



Private Training Institutions Branch

May 1, 2023

Sent by email: angie.chung@ilac.com, angela@ilac.com

Angie Chung
ILAC Canadian Tourism College
950 - 1111 Melville Street
Vancouver, BC V6E 3V6

ID-00304

Dear Angie Chung:

Re: Issuance of Designation Certificate

The Private Training Institutions Branch [PTIB] has issued a designation certificate for the following location:

- 200-1111 Melville Street
Vancouver, BC V6E 3V6

The expiry date of the certificate is: April 30, 2024

Certificate

Your designation certificate is included here as an attachment.

Certificates must be printed and posted in a prominent place at the location for which they have been issued and on your institution’s website. Certificates must remain posted until expiry, surrender or cancellation.

Fees

Fees and payments to the Student Tuition Protection Fund for the term of your certificate were assessed based on the following factors:

| | |
|--|------------------|
| Category assigned | 2 |
| Number of years certified | 11 or more years |
| Type of certificate | Designation |
| Tuition revenue from approved programs | \$1,046,573.00 |
| Institution Class (if applicable) | Not Applicable |

Please expect an invoice for fees and payments to the Student Tuition Protection Fund within 2 weeks.

Category Assignment

An institution's category is a factor in determining fees and payments to the Student Tuition Protection Fund, frequency of inspections, financial reporting requirements and whether security is required to issue a certificate.

Your institution has been assigned to category 2. An explanation of your category assignment is attached.

Category assessment is discussed in Chapter 6 of the [PTA Policy Manual](#).

Conditions on Certificate

The registrar may attach conditions to your certificate for the purposes of consumer protection and quality assurance.

The following condition is attached to your certificate:

1. If the institution is appointed to offer a comparable program, the institution may not charge tuition to students enrolled in the comparable program other than tuition owing to the closed institution, as confirmed by the registrar.

You must comply with the condition listed above. Once a condition is no longer required, it may be removed by the registrar.

Changes

Certain changes require notification to or the consent of the registrar. These are discussed in Chapter 3 of the [PTA Policy Manual](#). Please make sure you are familiar with these requirements before making any changes at your institution.

Inspections

Within approximately 12 months we will conduct an in-depth inspection, called a designation review. We will schedule an orientation meeting to review the designation review process, including timelines and expectations. After the orientation meeting, you will be required to complete a self-assessment and submit specific records.

The fee for the designation review is \$1,500 plus \$1,750 per inspector for the first day and \$750 per inspector for any subsequent days. We will provide, in advance, an estimate of the fee, based on the number and types of programs you offer.

Following the designation review, we will provide a copy of our inspection report and you will have an opportunity to respond.

Subsequent designation reviews will be conducted at least once every seven years.

Re-certification

Application for Re-certification

Certificates are not renewed automatically. Your certificate expiry date is: **April 30, 2024**

If you wish to continue to be certified, you must apply for re-certification by **February 29, 2024**.

Delays Due to Incomplete Application for Re-certification

If an institution submits an application for re-certification 60 days before the expiry date included in its current certificate, but does not provide its financial statements or student data report in the required format, the institution's current certificate will remain valid until the registrar issues a new certificate or the institution receives the registrar's decision refusing to issue a certificate.

Should the registrar issue a certificate after the expiry date of the current certificate, fees and payments to the Student Tuition Protection Fund will only be payable as a lump sum. The institution will not have the option of monthly payments.

***NEW** Requirement for a Certificate*

Effective September 1, 2022, an institution that has held a certificate for the last 2 years must have provided an approved program in at least one of those years. An institution that does not meet this requirement will not be issued a certificate.

Student Data Report

The student data report is now available in the PTIB Portal year-round for your convenience.

Although your institution's next student data report is not due until February 29, 2024 for the October 1 2022 to September 30, 2023, reporting period, we encourage you to update the report monthly to ensure any data errors are dealt with early on and to ensure the deadline is met.

When uploading a partial student data report in the PTIB Portal, please be sure to select 'Update student data only' as the purpose of your upload.

*Do not include student data with dates that fall after your reporting period end date (September 30, 2023) because any dates outside the reporting period will return errors.

If you notice discrepancies between the information in the report (Programs, Locations, and Program Locations) and the approved programs you offer, please contact PTI@gov.bc.ca.

NEW Institutions holding a designation or interim designation certificate must include the **Job title** when reporting employment outcomes for graduates of Class A programs. Institutions are no longer required to report employment outcomes for students graduating from Class B programs.

Appendix 15 of the [PTA Policy Manual](#) lists the information that must be submitted in the student data report.

Financial Statements

You must submit your Financial statements by: February 29, 2024.

Reporting requirements are based on your category assignment and tuition revenue earned in respect of approved programs as reported in your financial statements. Your Category Assignment is 2.

NEW Financial reporting requirements were recently updated.

Appendix 16 of the [PTA Policy Manual](#) lists financial statements reporting requirements.

For your reference, the *Private Training Act*, associated regulations and the Private Training Act Policy Manual are available on the PTIB's website at www.privatetraininginstitutions.gov.bc.ca.

Sincerely,



Monica Lust
Registrar and Executive Director

ML/ja

Attachments:

1. Designation Certificate
2. Category Assignment



Ministry of
Post-Secondary Education
and Future Skills

Designation Certificate

Legal name of Private Training Institution:

Canadian Tourism Business Schools Ltd.

Operating Name:

ILAC Canadian Tourism College

Location:

200 - 1111 Melville Street, Vancouver, BC V6E 3V6

Registrar
Private Training Institutions Branch of the
Ministry of Post-Secondary Education and
Future Skills



Date of issue:
May 1, 2023

Expiry date of certificate:
April 30, 2024



Category Assignment

Category 2

INSTITUTION SUMMARY

| | |
|--------------------------------------|-----------------|
| ILAC Canadian Tourism College | ID-00304 |
| Certificate Type | Designated |
| Institution Class | Not Applicable |

Under section 32 of the Fees and Student Tuition Protection Fund Regulation, the registrar will assign your institution a category based on the criteria listed below. The category is a factor in determining if you are required to provide financial security, the level of financial reporting required, fees and payments due to the Student Tuition Protection Fund, and the frequency of compliance visits. For all designated institutions, the registrar will assign a category based on the following framework:

| CATEGORY 1 | CATEGORY 2 | CATEGORY 3 |
|------------------------------|------------------------|------------------------------|
| 8 or more Category 1 ratings | 6-7 Category 1 ratings | 5 or less Category 1 ratings |

Automatic Category Assignment:

Some institutions, including those seeking certification for the first time, will be assigned automatically to a category, as shown in the table below.

| Description of institution | Automatic category assignment |
|---|-------------------------------|
| The institution has continuously held a certificate under the PTA or was registered under the PCTI Act for less than two years | Category 3 |
| The registrar has suspended any of the certificates issued to the institution, or the registration of the institution under the PCTI Act, within the past two years | Category 3 |
| The institution is in the Indigenous institution class (operated by a first nation and/or Indigenous societies/corporations) | Category 1 |



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ILAC Canadian Tourism College has been assessed as Category 2. Category ratings are based on the criteria shown in the table below. For the calculations for each criterion, see [Appendix 23](#). Your institution's assessment for each criterion is on the following page for the fiscal period ending September 30, 2022.

| Assessment Criteria | Category 1 | Category 2 | Category 3 |
|--|-------------------------------|----------------------------|----------------|
| Criteria for all institutions: | | | |
| 1. Student withdrawal ¹ | Less than 3% | 3% to 13% | More than 13% |
| 2. Compliance orders | 0 to 2 | 3 | More than 3 |
| 3. Administrative penalties | 0 | 1 | More than 1 |
| 4. Claims against the Fund | 0 | 2% or less | More than 2% |
| 5. Current ratio ¹ | More than 1.5 | 1 to 1.4 | Less than 1 |
| 6. Months of working capital ² | More than 1.5 | 1.25 to 1.5 | Less than 1.25 |
| 7. Change in revenue ² | More than -10% | -10% to -30% | Less than -30% |
| 8. Profit margin ² | More than 1% | 0% to 1% | Less than 0% |
| 9. True trust ² | More than 0 | 0 | Less than 0 |
| 10. Change of control | No change within last 2 years | Change within last 2 years | N/A |
| Additional criteria for institutions applying for or holding a designation certificate: | | | |
| 11. StudentAid BC support ² | 40% or less | 41% to 60% | More than 60% |
| 12. International student enrolment ¹ | Less than 50% | 50% to 69% | 70% or more |

¹ Financial information for this criterion will be taken from the most recent financial statement provided by the institution.

² Data for this criterion will be taken from Ministry of Post-Secondary Education and Future Skills data sources.



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ENROLMENT SUMMARY

| Int'l Enrolments in previous year | Total Enrolments in previous year | Student Withdrawal in previous year |
|--|-----------------------------------|-------------------------------------|
| 41 | 335 | 13 |
| Student Withdrawal | | 3.88% assessed as 2 |
| % of International Enrolment from same country | | 12.24% assessed as 1 |

COMPLIANCE SUMMARY

| | |
|--------------------------|---------------|
| Compliance Orders | Assessed as 1 |
| Administrative Penalties | Assessed as 1 |
| Claims Against the Fund | Assessed as 1 |

FINANCIAL SUMMARY

Per Most Recent Fiscal Year End

| Current Ratio | Working Capital | Change in Revenue | Profit Margin | True Trust |
|--------------------------|--------------------------|-----------------------------|-----------------------------|-----------------------------------|
| 1.01 assessed as 2 | 0.09 assessed as 3 | -45.58% assessed as 3 | -27.42% assessed as 3 | -\$291,011.00 assessed as 3 |

OTHER

| Change of Control | StudentAidBC Support |
|-------------------|---------------------------|
| Assessed as 1 | 7.16% assessed as 1 |

| | |
|--|----------------|
| Certified for less than 24 months | No |
| Certificate suspended in past 24 months | No |
| Institution is in the Indigenous institution class | Not Applicable |