



Phone Number: 587-897-4820
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### Student Enrollment Contract

#### STUDENT INFORMATION

_____		_____	
Student Last Name	Student First Name and Middle Name		
_____		_____	
Student Usual First Name			
_____		_____	
Student Previous Last Name (if applicable)	Student Previous First Name and Initial (if applicable)		
_____		_____	
Student Mailing Address (address, city, prov./state)	Postal Code / Zip Code		
_____		_____	
Student Permanent Mailing Address (including country) (if different from above)	Postal Code / Zip Code		
_____		_____	
Student Telephone Number	Alternative Telephone Number	Student Main Email Address	
International Student:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Date of Birth :	_____	_____	_____	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
	YYYY	MM	DD			

#### PROGRAM INFORMATION

_____			
Program Name			
_____			
Program Duration in Hours	Program Duration in Weeks	Program Start Date	Program End Date
Long <input type="checkbox"/>	Short <input type="checkbox"/>	Personal Interest <input type="checkbox"/>	Certificate <input type="checkbox"/>
Credential Issued on Graduation			
Program Delivery Method	In Class <input type="checkbox"/>	Distance Ed <input type="checkbox"/>	
Campus	Kelowna	Calgary	
Language of Instruction - English			

## REFUND POLICY

**I have reviewed the Tuition Refunds section of the Private Career Colleges branch's website located at <http://www.alberta.ca/tuition-refunds.aspx>**

- 1) A student may be entitled to a refund on tuition fees in the event that:
  - a) The student provides written notice to the Academy that he or she is withdrawing from the program: or
  - b) The institution provides written notice to the student advising that the student has been dismissed from the program.
- 2) The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
- 3) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
- 4) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
- 5) If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.
- 6) Refund policy for students:
  - a) Refunds before the program of study begins:
    1. If written notice of withdrawal is received by the institution less than 4 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.00.
    2. If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 4 days after the contract was made, the institution may retain 10% of the total tuition only due under the contract, or \$1000.00.
    3. Subject to Section 6(a)(1) above, if written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract and more than 4 days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$1300.00.
- 7) Refunds after the program of study starts:
  - (a) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 25% of the tuition due under the contract.
  - (b) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 50% of the period of instruction specified in the contract has elapsed, the institution may retain 60% of the tuition due under the contract.
  - (c) If a student withdraws or is dismissed after 50% of the period of instruction specified in the contract has elapsed, no refund is required.
- 8) Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation of fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.
- 9) Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been paid.
- 10) Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge:
  - (a) The student must return the equipment unopened or as issued within 14 calendar days; and
  - (b) If the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.
- 11) Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or 30 days of an institution's written notice of dismissal.
- 12) Where the delivery of the program of study is through home study or distant education, refunds must be based on the percent of the program of study completed at the rates as set out in section 7 above.

*Privacy Notice: Alberta Advanced Education is collecting your personal information pursuant to section 33© of the Freedom of Information and Protection of Privacy Act for the purposes of monitoring this program and the operations of the private career colleges; tracking student mobility in, and strategic planning of, Alberta's post secondary education system.; and conducting research surveys with graduates of licensed programs accordance with the Private Vocational Training Act. For more information please contact the director of the Private Career Colleges Branch, Alberta Advanced Education, 10155 102 street, Edmonton Alberta, T5J4L5 , 780-427-5609*

## ACKNOWLEDGEMENT OF TERMS

Please visit <http://open.alberta.cva/publications/p24> to access the Private Vocational Training Act and The Private Vocational Training Regulations.

Please Initial beside each statement to acknowledge that you agree to the following:

### Institution/ Program Information

I reviewed the Student Rights and Responsibilities section of the Private Career Colleges Branch's Website located at <http://www.alberta.ca/student-rights-responsibilities.aspx>. Initials \_\_\_\_\_

I acknowledge that the institution did not guarantee that completing this Program will lead to Employment or specific wages/salary (section 22 (1)(b) of Private Vocational Training Regulation). Initials \_\_\_\_\_

I contacted potential employers and any relevant regulatory/professional bodies to determine if they Will recognize this program for employment and or certification in a related field. Initials \_\_\_\_\_

I received the program outline, a written description of the Institution rules and policies, and information About the most recent graduation and job placement rates for this program Initials \_\_\_\_\_

I toured the Institution and viewed the facilities and equipment available for in-class students Initials \_\_\_\_\_

I know how the Institution will deliver this program ( e.g. Self directed, online, traditional lecture) Initials \_\_\_\_\_

I acknowledge that the institution must provide me with a copy of this contract after I sign it Initials \_\_\_\_\_

### Admission Requirements

I provided the institution with the proper documents to show that I meet the admission requirements for This program. Initials \_\_\_\_\_

*Applicable if under 16 years of age:* I confirm that the institution has obtained written approval from the Director of the Private Career Colleges Branch for me to enrol in this program. Initials \_\_\_\_\_

### Withdraw/ Termination

I am aware that the Institution must terminate my enrolment in this Program by providing me with written Notice Initials \_\_\_\_\_

I understand that I must provide written notice to the Institution if I wish to withdraw from the program and Terminate this contract. Such notice must be provided in a manner that I can verify the date the notice was Delivered to the Institution. Initials \_\_\_\_\_

I understand that this contract is terminated on the date that the written notice is delivered Initials \_\_\_\_\_

I understand that I must notify my funding sources of my withdrawal or the termination of this contract if I am Receiving student financial assistance. Initials \_\_\_\_\_

### Fee Payments and Tuition Refunds

I understand that the institution cannot require or accept payment of the registration fee until I have signed this student contract and cannot accept payment of any other tuition or any incidental fees before my program Begins Initials \_\_\_\_\_

I understand all refund policies on page 2 of enrolment contract Initials \_\_\_\_\_

I understand that the Institution may withhold my credentials if I do not pay my fees in full at the time of Graduation Initials \_\_\_\_\_

**PRIVACY**

Under the Personal Information Protection Act students are entitled to access their student file. The personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student consents to other use.

**PROGRAM ADMISSION REQUIREMENTS**

Twenty-Four Karat admits as regular students:

- Must be able to understand the English language; speak, comprehend, reading and writing.
- Applicants under the age of 19 years of age will need a signature from parents or guardians to be accepted into the Individual course (s) or Certificate (s) Programs.
- The admission requirements may not be waived by the student or the institution.
- Complete and sign the student enrolment agreement and contract form. (Distant and On-line Students by Internet Agreement)

**PROGRAM COSTS**

Program Costs in Canadian Dollars (\$CDN):	Amount
• Tuition (this amount includes discounts or scholarship amounts)	\$
• Registration/Application Fee (\$100.00)	\$
• Supplies / Materials	\$
• Textbooks/ Manuals	\$
• Shipping and Handling (distant)	\$
<b>TOTAL PROGRAM COSTS</b>	<b>\$</b>

**Credit Card Payment :**

Visa  Master Card  American Express

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Card Holders Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**STUDENT DECLARATION**

I DECLARE THAT:

- I have read, understood, and agree to the terms and conditions of this enrolment contract;
- I have received a 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 workshop 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.
- Upon graduation, I agree to provide the Institution with the information regarding my employment status and my employer's name and telephone number

Signature of Student \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Parent / Legal Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_

Twenty-Four Karat agrees to deliver the program according to the terms of this contract.

\_\_\_\_\_  
Printed Name of Academy Representative

\_\_\_\_\_  
Date Signed

Signature of Academy Representative \_\_\_\_\_