

**Canadian Tourism College Program Application**

*All questions marked with an asterisk (\*) must be completed*

**Primary Lead Source**

\*How did you hear about us?

Please Specify:

**Personal Information**

\*Legal first name:

Legal middle name:

\*Legal last name:

\*Mailing address:

\*Phone:

\*Email:

\*Date of Birth:

\*Citizenship Status:

\*Of which country  
are you a Citizen?

\*Gender:

BC PEN:

**Emergency Contact**

\*Legal first name:

\*Legal last name:

\*Relationship:

\*Phone:

\*Email:

\*I agree to authorizing the College to contact the individual above for emergency purposes.

\*I agree to authorizing the College to release information to the individual above regarding my school progress and status.

### **International Students**

*Complete this section only if you are an International Student*

Do you have a study permit?

If you do not have a study permit, do you have a permit, visa, or other written authorization to study in Canada other than a study permit?

### **Voluntary Disclosure**

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis or Inuit?

If you answered "Yes", please indicate if you are:

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis?

## General Requirements

Students are requested to have one of the following pre-requisites to qualify for enrollment into a Canadian Tourism College Diploma or Certificate program:

*Grade 12 graduation from a Canadian High School or an equivalent level institution worldwide;*

*Successful completion of the Government Equivalency Diploma (G.E.D.);*

*Apply as a mature student, be over 19 years of age and successfully complete the Canadian Tourism College Entrance Exam with a passing grade of 65%*

If English is not the first language of the student, one of the following pre-requisites is required to be admitted into this program:

*IELTS score of 5.5 or higher or equivalent English language benchmark verified by the institution*

*TOEFL score of CBT 163, IBT 57 or equivalent verified by the institution*

*Level 5 ESL training from Vancouver International College or equivalent from another ESL school, or a minimum of 2 semesters full-time of non-ESL studies at an English speaking secondary or post-secondary institution*

*Canadian Tourism College onsite English Assessment with a score of 65%*

*Canadian Tourism College online English assessment with a score of 70%*

NOTE:

A Skype or telephone interview may be required.

In addition, Canadian Tourism College recommends the following personal attributes: enjoy working with people, have a positive attitude, be enthusiastic, be responsible, to be willing to learn and to be ready to take on new challenges and ideas.

Canadian citizenship or landed immigrant status is required. International students are required to possess a valid study visa for programs longer than 3 months and prior to the program start date. International Students are also required to have sufficient accident and medical insurance coverage to cover any injuries or illnesses that may occur during the educational term.

**Please confirm you have read and understood the program admission requirements**

## Program Information

\*Select Program:

\*Select start date:

\*Method of payment:

**\*I understand that enrollment into this program or any program at Canadian Tourism College does not guarantee employment. It is against Government regulations to guarantee employment.**

**Please note:**

Required course materials and technological resources not provided by the institution (if applicable): Participants are encouraged to have a computer running Windows 7 or better, with at least a 1 Ghz processor, 2 GB or RAM and have over 3 GB of available storage space. Language of instruction is English.

## **Refund Policy**

*Please carefully review the refund policy*

### Tuition & Fee Refund Policy

Canadian Tourism College's tuition & fee refund policy has been established in compliance with the Private Training Institutions Branch's (PTIB) establish policy. This policy is included as a mandatory requirement and found within all enrollment contracts for Canadian Tourism College.

1. If Canadian Tourism College received tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:

*A. the institution receives a notice of Withdrawal from the student no later than seven (7) days after the effective contract date and before the contract start date;*

*B. the student, or the student's parent or legal guardian, signs the student enrollment contract seven (7) days or less before the contract start date and the institution receives a notice of Withdrawal from the student between the date the student, or the student's parent or legal guardian signed the enrollment contract and the contract start date;*

*C. or the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 20 days of the contract end date.*

2. Canadian Tourism College will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.

3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, Canadian Tourism College may retain up to 50% of the tuition paid under the student enrollment contract unless the program is provided solely through distance education

4. Unless the program is provided solely through distance education, if Canadian Tourism College receives a notice of Withdrawal from a student:

*A. more than seven (7) days after the effective contract date and*

*i. At least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrollment contract, to a maximum of \$1,000.00*

*ii. Less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrollment contract, to a maximum of \$1,300.00*

*B. after the contract start date*

*i. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrollment contract.*

*ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrollment contract.*

5. Unless the program is provided solely through distance education, if Canadian Tourism College provides a notice of dismissal to a student and the date of the institution delivers the notice to the student is:

*A. equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrollment contract.*

*B. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrollment contract.*

6. If Canadian Tourism College provides the program solely through distance education and the institution receives a student's notice of withdrawal of the institution delivers a notice of dismissal to the student and:

*A. the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrollment contract, or*

*B. the student has complete and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrollment contract.*

7. Canadian Tourism College will refund fees charged for course material paid for but not received if the student provides a notice of Withdrawal to the institution or the institution provides a notice of dismissal to the student.

8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days.

*A. of the date Canadian Tourism College receives a student's notice of Withdrawal,*

*B. of the date Canadian Tourism College provides a notice of Dismissal to the student,*

*C. of the date that the registrar provides notice to Canadian Tourism College that the institution is not complying with section 1(c) or 2 of this policy, or*

*D. after the first 30% of the hours of instruction if section 3 of this policy applies.*

9. If an international student delivers a copy of a refusal of a study permit to Canadian Tourism College, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:

*A. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,*

*B. or the program is provided solely through distance education*

**\*Please confirm that you have read and understood the refund policy:**



Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

Tel. (604) 569-0033 or 1-800-661-7441

Fax. (778) 645-0606

[www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)

[PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)

## **Student Handbook**

Please download our student handbook.

It is a requirement to view our student handbook to enroll in you program of choice.

[Download: Student Handbook](#)

I confirm that I have read, understood and agree with the student handbook

## **Waiver and Release Form**

In consideration of acceptance of my application for a course of studies at Canadian Tourism College, which may include field trips and excursions off campus, I, for myself, my heirs, executors, administrators and other personal representatives hereby WAIVE any and all rights and claims arising by any cause whatsoever, including negligence, which I have or may have against Canadian Tourism college, it's servants, employees and agents and the organizers involving off campus activities, not limited to the Province of British Columbia or field trips or excursions into the United States, which would be considered part of my training program and without limiting the generality thereof, tours of cruise ships, tour operator facilities, airport and risk of injury and loss, including negligence, whether prior to, during, or after any off campus excursion or activities, and hereby RELEASE Canadian Tourism College, it's servants and agents and the organizers from any and all liability for damages sustained due to or as a result of any participation in this or any course of study at the College.

**\*I confirm that I have read, understood and agree with the Waiver and Release form.**

## **Release of Information/Photograph Release**

I have agreed to allow Canadian Tourism College to use my photograph an/or testimonial comments in any marketing and publications, including the Canadian Tourism College website. I hereby consent to and authorize the use and reproduction by you, or anyone authorized by you, of any and all photographs that have been taken of me. I give authorization for the use of the photographs for all purposes whatsoever, including without limit, television, publications any trade or advertising purposes. The College may transfer his/her rights in these photographs to others, and they may rely on this consent.

**\*I confirm that I have read, understood and agree with the Release of Information/Photograph Release Form**



## Student Declaration

I DECLARE THAT:

I have read, understood, and agreed to the terms and conditions of this enrollment contract;

I understand I will receive a signed copy of this contract;

I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study;

The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract; and

- I consent to the Institution sharing my personal information with the Ministry of Advanced Education, Skills and Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA)
- I consent to the sharing, in accordance with Provincial privacy legislation, of my enrollment and reporting information between Canadian Tourism College and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program

**\*\*International Students:** This program is not eligible for Postgraduate work permit program (PGWPP). To be eligible for a PGWPP, you must transfer to one of our pathway institutions.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, Skills and Training

*203-1155 W. Pender St  
Vancouver, BC V6E 2P4  
Canada*

*or by telephone at (604) 569-0019*

**\*I agree to the above terms stated by Canadian Tourism College**

**\*I am 19 years or older**

**\*Date of Submission**

**Signature of Parent or Legal Guardian if under 19 years of age**

**Student Signature**

**Office use only**

**Institution Signature**