SEIU Healthcare
TRAINING CENTRE

ENROLMENT CONTRACT
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Approved By: Siobhan Bell

ENROLMENT CONTRACT

This Enrolment Contract is subject to the *Ontario Career Colleges Act, 2005* and the regulations made under the Act. The undersigned person hereby enrols as a student of **SEIU Healthcare Career College** operating as **SEIU Healthcare Training Centre** as of the day the contract has been signed for the following:

STUDENT INFORMATION

Given Name:	Last Name:
Date of Birth:	Birth Language:
Student ID:	Nationality:

Mailing Address:	Province/State:
City:	Country:
Postal Code:	
Permanent address is the same as mailing address	
Permanent Address:	
City:	Province/State:
Postal Code:	Country:

Phone:	Email Address:
Status in Canada:	☐Domestic Student

PROGRAM INFORMATION

Program Name:	Program Length:
Commencing on:	Expected Completion Date:
Credentials to be Awarded Upon Successful Completion of the Program:	
Language of Instruction: English	Location of Practicum (if any):

Class Schedule:

Training Location: South Campus (Pickering). North Campus (Thunder Bay)
Program Length (in hours):
Method of program delivery: ☐ in-person ☐ hybrid or ☐ online

ADMISSION REQUIREMENTS

All Students:

- ✔ Have an Ontario Secondary School Diploma or equivalent; or
- ✔ Be at least 18 years of age (or age specified in program approval) and pass a Wonderlic SLE qualifying test
- ✔ Live Online or in Person Interview.
- ✔ Must have mobile computing device that meets the technical specifications outlined by the program (ie Web camera, headset, required software, and other component parts as identified for the program)
- ✔ Online students must have access to reliable internet connection.
- ✔ Ensure you have the laptop and proper software installed before classes begin.

Technical standards and equipment for students

- ✔ Bring Your Own Device

  To ensure our students have the most transformative learning experience we recommend the following minimum device requirements:

- ✔ Windows 7 or Mac OS v.10.7 or higher
- ✔ Processor: Intel I5-6400 or Ryzen 5 1400 minimum
- ✔ Memory: 4 GB recommended
- ✔ Screen: 14 inches (minimum) recommended
- ✔ Connectivity: WI-FI and LAN
- ✔ Ports: minimum 1 USB 3.0 port
- ✔ Installation of the following: Google Classroom, Google Meets, Learnworlds LMS & MS Office Suite
- ✔ Mouse and video camera

PROGRAM FEES

Application Fee (waived):	CAD $
Tuition Fees (before scholarship or discount):	CAD $
Book Fees:	CAD $
Student Services Fee:	CAD $

Discounts and Scholarships (EDI Scholarship)	CAD $

Total Fees (after scholarships and discounts)	CAD $

OPTIONAL FEES

Health Insurance Medical Coverage	CAD $0

PAYMENT SCHEDULE

Payment after signing contract:

Deposit +Book Fee +Student Support Fees	Upon signing of the contract	CAD $ (50% Deposit)
Instalment 2	Before start of program	CAD $ (50% Deposit)

The undersigned student hereby undertakes and agrees to pay or see to payment of the fees indicated in accordance with the terms of this Enrolment Contract.

_____ _____

Signature of Student Date

ACKNOWLEDGEMENT AND CERTIFICATION

I, _____ acknowledge that I have received a copy of:

- ✔ The Consent to Use of Personal Information
- ✔ The Payment Schedule
- ✔ The College's Fee Refund Policy
- ✔ The Statement of Students' Rights and Responsibilities Issued by the Superintendent of Career Colleges
- ✔ The College's Student Complaint Procedure
- ✔ The College's Policy Relating to the Expulsion of Students
- ✔ The College's Sexual Violence Policy
- ✔ Student acknowledgement - online and hybrid delivery document (only applicable if hybrid or online delivery selected)

I certify that I have read and understood this Enrolment Contract.

_____ _____

Signature of Student Date

SEIU Healthcare Training Centre does not guarantee employment for any student who successfully completes a vocational program offered by SEIU Healthcare Training Centre.

It is understood that fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith a statement of accounting being rendered. **SEIU Healthcare Training Centre** reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days of the program after it begins. **For information regarding cancellation of this Enrolment Contract and refunds of fees paid, see sections 24 (2) to 33 of O. Reg. 415/06 made under the *Ontario Career Colleges Act, 2005*.**

The undersigned student is entitled to a copy of the signed contract immediately after it is signed.

The undersigned student hereby undertakes and agrees to pay the fees specified in this Enrolment Contract in accordance with the terms of this Enrolment Contract.

_____ _____

Signature of Student Date

SEIU Healthcare Training Centre agrees to supply the program to the above-named student upon the terms herein mentioned. **SEIU Healthcare Training Centre** may cancel this Enrolment Contract if the above-named student does not meet the admission requirements of **SEIU Healthcare Training Centre** before the program begins.

_____

(Signature of Admission Officer, Registrar, Agent)

CONSENT TO USE OF PERSONAL INFORMATION

Career colleges must be registered under the *Ontario Career Colleges Act, 2005*, which is administered by the Superintendent of Career Colleges. The Act protects students by requiring career colleges to follow specific rules on, for example, fee refunds, training completions if the college closes, qualifications of instructors, access to transcripts and advertising. It also requires colleges to publish and meet certain performance objectives that may be required by the Superintendent for their vocational programs. This information may be used by other students when they are deciding where to obtain their training. The consent set out below will help the Superintendent to ensure that current and future students receive the protection provided by the Act.

I, _____, allow **SEIU Healthcare Career College o/a SEIU Healthcare Training Centre** to give my name, address, telephone number, e-mail address and other contact information to the Superintendent of Career Colleges for the purposes checked below:

- ✔ To advise me of my rights under the *Ontario Career Colleges Act, 2005* including my rights to a refund of fees, access to transcripts and a formal student complaint procedure; and

- ✓ To determine whether **SEIU Healthcare Career College o/a SEIU Healthcare Training Centre** has met the performance objectives required by the Superintendent for its vocational programs.

I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to admissions@kingstonc.ca. I understand that if I refuse or withdraw my consent the Superintendent may not be able to contact me to inform me of my rights under the Act.

Name of Student:

_____ _____

Signature of Student Date

FEE REFUND POLICY AS PRESCRIBED UNDER S. 24 (2) TO 33 OF O.REG. 415/06

24. (2) In sections 25 to 27,

"earned fees" means the amount of all fees paid for a vocational program that is proportional to the number of instruction hours that have taken place when a withdrawal or expulsion occurs; ("droits acquis")

"program mid-point" means the point in the progress of a vocational program where half of the scheduled hours of instruction for the program have taken place; ("mi-parcours du programme")

"service fee" means the lesser of 20 per cent of all vocational program fees and $500. ("frais de service")

Full refunds

25. If a student has entered into a contract with a career college for a vocational program, the college shall give a refund of all fees paid for the program in the following circumstances:

1. The student rescinds (cancels) the contract in writing within two days of receiving a copy of it, in accordance with section 36 of the Act.
2. Before the student completes the program, the college discontinues the program or the college's approval to provide the program is revoked by the Superintendent, but the college remains registered under the Act.
3. The college collects any fees before receiving a certificate of registration from the Superintendent.
4. The college collects any fees before the program was approved by the Superintendent.
5. The college collects any fees other than a service fee before the student has entered into a contract with the college.
6. The college expels the student in a manner or for reasons that are contrary to the college's expulsion policy.
7. The college does not provide an evaluation, in writing, of the student's progress as required under section 12.
8. The student voids the contract under subsection 18 (2) due to a statement, image or video made by the college that is prohibited under subsection 18 (1).
9. The student voids the contract under section 22 because it is missing a term required under section 20.
10. The student receives instruction from an instructor who is not qualified under section 41 for more than 10 per cent of the program's duration.

Full refunds minus service fee

26. A career college shall give a refund of all fees paid for a vocational program, except the service fee, in the following circumstances:

1. The student gives written notice to the college, before the program start date specified in the student's contract with the college, that the student is withdrawing from the program.
2. The student is admitted to the program on the condition that the student meet specified admission requirements before the program start date specified in the student's contract with the college, and the student does not meet the requirements before that day.

3. The student does not attend the program within the first 14 days of the program after the program start date specified in the student's contract with the college and is given written notice that the contract is cancelled from the college within the first 45 days of the program.

4. The college is notified by or on behalf of an international student before the program mid-point that the international student has not been issued a temporary resident visa as a member of the student class under the *Immigration and Refugee Protection Act* (Canada).

Partial refunds

27. (1) A career college shall give a student a refund of the fees paid for a vocational program in accordance with this section if,

a) the student withdraws from the program after the program start date specified in the student's contract with the college; or

b) the student is expelled from the program for a reason permitted under the college's expulsion policy.

(2) If a student's program is scheduled to be up to 12 months in duration, the career college shall give a refund for the program as follows:

1. If the withdrawal or expulsion occurs before the program mid-point, the college shall give a refund equal to the amount of all fees paid, less the service fee and any earned fees.

2. If the withdrawal or expulsion occurs after the program mid-point, no refund is required for the program.

(3) If a student's program is scheduled to be more than 12 months in duration, the career college shall give a refund for the initial 12-month period of the program and any subsequent period as follows:

1. If the withdrawal or expulsion occurs before half of the scheduled hours of instruction have taken place for the period, the college shall give a refund equal to the amount of all fees paid for the period, less the service fee and any earned fees.

2. If the withdrawal or expulsion occurs after half of the scheduled hours of instruction have taken place for the period, no refund is required for that period.

3. If a period has not yet started at the time of the withdrawal or expulsion, the college shall give a refund of all fees paid for that period.

Refund of compulsory fees

28. (1) A career college may only charge or collect compulsory fees in relation to a vocational program after the fees have been published by the Superintendent under subsection 43 (2).

(2) If a career college collects a compulsory fee that has not been published by the Superintendent under subsection 43 (2), the college shall give a refund of the fee to the student on written request from the student.

No retention of refund

29. A career college shall not retain any refund of fees payable to a student under sections 25 to 28 in order to recover or set-off an amount a student owes the college for any service or program other than a vocational program offered by the college.

Timing of refunds

30. A refund payable by the career college must be issued to students within 30 days after the day a student,

(a) delivers a written notice to withdraw from the program to the college;

(b) is given a written notice of expulsion by the college; or

(c) delivers a written request for a refund to the college under subsection 28 (2).

Treatment of books and equipment

31. In calculating a refund under sections 25 to 28, a career college may retain the retail cost of books or equipment that the career college supplied to the student if the student,

(a) fails to return the books or equipment to the career college within 10 days of the student's withdrawal or expulsion from the program, or

(b) returns the books or equipment to the career college within the 10-day period referred to clause (a), but fails to return it unopened or in the same state it was in when supplied.

Notice of withdrawal for international students

32. A notice to a career college that is provided by or on behalf of an international student or of a prospective international student and that states that the student has not been issued a temporary resident visa as a member of the student class under the *Immigration and Refugee Protection Act* (Canada) is deemed to be written notice to the college that a student is rescinding (cancelling) the contract under section 36 of the Act or withdrawing from the program.

Currency

33. Any refund of fees that a career college is required to pay under the Act shall be paid in Canadian dollars.

APPROVAL		
APPROVED BY	**APPROVAL DATE**	**REVISION DATE**
Dr. Siobhan Bell DNP, MN, BScN, RN	2026-08-01	2027-08-01