



907687 ONTARIO INC.
INTERNATIONAL INSTITUTE OF TRAVEL
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TORONTO No. _____

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 International Institute of Travel as of _____ for the following:
(Date)

Name of Student Mr. Miss
Mrs. Ms. _____

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 _____

City _____ Province _____ Postal Code _____

Country _____

Phone _____ Email Address _____

International Student Yes No

Language of Instruction English Other _____

Class Schedule _____

Admission Requirements

- Have an Ontario Secondary School Diploma or equivalent; or
- Mature Student Test

Fees

Tuition fees _____ Books _____ TOTAL CAN\$ _____

Optional (exam re-write fees: \$75.00) Optional (Re-issue of Diploma/Certificate Fee: \$150.00)

Optional (Re-issue of Transcripts: \$80.00)

The undersigned has contracted him/herself for the above mentioned course and has taken notice of the conditions of payment and cancellation mentioned in the handout.

Applicants Signature _____ Date: _____ City: _____

For Office Use Only

The International Institute of Travel has registered the student for the above mentioned course. The Institute will keep the student informed regularly of his/her progress and supply a diploma/certificate after successful completion of the course

International Institute of Travel

Signature _____ Date: _____ City: _____

REFUND POLICY

Fee Refund Policy as Prescribed under s. 25 to 33 of O.Reg. 415/06

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 The contract is rescinded by a person within two days of receiving a copy of the contract in accordance with section 36 of the Act.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.

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,