

ENROLMENT CONTRACT
Category I Private Vocation School

SECTION 1: APPLICANT INFORMATION

Student Name: **Test Student**

Residential Address: **1 Unknown Street, Somewhere, NS, B4B037**

Telephone: **(123) 456-7890**

Cellphone:

Email: **testingstudent@someemail.com**

Student Registration #: **ADE011212323**

SIN: **513 222 224**

Date of Birth: **6/6/2021**

Education/Experience

Public School attended/location: **Somewhere High**

Grade Level: **12**

Post-secondary education: **Another Univeristy**

Receipt of Transcript: ☐ Yes ☐ No

Contact Person

In case of an emergency, school is to contact:

Name of person: **My Mother**

Telephone #: **(123) 456-7890**

Name of Doctor: **Dr Ima Notwell**

Telephone #: **(705) 688 1359**

Does student applicant have any medical condition, disabilities or allergies, which will restrict their participation in this program?

☐ Yes ☐ No

If yes, briefly explain:

SECTION 2: PROGRAM INFORMATION

Program Title: **Advanced Care Paramedic Program – Distributed Learning**

Contract Start Date: 6/7/2021
(yyyy/mm/dd)

Contract End Date: 5/23/2023
(yyyy/mm/dd)

Statutory holidays during contract period:

Scheduled closures during contract period:

Program Length

The program length is the instructional time in the classroom and/or all instruction activity and must be the same as the registered number of hours for the program.

	Total Program Hours	Hours/Day	Days/Week	Total Number of Weeks of Instruction
Didactic	1045	6/day	Average, 3/week	52
Clinical/Practicum	696	12/day	Variable	Up to 52*

*The total number of weeks will be dependent upon the rate at which a student attends clinical/practicum shifts and competency availability.

College Rules and Policies (electronic version): I have been provided with, and made aware that I am responsible for knowing the content of the Policy and Procedures Manual

Yes: _____ No: _____ Initials: _____

Program Outline (electronic version): I have been provided with and made aware that I am responsible for knowing the content of the Program Outline.

Yes: _____ No: _____ Initials: _____

Program Schedule (electronic version): I have been provided with and made aware that I am responsible for the program scheduled dates.

Yes: _____ No: _____ Initials: _____

Program Resource Material: I have been provided with all pertinent resource materials for this program.

Yes: _____ No: _____ Initials: _____

FEES:

Description	Total
Tuition	\$18,688.00
Registration Fees (non-refundable)	\$250.00
Books/Manual Fees (including taxes)	\$1,640.50
Equipment (Uniforms)	\$829.07
Other –Technology fee and Admin fees	\$414.70
Total	\$21,822.27

Payment Arrangements

Payment	Date	Type of Payment (Cheque/Credit)	Amount
1 st			\$
2 nd			\$
3 rd			\$
4 th			\$

Student is eligible for \$500 Saskatchewan Advantage Scholarship? ☐ Yes ☐ No

Refunds

Refunds are provided in accordance with sections 26 and 27 of *The Private Vocational Schools Regulations, 2014* (regulations). Refunds are generally calculated according to the following criteria:

- School has provided 20 per cent or less of instructional hours – school may retain 25 percent of tuition fee payable.
- School has provided more than 20 percent but 50 per cent or less of instructional hours – school may retain up to 60 percent of tuition fee payable.
- School has provided more than 50 percent of instructional hours – school may retain 100 per cent of tuition fee payable.

If a student provides written notice to an operator that he or she intends to discontinue taking the course or program, the operator may retain the applicable proportion indicated in the criteria provided above.

If a student is absent from a course or program for 21 consecutive calendar days, the student is deemed to have discontinued the course or program and the school shall immediately provide written notice to the student that the operator will retain the applicable proportion.

Student Contract Cancellation

In accordance with section 28 of the regulations, a student may cancel his or her student contract within 10 days of entering into the student contract if the student has not attended any course or program contracted for in the student contract. The school will then provide a refund to the student for tuition fees, and any other moneys that the student has paid for texts, books, and other instructional material and equipment that the student has not received.

Internal Dispute Mechanism

In the event a student wishes to make a complaint to the school, please review and adhere to the attached Internal Dispute Policy. Please see Attachment A .(MHE Policy 10-10 – Appeal Process, 11-10 – Conflict Resolution Process)

Private vocational schools are registered with the Ministry of Advanced Education, which monitors and serves as a support to both the school and students. Inquiries should be directed to:

Ministry of Advanced Education
Universities and Private Vocational School Branch
1120 – 2010 12th Avenue
Regina, Saskatchewan
S4P 0M3

Telephone: 306-787-5763

Training Completion Plan

In accordance with section 11 of the regulations, every Category I school shall have a training completion plan for each course or program offered to ensure that students are compensated for the discontinuance of the course or program or are able to complete the course or program with a post-secondary educational institution that is recognized by the minister.

Training Completion Fund

In accordance with section 19 of the regulations, every operator of a Category I school provides the Minister with an annual contribution to the Training Completions Fund. This fund may be utilized in the even a course or program is discontinued.

Job Placement

Medavie HealthEd is prohibited under section 38 of the regulations from guaranteeing employment to any student or prospective student. Students are strongly encouraged to research employment prospects prior to entrance in the program. Upon completion, students are responsible for pursuing employments opportunities. Refer to MHE 1-60 – Waiver of Responsibility.

This contract is subject to the provisions of The Private Vocational Schools Regulation Act, 1995 and the regulations of Saskatchewan.

Information Sharing – Reports and Records

In accordance with subsection 32(3) of the regulations, schools are required to submit to the Ministry of Advanced Education reports and records containing the following information with respect to each student enrolled in a course or program for the previous reporting year:

- The student's
 - Full name;
 - Gender;
 - Date of birth;
 - Residential address and permanent address; and
 - Residential telephone number and permanent telephone number
- The course or program in which the student is enrolled;
- The enrolment date for each course or program;
- The completion or discontinuance date for each course or program; and
- The academic or equivalent qualifications for the students at the time of enrolment for each course or program.

Force Majeure:

Except as provided by the Private Vocational Schools Act & Regulations, the College shall not be liable or responsible to the student, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's ("Impacted Party") reasonable control, including, without limitation, the following force majeure events ("Force Majeure Event(s)": (a) acts of God; (b) flood, fire, earthquake, tsunami, epidemics, pandemics, including the 2019 novel coronavirus pandemic (COVID-19), or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order or law; (e) actions, embargoes, or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labour stoppages or slowdowns, or other industrial disturbances; (i) shortage of adequate power or transportation facilities; and (j) other similar events beyond the reasonable control of the Impacted Party. The student has the right to withdraw from the program at any time, including on the happening of a Force Majeure Event, in which case the Tuition Refund Policy of the College shall apply.

I have **READ, UNDERSTOOD AND RECEIVED** a signed copy of this contract, and I agree to allow Medavie HealthEd to provide the Ministry of Advanced Education my personal information as required by regulation.

John Ferguson, President

Print Student Applicant's Name

Print Name of Person Authorized to Bind College

Signature of Student Applicant

Signature of the Person Authorized to Bind College

September 7, 2021

Date

Date