



pacific design academy

design

YOUR FUTURE

APPLICATION FORM

Institution's PTIB Registration Number: 702

1252 Wharf Street Victoria, BC V8W 1T8

Telephone: (250) 383 - 3631

Fax: (250) 383 - 3632

inform@pacificdesignacademy.com

Admission Requirements

The minimum admission requirement at Pacific Design Academy is completion of Grade 12 and a letter of intent. Students under the age of 19 require their parent or guardian's signature. The following information is required and cannot be waived:

- **Non-refundable application fee of \$200 (\$500 for international students)** and a completed application form
- Proof of education (transcript, diploma, letter of recognition, etc)
- Copy of a valid photo ID or birth certificate
- Letter of intent detailing your background and future goals in order to ensure the program meets your needs
- If deemed necessary by the Registrar, a TOEFL score of at least 52 or an IELTS score of at least 4.0
- Prior to accepting any student with a profound disability, the school will require the student to provide proof of funding (private or public) for accommodating the students disability for the duration of the program

Personal Information (please attach copy of identification) (PLEASE PRINT IN BOLD CLEAR LETTERS)

Last Name		First Name		Middle Initial	Email Address	
Social Insurance Number		Citizenship <input type="checkbox"/> Canadian <input type="checkbox"/> Landed Immigrant or Permanent Resident <input type="checkbox"/> International Student Nationality: _____		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		Date of Birth DD / MM / YYYY
Mailing Address Street Address		Apt/Unit #	City	Province	Postal Code	
Telephone Number () -		Emergency Contact		Emergency Telephone Number () -		
Do you have any allergies, medical conditions or special needs that require accommodations? If yes, please explain:						<input type="checkbox"/> yes <input type="checkbox"/> no

Educational Background

Last Secondary School Attended		Last Year Attended		Specify Any Degrees, Diplomas and/or Certificates	
Post-Secondary Institutions Attended		Year(s) Attended	Area of Study	Completed? <input type="checkbox"/> yes <input type="checkbox"/> no	
				<input type="checkbox"/> yes <input type="checkbox"/> no	

PTIB: Mandates & Regulations

The Private Training Institutions Branch (PTIB) is a branch of the BC Ministry of Education that regulates all private post-secondary institutions in British Columbia. PTIB provides consumer protection by managing the Student Tuition Protection Fund (STPF) which provides tuition refund protection in the case of institutional closure. Registration of the institution and its programs is provided by PTIB and is mandatory for institutions providing training or instruction in programs which exceed \$1,000 in tuition and 40 hours in duration.

Information about PTIB may be found on the web at <https://www.privatetraininginstitutions.gov.bc.ca> including a list of all registered institutions and their approved programs. For further information about the Agency, students may contact PTIB at:

300 – 5172 Kingsway
Burnaby, BC V5H 2E8
Telephone: (604) 660-4400
Fax: (604) 660-3312
Toll Free: 1-800-661-7441
Website: <https://www.privatetraininginstitutions.gov.bc.ca>
Email: PTI@gov.bc.ca

This application contains a refund policy which defines the maximum amount of tuition which may be retained by the institution in case of withdrawal or dismissal from the program.

Employment cannot be guaranteed for any student who successfully completes a career training program offered by the institution.

All sections of this application must be completed and a signed copy will be kept in the student's file at the institution. Upon completion of the program of study or after withdrawal or dismissal from the program, an electronic copy of this application along with the student's transcript, certificate, or diploma must be stored off-site for a period of 55 years.

Initial _____

Tuition & Lab Fees Information

All fees payable in Canadian funds. Application fees must be submitted with application (see Admission Requirements for more information)

1 Year		
Program Name	Tuition	Equipment Fee
IResidential Interior Design & Technology - Online	\$12,950	\$0
3D Animation & FX - E-Learning - Online	\$12,950	\$0

International Students - Add 30% to all tuition costs; payable in Canadian funds only.

Additional Expenses (Fees NOT Payable to Pacific Design Academy)

First Year (3 terms)	
Program Name	Additional Expenses, Supplies & Books
IResidential Interior Design & Technology - Online	\$900
3D Animation & FX - E-Learning - Online	\$900

Supplies

Materials and supply costs are the responsibility of the student and are estimations. All books and supplies may be purchased from sources other than the school; please speak with your instructor to locate these materials (supply lists will be distributed on the first day of classes).

Fees Payable to Pacific Design Academy

TUITION FEE:	\$
STUDENT SERVICES FEES:	\$ 100.00
EQUIPMENT FEES:	\$
OTHER FEES:	\$
	\$
STUDENT RECORD ARCHIVING FEE:	\$ 4.00
TOTAL FEES OWED UNDER THIS CONTRACT:	\$

Program Information

Program Title:	<input type="checkbox"/> 1 Year Program
Start Date (mm/yyyy):	
Total Program Cost <small>(see 'Tuition & Fees Information')</small> :	Credential of Program: <input type="checkbox"/> Diploma

Tuition Payment Options

Full Payment - Payable, each year, three (3) weeks prior to the start date of the program.

Student Loan - 60% of total tuition fees is deducted from the first disbursement, and 40% will be allocated over the remainder of the year. Students are encouraged to submit proof of assessment documentation to the registrar as soon as possible.

Half Payment - the first half is due three (3) weeks prior to the commencement of the first term; the remaining half is due three weeks after the commencement of the second term.

Initial _____

Registration and Refund Information

Students are accepted on a *space being available* basis. To ensure registration students should apply well in advance of the program's start date. PDA reserves the right to merge or cancel, any class or program in the event of insufficient enrolment.

Tuition Tax Receipts: As per Revenue Canada Regulations, Pacific Design Academy issues T2022 tax receipts for each calendar year attended.

Financial Aid: PDA will, when requested, provide assistance to those students arranging financial aid packages. Students in our diploma programs may be eligible for assistance under Canada Student Loans (forms are available online and at the Admissions Office) or through sponsorship (Workers' Compensation, Social Services or Employment Canada). Please contact the school or refer to the Pacific Design Academy brochure for additional details.

Refund Policy:

Refunds in Cases of Withdrawal or Dismissal

1. Written Notice
 - a) To initiate a refund, written notice must be provided:
 - (i) By a student to the institution when the student withdraws, or
 - (ii) By the institution to the student where the institution dismisses a student.
2. Refund Entitlement
 - a) Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable application or registration fee. Where total 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.
3. Refund policy for students:
 - a) Refunds before the program of study begins:

If written notice of withdrawal is received by the institution before the program of study starts a full refund of tuition is due.
 - b) Refunds after the program of study starts:
 - (i) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the period of instruction specified in the contract, the institution may retain 30% of the total fees due under the contract.
 - (ii) If written notice of withdrawal is received by the institution, or a student is dismissed, after 10% and before 30% of the period of instruction specified in the contract, the institution may retain 50% of the total fees due under the contract.
 - (iii) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract, no refund is required.
4. Other Refund Policy Requirements
 - a) Where a student is deemed not to have met the institutional and/or program specific minimum requirements for admission, the institution must refund all fees paid under the contract, less the applicable non-refundable application or registration fee.
 - b) Where an institution provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the institution may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.
 - c) Refunds owing to students must be paid within thirty (30) calendar days of the institution receiving written notification of withdrawal and all required supporting documentation, or within thirty (30) calendar days of an institution's written notice of dismissal.
 - d) Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates specific to Part IV I. 4(b) of the PTIB Bylaws

Payment Schedule

Due Date: _____	Amount Due: _____
Due Date: _____	Amount Due: _____

Student Declaration

I hereby certify that I have read, understood and agree to the terms and conditions of this application form. The information provided by me on this form is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian has also signed this application.

* Please note that Pacific Design Academy requires students to sign a contract prior to accepting tuition payments.

Printed Name _____ Printed Name: _____

Signature of Applicant: _____ Signature of Parent/Legal Guardian: _____

Date: _____ Date: _____

I have read and understand the Student Handbook: _____
Initial

How did you hear about us:

Friend/Family Signage Website Career Fair Other: _____

FOR OFFICE USE ONLY

Application Fee Enclosed: YES NO DATE: _____

Payment Method: Cheque/Money Order Debit Card Visa MC Other: _____

Card Number: _____ Expiry Date: _____ Authorized By: _____