

ENROLLMENT AND APPLICATION CONTRACT

Personal Information

Ms Mrs. Miss Mr. Prefer Not to Disclose

Surname _____ First Name _____

Mailing Address

Street Address _____

City _____ Province _____ Postal Code _____

Country _____ Home Phone _____

Alternative Phone _____ Email _____

Permanent Address (if different from Mailing Address above)

Street Address _____

City _____ Province _____ Postal Code _____

Country _____ Home Phone _____

Certificate Program Information

The aforementioned person hereby enrolls as a student of *Huron College of Management, Technology and Health Care* as of _____ (today's date) for the following:

Name of Certificate Program _____

Commencing on _____ Course Duration _____

International Student Yes No

Native Language English Other _____

How did you hear of the College? _____

If working, for which company? _____

CERTIFICATE PROGRAM

Course Fees and Terms of Agreement

Registration fee of \$100 is required with application.

Payment Plan
(International students only)

Tuition Fee	\$ _____
Registration Fee ¹	\$ <u>100.00</u>
Application/Administrative Fee ²	\$ _____
Books and Materials	\$ _____
Others	\$ _____
Balance Due	\$ _____

Date 1: _____
Date 2: _____
Date 3: _____
Date 4: _____
Date 5: _____

¹ The applicant agrees to pay a registration fee of \$100.00 with this application; such fee to be applied against the cost of the course of instruction, it being understood that the registration fee shall not be refundable.
² Administration fee applies to international students and is non-refundable. It is understood that fees are payable in advance in accordance with the plan for payment indicated above; and all such payments shall become due forthwith upon a statement of accounting being rendered.

The College reserves the right to cancel the above named course when sufficient enrolment is not attained. Applicants affected by cancelled classes may elect to transfer their application to the next scheduled class or, upon request, receive a refund of all monies paid.

This application/contract is not subject to the Private Career Colleges Act.

I certify that I have read, understood and have received a copy of this Application. **I acknowledge that I have received a copy of the “Retention and Payment of Fees”** and that this application/contract is not subject to the Private Career Colleges Act.

The undersigned applicant/parent/guardian hereby undertakes and agrees to pay, or see to payment of, the fees mentioned above in accordance with the terms of this Contract.

(Applicant’s Signature)

(Signature of Person Responsible for Payment)

In consideration of the payment of fees as mentioned above, **Huron College of Management, Technology and Health Care** agrees to supply the course of instruction to the applicant upon the terms herein mentioned. The College may cancel the application if the above named student does not meet the college entrance standards and prerequisites.

Accepted by: _____ on _____ per _____
 Admission Office Date Admissions Rep. Reception

CERTIFICATE PROGRAM

Retention and Payment of Fees

All deferral or refund requests must be submitted in writing.

Registration/administration fees and book fees are non-refundable. Applicants who are not accepted will be reconsidered for the following year upon written request.

Candidates who cannot continue their studies may defer their course for one (1) session (continuing from where they left off).

Candidates who must defer their course for more than one session are entitled to a full credit (equivalent to the amount paid) that is valid for a period of one year from the original course start date.

For refund requests submitted 7 days prior to the course start date, candidates are entitled to a full refund of the tuition fees (excluding registration and book fees).

For refund requests submitted less than 7 days prior to the course start date, candidates are entitled to a 75% refund of the tuition fees (Excluding registration and book fees)

For refund requests submitted before Monday, Week 2, candidates are entitled to a 50% refund of the tuition fees (excluding registration and book fees).

There is no refund after Monday, Week 2. or half the course has been delivered by the time of request.

Refund of Tuition Fees

For those international students that are denied a student visa, the full amount of tuition paid to date **will be refunded minus a \$500 CAD fee to cover bank transfer surcharges.**

International students who officially withdraw within ten business days from the beginning of a semester are entitled to receive a:

- a) refund of (50% of the per semester tuition)
- b) refund in full of tuition fees paid in advance for subsequent semesters

Students who officially withdraw after ten business days (from the beginning of a semester) receive no refund for that semester but are entitled to a full refund of any fees paid in advance for subsequent semesters.

We reserve the right to change instructors, to cancel, or to reschedule the program in the event of insufficient enrollment or unforeseen circumstances. A full refund of the tuition will be given if the program is cancelled.

A PRIVATE CAREER COLLEGE IS PROHIBITED BY LAW FROM GUARANTEEING A POSITION TO ANY STUDENT OR PROSPECTIVE STUDENT.

Applicant's Signature

CERTIFICATE PROGRAM