

Alberta Student Enrolment Contract for Licensed Vocational Training Programs

Northern Institute of Massage Therapy Inc. (the "Institution")
#200, 4806 51st Avenue
Red Deer, AB T4N 4H3
888-261-8999
www.nimt.ca

This contract is to be used only for programs licensed under the *Private Vocational Training Act and Regulation*. These programs appear on the Private Vocational Training Licence posted in the Institution. A copy of this contract signed by both the student and the Institution's authorized representative must be provided to the student within 7 days of signing. Any changes made to this contract must be agreed to and initialed by both parties.

Part A: Student Information (Required)

Last Name	First Name (legal)	Alberta Student Number (ASN)
Mailing Address	City/Town/Province	Postal Code
Email Address	Home Phone	Cell Phone

Part B: Program Information (Required)

Basic Relaxation Massage Program	Full- time	
Program Name	Delivery Mode (<i>full-time, part-time, online, correspondence</i>)	
1008 hours/ 28 weeks	September 21, 2018	March11, 2019
Program Length (indicate total hours and total weeks)	Start Date	End Date

Part C: Program Fees (Required)

Tuition Fee - includes \$ 250.00 (<i>specify amount</i>)	Registration Fee*:	\$8100.00
	Books / Supplies/ Kit:	\$610.00
	Others Fee(s) please specify:	
	Total Cost to Student:	\$8710.00

* The Institution may require the student to pay a registration fee up to \$500 at the time the student signs this contract. The registration fee will be credited towards the tuition fee once the student commences the program. If the student chooses not to attend the program, the Institution may retain this fee.

Part D: Additional Student Information (Optional)

If you wish to declare that you are an Aboriginal person, please specify:

- a) Status Indian/First Nations, b) Non-Status Indian/First Nations, c) Metis, or d) Inuit

Note: Alberta Advanced Education and Technology is collecting this personal information pursuant to section 33(c) of the FOIP Act as it relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. For further information or if you have questions regarding the collection activity, please contact the office of the Director, Accountability/Outcomes Reporting, Post-Secondary Investments and Outcomes Sector, Alberta Advanced Education and Technology, 10155 102 Street, Edmonton AS, T5J 4L5, (780) 427-7145.

By signing this contract, the student agrees to and acknowledges the following:

Institution/Program Information

- I have researched my chosen profession and this program by contacting potential employers to determine whether the training and credential offered by the Institution are recognized for employment. If the profession is regulated, I have also checked with the appropriate regulatory or professional body.
- I have received a copy of the program outline, a written description of the Institution's rules and policies that apply to students taking this program, and a graduate report indicating the most recent graduation and job placement rates for this program.
- I have toured the Institution and have viewed the facilities and equipment available to students (where applicable).
- I am aware of the method in which this program is delivered to students (e.g. self-directed learning, online, traditional lecture)
- I am aware that successful completion of this program does not guarantee employment, specific wages, or a specific salary.

Admission Requirements

- I have provided the Institution with appropriate documentation to show that I meet the admission requirements for this program. If I am under 16 years of age, I have confirmed that the Institution has obtained written approval from the Director of Private Vocational Training, Alberta Advanced Education and Technology, for me to enroll in this program.

Withdrawals/Terminations and Tuition Refunds

- If I wish to withdraw from this program and terminate the contract, I must provide written notice to the institution in a way that I can verify the date the notice was delivered to the Institution. The contract is considered terminated on the date that the written notice is received by the Institution. I am aware that the Institution may also terminate my enrolment in this program by providing written notice to me. The contract is considered terminated on the date that the written notice is received by me.
- If I am receiving student financial assistance, I will notify my funding source of my withdrawal or the termination of this contract.
- I have reviewed the excerpts of the *Private Vocational Training Regulation* as attached to this contract, and I understand the Regulation with respect to the retention and repayment of fees (i.e. registration fees and tuition refunds) in the case where this contract is terminated. I understand that if I terminate this contract on or before the 4th business day after signing this contract, the Institution must refund any tuition or other fee paid by me or on my behalf.

Fee Payments

- I understand that the Institution may withhold my credential if all fees are not paid in full at the time of graduation.

Student Complaints

- Concerns regarding my training will first be addressed using the Institution's student complaint process. If a resolution is not reached, I have 60 days from my last date of attendance in the program to contact the Private Vocational Training branch of Alberta Advanced Education and Technology to discuss my concerns.

Student Information

- Upon graduation, I agree to provide the Institution with information regarding my employment status, and my employer's name and telephone number.
- I consent to the Institution providing the information on this contract along with my graduation and employment status, and employer's name and telephone number to Alberta Advanced Education and Technology for the purposes of reporting the graduation and job placement information for this program, tracking student mobility through Alberta's post-secondary education system, and for conducting satisfaction and outcomes research surveys with graduates of licensed programs offered by private institutions.

I have read and understand the information on this contract:

_____	_____	_____
Signature of Student	Printed Name of Student	Date
_____	_____	_____
Signature of Witness	Printed Name of Witness	Date

By signing this contract, the Institution agrees to offer the program as licensed in accordance with the *Private Vocational Training Act and Regulation*.

_____	_____	_____
Signature of Authorized Representative	Printed Name of Authorized Representative	Date

Alberta Student Enrolment Contract for Licensed Vocational Training Programs

THE PRIVATE VOCATIONAL TRAINING ACT RETENTION AND REPAYMENT OF FEES (Extract — Alberta Regulation 341/2003) (Consolidated up to 349/2009)

Registration fee

14(1) Subject to subsection (2), a licensee may require a prospective student to pay a registration fee of not more than \$500 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.

(2.1) Despite subsection (2)(b), a licensee may accept a tuition fee in respect of a prospective student before that person's vocational training begins if the fee is paid by a third party approved by the Director.

(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 a student contract is terminated 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 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.

(3) If a licensee is required to refund a registration fee or tuition, the refund must be paid not later than the earlier of the following:

- (a) 30 days from the day the student contract is terminated;
- (b) the time period specified in an order of the Director.

For information regarding Alberta's private vocational training licensing requirements, please contact the

Private Vocational Training Branch:

10155 - 102 Street, Edmonton, AB T5J 4L5

Phone: 780-427-5609

Email: pvt.branch@gov.ab.ca

Website: <http://www.advancededucation.gov.ab.ca/post-secondary/institutions/private.aspx>

Graduate Report

Licensed Program: Basic Relaxation Massage
Reporting Period: April 1, 2016 - March 31, 2017
Date Prepared: April 4, 2017

1. Graduation Rate: 73% (of the students enrolled, successfully completed)

2. Job Placement Information of Graduates

- in full-time training related employment
- in part-time training related employment
- in non-training related employment
- not employed
- continuing to higher education precluding job search 15
- in special circumstances precluding job search
- institution was unable to locate to ask employment particulars

Total Graduates 15

This graduate report was made available to me prior to enrollment.

Name of Student (please print)

Signature

Date

APPLICATION CHECKLIST

_____ 1. Application Forms – Pages 1-4

Application Form: Be sure to read this entire application form as it is a legal binding contract and details the refund rules.

- Page 1: Fill in the required personal information sign and date where indicated. You do not need to adjust any of the pre-printed information. Example: Mode of Delivery is Full Time. No need to change this.
- Page 2: Read and understand all statements as we abide by The Private Vocational Schools Act Retention and Repayment of Fees.
- Page 3: Read and understand all statements, sign and date where indicated, have a witness sign and date where indicated.
- Page 4: Review, sign and date as required.

_____ 2. Educational Requirements

Applicants must include with their application documentation that they meet one of the educational requirements:

- Completion of high school diploma verified by official transcript with a minimum of 60% in grade 12 English.
Or
- High School Equivalency Diploma (GED) verified by official transcript
Or
- Mature Student Status:
 - Have been out of school for at least one year
 - Have 50 Credits towards a high school diploma with a minimum of 60% in at least one English course verified by official transcript. Regardless of your level of training, we require a copy of your High School Transcript. We are not able to obtain transcripts on behalf of students. To order: www.alis.ab.ca

_____ 3. Read, signed and dated the Graduation Report on page 4

_____ 4. Rules and Regulations

On Page 6 of your application, there is a place for you to sign stating that you have read and agree to abide by the Rules and Regulations set out by the NIMT Inc. These Rules and Regulations can be found on the website under “Basic Massage Therapy” and “Rules and Regulations”.

_____ 5. Massage Experience

It is highly recommended (not mandatory) that applicants obtain a minimum of two massage treatments from a Registered Massage Therapist prior to applying. Please indicate massage experience below:

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

_____ Yes _____ No

_____ 6. Doctor's Note

Applicants must submit a clearly legible doctor's note indicating that the student is physically capable of meeting the demands of a career in massage therapy

_____ **7. Enclose \$250.00 Non-refundable pre-application fee.** Applications can be:

- Mailed to NORTHERN INSTITUTE OF MASSAGE THERAPY INC.
#200, 4806 51TH AVENUE
RED DEER, ALBERTA
T4N 4H3
- Emailed to info@nimt.ca
- Faxed to 587-317-7401

Emailed and faxed applications will require that you phone in a credit card # for the pre-registration fee of \$250.00

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.

Please Note: Although classroom participation is part time, the Program is recognized for full time accreditation.

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

FUNDING: Once we have received your application, we will contact you and guide you through the application process for student funding and Grant/Bursary applications. For those who do NOT qualify for student funding, we offer an OPTIONAL PAYMENT PLAN. If you have any questions or concerns, please contact us at 1-888-261-8999.

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.

Signature of Student

Printed Name of Student

Date