

ALBERTA STUDENT ENROLLMENT CONTRACT PRIVATE VOCATIONAL TRAINING PROGRAM

NORTHERN INSTITUTE OF MASSAGE THERAPY INCORPORATED
#115, 5301 – 43RD STREET, RED DEER, ALBERTA T4N 1C8
1-888-261-8999

This contract is to be used only for programs licensed under the Alberta Private Vocational Schools Act. These programs appear on the Private Vocational School License posted in the institution.

Name of Applicant	Phone	Cell	Bus. Phone
Address of Applicant		Postal Code	E-Mail address

BASIC RELAXATION MASSAGE PROGRAM

FULL TIME

Program Name	Mode of Delivery (full-time, part-time, on-line, Correspondence)		
1008/28	September 26, 2009	March 21, 2010	
Length hrs/weeks	Program Start Date	Program End Date	
\$5098.00 + \$150.00 preregistration fee	\$252.00	\$5500.00	
Tuition fee (including \$ – registration fee. This fee will not exceed \$150.00)		Other Fees	Total Cost to Student

It is important that you understand the following prior to signing this contract:

- a) This program will be delivered as outlined on the attached page. The institution will provide you with information on the number of former students who found training-related employment.
- b) Taking this program does not guarantee employment.
- c) You should ask potential employers whether they would hire graduates of this program.
- d) The method of payment of the tuition and other costs of this program.
- e) A signed copy of this contract must be provided to you within 7 days of signing.
- f) You should be provided with a written description of all the institution's policies that apply to students taking this program.
- g) If you are under 16 years of age the institution must obtain written approval from the Director of Private Vocational Schools before you can take this program.
- h) If any loans are made to you to take this program repayment is your responsibility.
- i) Certain sections of the Private Vocational Training Regulations are set out on the back of this contract.
- j) The Director of Private Vocational Schools regularly requires institutions to report the number of graduates and the number of graduates that obtained employment. The signing of this contract represents your permission for the Institution to give the Director your name and phone number and your employer's name and phone number.

(Signature of Student)	(Date)
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The licensee agrees to deliver the above referenced program in accordance with the Private Vocational Schools Act and Regulations.

(Signature of the representative who has authority to sign this contract on behalf of the institution)	(Date)
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THE PRIVATE VOCATIONAL SCHOOLS ACT

RETENTION AND REPAYMENT OF FEES

(Extract – Alberta Regulation 341/2003)

Termination of student contract

13. (1) A student or a licensee may terminate a student contract by giving written notice of the termination to the other party.
(2) The notice referred to in subsection (1) may be delivered to the other party in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
(3) A student contract is terminated on the date on which the notice under subsection (1) is delivered.

Registration Fee

14. (1) Subject to subsection (2), a licensee may require a prospective student to pay a registration fee of not more than \$150 before that person's vocational training begins.
(2) A licensee must not require or accept payment of
(a) a registration fee in respect of a prospective student until that person has signed a student contract or
(b) a tuition fee in respect of a prospective student before that person's vocational training begins.
(3) A licensee who receives a registration fee must credit the fee to unpaid tuition if the student commences the vocational training.

Cooling off period

15. Notwithstanding anything in this Regulation, if a student terminates a student contract on or before the 4th business day after signing the contract, the licensee must refund any tuition or other fee paid by or on behalf of the student.

Refund of registration fee- before training begins

16. (1) If a student terminates a student contract before the vocational training begins, the licensee is entitled to any registration fee paid by or on behalf of the student.
(2) The licensee must refund any registration fee that has been paid by or on behalf of the student if
(a) a licensee terminates a student contract before the vocational training begins, or
(b) the vocational training does not begin on the commencement date set out in the student contract.

Refund of tuition- after training begins

17. (1) If either party terminates a student contract after the vocational training begins, the licensee is entitled to the following amounts of tuition:
(a) when 10% or less of the vocational training has been provided, 25% of the tuition;
(b) when more than 10% but 50% or less of the vocational training has been provided, 60% of the tuition;
(c) when more than 50% of the vocational training has been provided, 100% of the tuition.
(2) If a licensee has received a tuition fee in excess of the amount that the licensee is entitled to under subsection (1), the licensee must refund the excess amount.
(3) For the purpose of this section, vocational training provided by correspondence is provided as lessons are supplied, marked and returned to the student.

Abandoning provision of vocational training

18. (1) A licensee abandons the provisions of vocational training under its license stops providing the vocational training before it is complete and
(a) there are student contracts for the vocational training that have not been terminated, or
(b) all student contracts for the vocational training have been terminated but one or more of the contracts were, in the Director's opinion, terminated by the licensee so that the licensee would not be required to provide the vocational training.

Student's Signature

Date Signed

Abandoning provision of vocational training

- 18.(1) A licensee abandons the provision of vocational training under its license if the licensee stops providing the vocational training before it is complete and
 - (a) there are student contracts for the vocational training that have not been terminated, or
 - (b) all student contracts for the vocational training have been terminated but one or more of the contracts were, in the Director's opinion, terminated by the licensee so that the licensee would not be required to provide the vocational training.
- (2) Notwithstanding sections 16 and 17, if a licensee abandons the provision of vocational training under its license,
 - (a) the licensee must refund all tuition that has been paid in respect of the vocational training, and
 - (b) section 11 applies if the licensee is unable or refuses to make the refund.
- (3) A licensee is deemed to have abandoned the provision of vocational training by correspondence if lessons cease to be supplied, marked and returned to the student.
- (4) A licensee is not considered to have abandoned the provision of vocational training if the Director is of the opinion that the licensee is providing a means to enable a student to complete the vocational training without any disadvantage.
- (5) This section does not require the refund of tuition in respect of a student whose student contract is terminated
 - (a) by the student before the licensee abandons the provision of vocational training, or
 - (b) by the licensee before the licensee abandons the provision of vocational training where the termination was made because the student was expelled or for non-payment of fees.

Payment of refunds

- 21(1) Subject to subsection (2), a refund of a student's tuition must be paid
 - (a) to the student, or
 - (b) in the case of a student who has an outstanding student loan in respect of the vocational training for which the refund is being provided, to the lender that made the student loan.
- (2) If a licensee receives payment of a student's tuition from a government, agency or person other than the student, any refund of the student's tuition must be paid to the government, agency or other person.

Student's Signature

Date Signed

APPLICATION PROCESS

Applications are processed on a first come/ first served basis. When classes are filled it will be posted on the website.

PLEASE DO NOT APPLY WITHOUT SUBMITTING ALL REQUIRED DOCUMENTATION. Incomplete applications **WILL NOT** be processed.

If you have questions or reasons that your application will not contain all of the required documentation, please contact the Registrar PRIOR to submitting your application or it will be rejected.

Requests for transcripts, student numbers, student loan forms and student loans may all be made directly on line at www.alis.gov.ab.

Please mail your application to:
NORTHERN INSTITUTE OF MASSAGE THERAPY INC. #115, 5301-43 STREET, RED
DEER, AB. T4N 1C8

You will receive a letter of acknowledgement upon receipt of your submission.

Please insure that you have included the following in your application submission where applicable:

- _____ Educational Requirements - Transcript
- _____ Doctor's note
- _____ Non refundable \$150.00 pre-registration fee payable to the Northern Institute of Massage Therapy Inc.
- _____ Alberta Student Enrollment Contract-3 pages with signature and date on each:
 - _____ Page 1- All personal information included and signed and dated
 - _____ Page 2- Read, understand and signed and dated
 - _____ Page 3- Read, understand and signed and dated
- _____ Read the RULES and REGULATIONS on the website and Signed and dated DISCLAIMER below
- _____ Indicated massage experience below:

Have you had a minimum of 2- one hour massages from a Registered Massage Therapist?

_____ yes _____ no

DISCLAIMER:

I have read and agree to abide by the rules and regulations of the Northern Institute of Massage Therapy Incorporated as presented on the website.

PRINTED NAME

SIGNATURE

DATE