                                                                          |
|--------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Program Title:                                         | <input type="checkbox"/> 1 Year Program<br><input type="checkbox"/> 2 Year Program |                                                                                                          |
| Start Date (mm/yyyy):                                  | End Date (mm/yyyy):                                                                |                                                                                                          |
| Total Program Cost (see 'Tuition & Fees Information'): | Credential of Program: <input type="checkbox"/> Diploma                            | <input type="checkbox"/> Certificate<br><small>*for completion of one year of a two year program</small> |

## Tuition Payment Options

Full Payment - Payable, each year, three (3) weeks prior to the start date of the program.

Student Loan - 60% of total tuition fees is deducted from the first disbursement, and 40% will be allocated over the remainder of the year. Students are encouraged to submit proof of assessment documentation to the registrar as soon as possible.

Post-Dated Cheques - 2 post-dated cheques necessary: the first is due three (3) weeks prior to the commencement of the first term; the second is due three weeks prior to the commencement of the second term.

Initial \_\_\_\_\_

## Registration and Refund Information

Students are accepted on a *space being available* basis. To ensure registration students should apply well in advance of the program's start date. PDA reserves the right to merge or cancel, any class or program in the event of insufficient enrolment.

**Tuition Tax Receipts:** As per Revenue Canada Regulations, Pacific Design Academy issues T2022 tax receipts for each calendar year attended.

**Financial Aid:** PDA will, when requested, provide assistance to those students arranging financial aid packages. Students in our diploma programs may be eligible for assistance under Canada Student Loans (forms are available online and at the Admissions Office) or through sponsorship (Workers' Compensation, Social Services or Employment Canada). Please contact the school or refer to the Pacific Design Academy brochure for additional details.

### Refund Policy:

#### Refunds in Cases of Withdrawal or Dismissal

1. Written Notice
  - a) To initiate a refund, written notice must be provided:
    - (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 specific to Part IV I. 4(b) of the PCTIA Bylaws

## Payment Schedule

|                 |                   |
|-----------------|-------------------|
| Due Date: _____ | Amount Due: _____ |
| Due Date: _____ | Amount Due: _____ |

## Student Declaration

I hereby certify that I have read, understood and agree to the terms and conditions of this application form. The information provided by me on this form is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian has also signed this application.

\* Please note that Pacific Design Academy requires students to sign a contract prior to accepting tuition payments.

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Signature of Parent/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the Student Handbook: \_\_\_\_\_  
Initial

How did you hear about us:

Friend/Family  Signage  Website  Career Fair  Other: \_\_\_\_\_

### FOR OFFICE USE ONLY

Application Fee Enclosed:  YES  NO DATE: \_\_\_\_\_

Payment Method:  Cheque/Money Order  Debit Card  Visa  MC  Other: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Authorized By: \_\_\_\_\_