



Please fill in form, sign all pages, save file as your name (first and last name) and email it as attachment

Student Gender    Male                  Female                  Student ID: \_\_\_\_\_

Student first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Street Name and Number: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mother Tongue: \_\_\_\_\_ Country of Origin: \_\_\_\_\_

Type of Stay (Home- stay, Apartment, etc): \_\_\_\_\_ Duration of studies in weeks: \_\_\_\_\_

Start date: \_\_\_\_\_ Date of Birth: dd: \_\_\_\_\_ mm: \_\_\_\_\_ yyyy: \_\_\_\_\_

Program or Course applying for: \_\_\_\_\_ International Student (type YES or NO): \_\_\_\_\_

*This section has to be filled in when a student is granted a study permit by IRCC.*

Study Permit Number \_\_\_\_\_ Study Permit Expiry Date: \_\_\_\_\_

Date of Admittance into Canada \_\_\_\_\_

Primary method of program delivery: \_\_\_\_\_

*Credential to be awarded upon Successful Completion of the Program: Non accreditation*

International students who have received a letter of admission from CCE will only be eligible for a tuition fee refund if they present the refusal letter from Immigration, Refugees and Citizenship Canada (IRCC). In the event of tuition fee refunds, CCE must apply a 4% + deduction from the student's tuition fee as appropriate to any bank or service charges. The letter of admission will be emailed to accepted students. If you require the original letter, then a \$175 shipping fee will be applied in addition to the registration fee. Students are responsible for their own accommodations, insurance, transportation and other policies.

**Note:** No MAKE-UP classes for group program. Students are responsible for their attendance.

I, \_\_\_\_\_ agree with the above statement and acknowledge that I have received a copy of student contract.

Sign here: \_\_\_\_\_ date: \_\_\_\_\_

Canada College of Education reserves the right to modify courses, programs, plan and policies without advance notice and at its sole discretion, reserves the right to suspend or cancel any program or course if enrolment number is deemed insufficient or for any other reasons. Students are responsible for their insurance, accommodation, transportation or other needs.



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**International Student Consent Form**  
**Notice of Collection of Personal Information and Consent**  
**(Ontario Ministry of Advanced Education and Skills Development)**

International students seeking a study permit to attend a postsecondary learning institution in Ontario must attend a postsecondary institution designated by Ontario for the purposes of the *Immigration and Refugee Protection Regulations* (Canada). This is often referred to as the International Student Program ("ISP").

Under the ISP, private postsecondary institutions are designated by Ontario on an annual basis. As a result, private postsecondary institutions that wish to remain designated apply for designation annually.

At the time that you are asked to read and sign this document, you are (1) applying to be enrolled in an institution that is applying for designation for the first time, (2) applying to be enrolled in a designated institution, or (3) enrolled in a designated institution. If you are enrolled in an institution that is currently designated, the institution may be applying for further designation annually.

When reviewing an institution's application for designation under the ISP, the Ministry of Advanced Education and Skills Development (the "Ministry") conducts a site assessment to verify the information provided in the institution's application with respect to its educational policies and procedures. The Ministry may also monitor institutions that are designated to determine whether those institutions are complying with the terms and conditions of designation.

As part of the site assessment and the Ministry's ongoing monitoring of designated institutions, the Ministry reviews a representative sample of student and prospective student records, such as student and prospective student contracts, registration forms, records of enrollment, documents pertaining to academic assessment and progress, and other documents contained in the student or prospective student file. The Ministry also may need to make copies of student and prospective student records in order to complete its review of the institution's (1) application for designation or (2) ongoing compliance with the terms and conditions of designation.

Your consent is requested to allow the Ministry to access the personal information you have provided to the institution that may be contained in your student records. Without your consent, the Ministry cannot access your records as may be required in order to assess the institution's application for designation or ongoing compliance with designation conditions.

The Ministry collects and uses this information under the authority of ss. 38(2) and 39(1)(a) of the *Freedom of Information and Protection of Privacy Act* and the *Immigration and Refugee Protection Act* (Canada) and its *Regulations*. Questions about the collection, use and disclosure of this information may be addressed to:

Manager, Quality and Partnerships Unit  
Private Career Colleges Branch  
Ministry of Advanced Education and Skills Development  
77 Wellesley Street West, P.O. Box 977  
Toronto, Ontario M7A 1N3  
416-314-0500 or ISP.TCU@ontario.ca

## CONSENT

By signing below, I hereby consent to: (check boxes that apply)

the Ministry's collection of my personal information from the institution at which I am enrolled or applying to be enrolled for the purposes of assessing the institution's current and future applications for designation under the International Student Program

the Ministry's collection of my personal information from the institution at which I am enrolled or applying to be enrolled for the purposes of assessing the institution's ongoing compliance with the terms and conditions of designation, if it is designated by Ontario

Name: \_\_\_\_\_

Sign here: \_\_\_\_\_ Date: \_\_\_\_\_

For students under 16 years of age, the parent or guardian must also sign:

Name: \_\_\_\_\_

Sign here: \_\_\_\_\_ Date: \_\_\_\_\_

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### Refunds Policy

Canadian students who have enrolled in a part time, full time or private lessons course(s) can request a refund only after their first session (first class attendance). We do not provide any late refunds.

International students who are applying from outside or within Canada and are granted a study permit will not be refunded under any circumstances. If any tuition fee is paid in advance, it can only be refunded when the student submits their refusal letter from Immigration, Refugees and Citizenship Canada (IRCC). Canada College of Education ONLY accepts the refusal letter from IRCC. As soon as a student is granted with their study permit, (regardless to if he/she comes to Canada or not) we are unable to provide you with a refund.

If you have applied for less than 6 months and have obtained a Letter of Admission from CCE, you will not be eligible for any form of refund. Please read more about refund policy before signing the required forms. **The tuition fees are non-transferable.**

**Transfers:** International and local students can transfer from other schools to CCE and receive a Letter of Admission for immigration purposes. Students can register and receive our discounted package. Students who are dismissed will not be eligible for a refund. International students who wish to change schools are required to notify us **30 days** prior to departure. The first month of study will be non-refundable regardless to the student is attending classes or not.

If you choose to withdraw from CCE, we will require proof that your VISA status is lawful. You are required to show your Boarding Pass if you are leaving Canada earlier than anticipated. Alternatively, if you are attending another academic institution, you are required to re-apply for a new study permit and you must provide CCE with valid documentation to demonstrate your eligibility to stay in Canada. Students who have applied through an agent are required to contact their agent for information on any possible refund process.

Calculation after start date % Program Completed	% Unused Tuition Refunded
Up to 10	50
Up to 40	30
After 40	0.0

1. Full tuition fees will be refunded if for any reason the course is not conducted by CCE (course cancelled).
2. A minimum of 5 weeks is needed for the processing of refunds.
3. No interest is charged on any refund payments.
4. No refunds will be provided if students have postponed the start of their course in Canada.
5. All refunds are made subject to the approval of the school board.

Please note that in the case of a refund, CCE will deduct a bank transfer charge, a service charge and other applicable fees from the student's tuition amount.

**Method of refund:** The repayment can be done by cheque, direct deposit or other methods. Students are required to provide us with all banking information including the swift number. CCE will deduct 4% from total tuition fee in order to cover the POS machine charge as well as other service fees.

SIGN HERE \_\_\_\_\_  
Guardian or Parent must sign for under age 16

Date: \_\_\_\_\_  
dd/mm/yyyy

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### Method of payment

We accept several payment methods including:

Cash, Cheques, Debit and Credit cards for international students who currently reside in or outside of Canada.

I authorize Canada College of Education to charge my Credit Card for the total indicated below

Non refundable admission fee:	\$ _____	VISA	Master Card
Tuition fee:	\$ _____	Cheque	Money Order
Other fees:	\$ _____	Other Method	_____
Total fees:	\$ _____		

Student's full name: \_\_\_\_\_

Name of cardholder: \_\_\_\_\_  
(If not the same as student name)

Card#: \_\_\_\_\_ Expiry date: \_\_\_\_\_ CW: \_\_\_\_\_

Billing Address: \_\_\_\_\_

SIGN HERE: \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer:** Any transaction online may be subject to some degree of vulnerability. Canada College of education takes no responsibility regarding the security of credit card information submitted online. If this is an issue please use another method of payment.

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