



Medavie HealthEd - Dartmouth Campus

154 – 50 Eileen Stubbs Ave.
Dartmouth, NS B3B 0M7
1-888-798-3888
Fax/telecopieur (902)434-2242
Lisa.Adams@MedavieHealthEd.com

Emergency Medical Technology Services Inc is a wholly owned subsidiary of Medavie EMS Inc and operates under the name of Medavie HealthEd (collectively, the "College" and/or "college"). A contract is to be completed by all students enrolling in a private career college program registered with the Department of Labour and Advanced Education. The contract sets out program details, terms and conditions of enrollment. The contract must be signed by the student applicant and by an authorized career college staff member prior to the program start. The college is required by the *Private Career Colleges Act (Act)* to provide to the student applicant, prior to signing a contract, 1) an outline of the content of the program; 2) a breakdown of the duration of the program by subject; 3) a program cost breakdown and payment schedule and; 4) a copy of the college's policies, rules and regulations, and a copy of the Tuition Refund Policy detailed in the *Private Career College Operational Regulations*. All sections of this contract must be completed. The duly signed and dated original contract must be copied to the student file and the original provided to the student before the program start and no later than the beginning of the first class.

SECTION 1: APPLICANT INFORMATION

1. Name of Student: **Another Someone**
Residential Address: **1234 Another Street, Halifax, NS, B3J 1Y3**
Residential #: **(902) 123-4567** Cellphone #: **(899) 123-4567**
Email: **someone@gmail.com**
(Different from private career college's student email address.)
Student Registration #: **PDE043212201** SIN: **111 111 111**
Date of Birth: **11/11/2011**

Education/Experience

2. Public School attended/location: **Yes**
Grade Achieved: **Some High School**
Post-secondary education: **Another College**
Name of standardized test: **N/A** Results: **N/A**

Note: Student applicants are required to provide verification of prerequisites and such verification is to be placed in the applicant's student file.

Contact Person

3. In case of an emergency, school is to contact:
Name of person: **Ima Someone** Telephone #: **(902) 123-4567**
Name of Doctor: **Dr. Ima Naughtwell** Telephone #: **(902) 444-4444**

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

Yes No

If yes, briefly explain: **N/A**

SECTION 2: PROGRAM INFORMATION**Program Name:** Primary Care Paramedicine**Program Admission Prerequisite:** Grade 12 diploma or GED with 1 science at the grade 11 or 12 level and 1 math at the grade 11 or 12 level, Drivers Abstract, Medical and immunization record, Criminal Record Check, Eligible for Class 4 Drivers license (See – Policy No 2-20)**Start Date:** 3/8/2021
(yyyy/mm/dd)**End Date:** 1/11/2022
(yyyy/mm/dd)**Total hours of Program:** 1362 - 1416 hrs (varies based upon ambulance service placement) **Total weeks of Program:** 45 (includes holidays)**FEES:**

Description	Year 1	Year 2	Year 3	Year 4	Total
Tuition (Including non-refundable Registration fee)	\$15,835.00	N/A	N/A	N/A	\$15,835.00
Registration Fees (non-refundable)	\$2,027.54	N/A	N/A	N/A	\$2,027.54
Books/Manual Fees (including taxes)	\$803.79	N/A	N/A	N/A	\$803.79
Equipment (Uniforms)	\$1,308.63	N/A	N/A	N/A	\$1,308.63
Other –Technology fee and Admin fees	\$604.21	N/A	N/A	N/A	\$604.21
Total	\$18,551.63	N/A	N/A	N/A	\$18,551.63

Tuition Payment Plan: Non-refundable Registration fee of \$500.00 due prior to contract signing
1st payment due 3/8/2021 of \$11,717.63;
2nd payment due 9/13/2021 of \$5,834.00**Program Materials or Equipment the college will provide:** Books, Uniforms, and Technology Access Points on campus.**Program Materials or Equipment the student must provide:** iPad, Stethoscope, Paramedic scissors and penlight, Class 4 Road Test**SECTION 3: TERMS AND CONDITIONS**Payment: Student Assistance Private Pay Third Party Pay
 Other**Terms of payment and interest:** Non-refundable Registration fee of \$500.00 due prior to contract signing
1st payment due 3/8/2021 of \$11,717.63;
2nd payment due 9/13/2021 of \$5,834.00

College Rules and Policies:

Tuition Refund Policy (Pursuant to section 34 of the Private Career Colleges Operational Regulations)

1. A college must have a tuition refund policy to ensure that the requirements of this Section are met.
2. In this Section, "tuition" includes payment for instruction and any other cost not otherwise excluded from the refund by these regulations.
3. Except as otherwise provided in the Act, or these regulations, neither of the following is refundable:
 - a. A student application fee;
 - b. A registration fee.
4. A tuition refund is subject to all of the following conditions:
 - a. The student registration fee credited to the student's tuition fee under subsection 51(2), must be deducted from the refund;
 - b. The college may deduct from the refund non-recoverable fees already paid by the college on behalf of the student;
 - c. Except as provided in subsection (5), the college may deduct from the refund the cost of any program material provided to the student, in an amount not exceeding the cost to the college of the material.
5. Clause 4(c) does not apply to a refund payable to a student who returns all of the program material to the college unopened or as issued no later than 5 business days after their end of enrolment.
6. For a student whose end of enrolment occurs before the program begins, the college must refund to the student or third-party sponsor all tuition paid.
7. Unless otherwise provided in the Act or these regulations, for a student whose end of enrolment occurs after the program begins but before the program ends, the operator must refund tuition to the student or third-party sponsor in accordance with the following table:

Percentage of Hours of Program delivered to End of Enrollment	Refund (Minus any registration fee credited to tuition under subsection 51(2))
Program under 12 weeks	
0-50%	Any tuition paid for 2nd half of program
>50%- 100%	None
Program 12 weeks or longer	
0-25%	Any tuition paid for the 2nd, 3rd, or 4th quarters of the program
>25%-50%	Any tuition paid for the 3rd or 4th quarters of the program
>50%-75%	Any tuition paid for the 4th quarter of the program
>75%	None

8. A tuition refund referred to in subsection (7) must be calculated in accordance with all of the following:
 - a. The total tuition amount for the program must be divided by the number of hours in the program as approved, and the amount of paid tuition must be calculated beginning with the first hour of the program as delivered and then counting forward;
 - b. The number of hours of the program as delivered must be counted as the program or module hours delivered according to the attendance register for the program as at the end of enrolment, not the number of hours the student actually attended;
 - c. The number of hours of the program as delivered must include all of the following:
 - i. The theoretical, practical and experiential instruction approved for the program;
 - ii. Any allotted time included in the program for lab work or additional training such as on-the-job-training, skills training or experiential learning, as specified in the program approval.
 - d. Any rounding of the number of hours of the program as delivered must favour the student or third-party sponsor.
9. A college, at the operator's discretion, may refund tuition in an amount higher than the amount calculated under subsections (7) and (8).
10. No later than 30 days after the end of enrolment of a student to whom a tuition refund is payable, the refund must be paid and a copy of the calculation made under these regulations provided to the student.
11. A disagreement between the college and student with respect to the calculation of a tuition refund must be referred to the Director [of the Private Career Colleges Division] for a final decision.

The Regulations require that all private career colleges establish full and complete policies that cover all the following policy areas and contain the following minimal requirements.

Privacy and Distribution Policy (Pursuant to section 60 of the *Private Career Colleges Operational Regulations*)

1. A privacy and distribution policy must include all of the following:
 - a. A description of persons who have or may be given access to student files;
 - b. Details about how information contained in student files is used;
 - c. A statement noting that:
 - i. Student files must be disclosed to students who submit written requests for a copy of their student files;
 - ii. Operators must give the student a copy of their student file no later than three business days after receiving a student's request;
 - iii. An operator may recover reasonable photocopying or printing costs from a student who has been given a copy of their student file.
2. The college may add additional specifications to the aforementioned required components of their Privacy and Distribution Policy.

Bullying and Harassment Policy (Pursuant to section 35 of the *Private Career Colleges Operational Regulations*)

1. The Policy must include all of the following:
 - a. The goal and objectives of the policy;
 - b. To whom the policy applies;
 - c. The rights and responsibilities of staff and students to contribute to a respectful work place and safe learning environment;
 - d. Definitions for terms, including all of the following terms:
 - i. Harassment;
 - ii. Discrimination;
 - iii. Complainant;
 - iv. hostile work or learning environment;
 - e. a complaint resolution process;
 - f. discipline and dismissal procedures.
2. The college may add additional specifications to the aforementioned required components of their Bullying and Harassment Policy.

Risk Assessment Policy (Pursuant to section 36 of the *Private Career Colleges Operational Regulations*)

1. In a risk assessment policy context, "outside site" means any site outside a college where a student is required to attend for work placements or other activities related to the program the student is enrolled in.
2. The policy must ensure that all of the following requirements are met with respect to a student attending an outside site:
 - a. An instructor, member of the personnel, operator, or agent of the college must inspect the outside site before sending the student to the outside site, or be in attendance with the student while the student is at the outside site;
 - b. A written risk assessment must be made of the outside site, including any college-organized travel to or from the outside site and the student activities proposed to take place at the outside site;
 - c. A copy of the written risk assessment under clause (b) and any risk management requirements must be provided to the student before the student attends the outside site;
 - d. The student must sign an acknowledgment on the copy of the written risk assessment provided under clause (c) and the copy must be kept in the student's student file;
 - e. A person at the outside site must be designated and identified as the contact for the student when college personnel are not present;
 - f. The student must receive an orientation to health and safety requirements appropriate to the outside site before or as soon as possible after the student arrives at the outside site.
3. The college may add additional specifications to the aforementioned required components of their Risk Assessment Policy.
4. Medavie HealthEd staff are dedicated to organizing the practicum experience for our students and it is the preceptor (nurse, doctor, or paramedic) who assesses and grades the students during the practicum.

Student Complaint Policy (Pursuant to section 37 of the *Private Career Colleges Operational Regulations*)

1. A complaint resolution policy must include all of the following:
 - a. The procedure for making a student complaint;
 - b. The name and title of the college official to whom a student complaint must be given;
 - c. The procedure to be followed when a complaint is received;
 - d. The manner in which a complaint and any resolution of the complaint are recorded;

- e. A statement that a student complaint that is not successfully resolved may be the substance of a complaint made to the Director, of the Private Career Colleges Division, under the Act and its Regulations.
2. The college may add additional specifications to the aforementioned required components of their Student Complaint Policy.
3. Within our organization structure a complaint can be managed effectively at that level, it can move up to a Senior Manager and ultimately to our Appeals Committee.

Attendance and Dismissal Policy (Pursuant to section 38 of the Private Career Colleges Operational Regulations)

1. Subject to exceptions allowed by the Regulations, an operator must immediately dismiss from a program any student who misses 3 consecutive weeks of classes or 10% of the total hours of the program, whichever occurs first.
2. An operator must not count any of the following missed hours for the purpose of the aforementioned mandatory immediate dismissal:
 - a. Any missed hours that the student intends to make up under a formal arrangement that is made by the college with the student:
 - i. If the formal arrangement is not part of the college's attendance and dismissal policy it must be approved by the Director of the Private Career Colleges division;
 - b. If the college's attendance and dismissal policy allows for medical exemptions, the operator must not calculate any hours missed for medical reasons, as explained in medical documentation submitted by the student,.
3. On dismissing a student from a program for any reason, an operator must provide the student with a written notice of dismissal that includes the reason for the dismissal and the effective time and date of the dismissal.
4. In dismissing a student from a program, an operator must act in accordance with the Act and the Regulations, any conditions attached to the program approval, the student contract and the college's policies, rules and regulations.
5. Additionally, An attendance and dismissal policy must include all of the following:
 - a. Minimum attendance requirements for graduation from a program;
 - b. Methods that a student must use to give advance notice of an absence or explanation of previous absences;
 - c. Procedures for the college to give a student written notice of an attendance policy violation or a written warning of an impending violation;
 - d. At the operator's discretion, standard procedures for students to make up missed hours of a program;
 - e. At the operator's discretion, a statement that any program hours missed by a student for medical reasons, as explained in medical documentation submitted by the student, are not counted for the purposes of a mandatory immediate dismissal;
 - f. A statement that students in all programs must attend and satisfactorily complete the occupational health and safety training required by clause 22(a) of the Occupational Health and Safety Act, including a student evaluation.
6. The college may add additional specifications to the aforementioned required components of their Attendance and Dismissal Policy.

Force Majeure: Except as provided by the Private Career Colleges Act & Private Career College Operational 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.

Program Completion Requirement:

(Details on attendance, pass marks and work terms, etc.)

Program Completion requirements are contained within our Institutions Policy and Procedures Manual, which is provided to each student through our Learning Management Software platform.

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: _____

Safety/Emergency Procedures Manual (electronic version): I have been provided with and made aware that I am responsible for knowing the content of the Safety/Emergency Procedures Manual.

Yes: _____ No: _____ Initials: _____

International Students: Any person who does not have right of residence in Canada and who graduates from any program at a private career college is not entitled to a Post-Graduation Work Permit as issued by Immigration, Refugees and Citizenship Canada. I have been made aware of this restriction of employment.

Yes: _____ No: _____ Initials: _____

SECTION 4: DECLARATION – PRIVATE CAREER COLLEGE

1. I hereby certify that, prior to signing this contract, the student applicant has been provided with:
 - a. An outline of the content of the program;
 - b. A breakdown of the duration of the program by module;
 - c. The length of hours in each program module;
 - d. The content of each program module;
 - e. The method of instruction and evaluation to be used for each program module;
 - f. A program cost breakdown that separately indicates: the tuition fee, the total cost of instructional materials, textbooks, and equipment, as well as any other fees associated with the program;
 - g. The payment schedule for tuition and all other related fees established by the college;
 - h. A copy of the college's policies, rules and regulations;
 - i. A copy of the Tuition Refund Policy as set out in the Private Career College Operational Regulations;
 - j. An explanation of available options for recognition of prior learning transfer credits, equivalencies, competency evaluations, or other full or partial program or module exemptions;
 - k. Historical employment / placement statistics and labour market information relating to the program, including available graduate employment rates and the entry-level pay that a graduate of the program may expect to earn;
 - l. Any information that the Director of the Private Career Colleges Division has required to be disclosed;
 - m. The student applicant has been advised of, and meets, the prerequisites for admission to the program
2. This contract has been fully explained to the student applicant and the student applicant has acknowledged full understanding of all terms, conditions, policies, rules, and regulations associated with the fulfillment of all contractual obligations of both parties.
3. I understand that the Minister of Labour and Advanced Education will undertake periodic audits of private career college files to ensure that all student contracts meet the requirements of the Act and Regulations.
4. The applicant has been advised that Accreditation Canada will undertake periodic audits of my student file during the accreditation process with the purpose of ensuring that all student documentation is being maintained, as per the schools policies and procedures. This will include personal and confidential information.
5. The applicant has been advised that the Primary Care Paramedicine Program is accredited by Accreditation Canada, and that it does meet the current requirements for the provincial regulator of paramedicine.
6. The applicant has been advised of the requirements to complete the ambulance and hospital practicum learning experiences and they are responsible to ensure all documentation is completed appropriately.
7. The applicant has been made aware of, has read, and agrees to Policy No 6 - 60 Official Languages.
8. The applicant has been advised that they may be required to complete hospital and/or ambulance practicum learning experiences in another part of the province and/or in another province; any and all costs incurred by the student for hospital and/or ambulance practicum learning experiences will be his/her responsibility.
9. I understand this contract is subject to the Private Career Colleges Act and its Regulations.
10. A certificate or diploma will be issued by the college no later than 30 days after the student has successfully completed the program and met all of the conditions of the contract.

John Ferguson

Name of operator / college official (print)



Signature of operator / College official

November 9, 2020

Date

SECTION 5: DECLARATION – STUDENT APPLICANT

1. I hereby certify that, prior to signing this contract, I have been provided with:
 - a. An outline of the content of the program;
 - b. A breakdown of the duration of the program by module;
 - c. The length of hours in each program module;
 - d. The content of each program module;
 - e. The method of instruction and evaluation to be used for each program module;
 - f. A program cost breakdown that separately indicates: the tuition fee, the total cost of instructional materials, textbooks, and equipment, as well as any other fees associated with the program;
 - g. The payment schedule for tuition and all other related fees established by the college;
 - h. A copy of the college's policies, rules and regulations;
 - i. A copy of the Tuition Refund Policy as set out in the Private Career College Operational Regulations;
 - j. An explanation of available options for recognition of prior learning transfer credits, equivalencies, competency evaluations, or other full or partial program or module exemptions;
 - k. Historical employment / placement statistics and labour market information relating to the program, including available graduate employment rates and the entry-level pay that a graduate of the program may expect to earn;
 - l. Any information that the Director of the Private Career Colleges Division has required to be disclosed.
2. I fully understand and agree to the terms, conditions, policies, rules and regulations of the College which are described in the body of this contract or as attached annexes to this contract.
3. I understand that I must disclose any conditions or factors that may adversely affect my ability to fully participate or succeed in the program.
4. I understand that by signing this contract I have not been guaranteed employment upon completion of the program requirements.
5. I understand that Accreditation Canada will undertake periodic audits of my student file during the accreditation process with the purpose of ensuring that all student documentation is being maintained, as per the schools policies and procedures. This will include personal and confidential information.
6. I have been advised that the Primary Care Paramedicine Program is accredited by Accreditation Canada, and that it does meet the current requirements for the provincial regulator of paramedicine.
7. I have been advised of the requirements to complete the ambulance and hospital practicum learning experiences and accept responsibility for completing all documentation appropriately.
8. I have been made aware of, read, and agree to Policy No 6 - 60 Official Languages.
9. I have been advised that I may be required to complete hospital and/or ambulance practicum learning experiences in another part of the province and/or in another province; any and all costs incurred during the hospital and/or ambulance practicum learning experiences will be my responsibility.
10. I understand this contract is subject to the Private Career Colleges Act and its Regulations.
11. I understand that financial assistance in the form of a loan may be available and it is my responsibility to repay the loan as determined by the lender.
12. ***I understand that elements of my learning may be interrupted as a result of factors outside the control of the College including, but not limited to, a Force Majeure Event. As such there may be restrictions from external partners such as ambulance operators or health care institutions that prevent me from completing the intended clinical experiences. The College reserves the right to deliver alternative experiences, or reschedule these learning experiences such that there may be delays in completing the program. I understand I have the right to withdraw from the program at any time and will refer to the Tuition Refund Policy of the College and apply for the appropriate refund based on time attended.***

Name of Applicant (print)

Signature of Applicant

November 9, 2020

Date

SECTION 6: PROOF OF EXECUTION – MUTUAL ASSENT

Another Someone

Print Student Applicant's Name

Signature of Student Applicant

November 9, 2020

Date

John Ferguson

Print Name of Person Authorized to Bind College



Signature of the Person Authorized to Bind College

November 9, 2020

Date:

Note: Once signed and dated, all amendments to this contract must: conform to the *Private Career Colleges Act & Private Career College Operational Regulations*, be signed and dated by both parties or authorized agents, and be approved by the Director or an inspector (Pursuant to s.46(3) of *Private Career College Operational Regulations*).