



PRAIRIE WESTERN COLLEGE

STUDENT ADMISSION FORM

Part A: Institution Information			
<i>Legal Entity</i>	Prairie Western College		
<i>Address</i>	915 33ST NE		
<i>City, Province</i>	Calgary, AB	<i>Postal code</i>	T2A 6T2
<i>Office Phone</i>	(403) 454-0948	<i>Alternate Phone</i>	(403) 921-0201
<i>Email</i>	info@prairiewestern.ca	<i>Website</i>	www.prairiewestern.ca
Part B: Student Information			
<i>Full Name :</i>			
<i>Former Surname*:</i>		<i>Also known as*:</i>	
<i>Address :</i>			
<i>City, Province :</i>		<i>Postal code:</i>	
<i>Phone :</i>		<i>Email :</i>	
<i>Date of Birth :</i>		<i>Alberta Student Number:</i>	
<i>Social Insurance Number*:</i>		<i>Aboriginal Status *:</i>	
<i>Legal Status*:</i>		<i>International Student*:</i>	
Part C: Program Information			
<i>Program Name:</i>			
<i>Program Start Date:</i>		<i>Program End Date:</i>	
<i>Program Length:</i>		<i>Delivery Mode:</i>	
<i>Program Cost :</i>			
<i>Tuition Fees:</i>			
<i>Supply/Kits Fee :</i>			
<i>Books :</i>			
<i>Other fee (specify) :</i>			
<i>Total Program Fees</i>			

Part D: Acknowledgement of Terms

Please visit <https://open.alberta.ca/publications/p24> to access the Private Vocational Training Act and the Private Vocational Training Regulation. 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 https://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 the Private Vocational Training Regulation)	
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.	
I received the Program outline, a written description of the Institution's rules and policies, and information about the most recent graduation and job placement rates for this Program.	
I toured the Institution and viewed the facilities and equipment available to students	
I know how the Institution will deliver this Program (e.g. self-directed learning, online, traditional lecture)	
I acknowledge that the Institution must provide me with a copy of this contract after I sign it.	
I received the Program outline, a written description of the Institution's rules and policies, and information about the most recent graduation and job placement rates for this Program.	
Admission Requirement	
I provided the Institution with the appropriate documentation 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 enroll Topic: Admission form fill out trick tutorial Join Zoom Meeting https://us02web.zoom.us/j/81785114368 in this Program. (Section 12(3) of the Private Vocational Training Regulation).	
Withdrawals/Terminations	
I am aware that the Institution must terminate my enrolment in this Program by providing me with written notice (Section 13(1) of the Private Vocational Training Regulation).	**initials
I understand that I must provide written notice to the Institution if I wish to withdraw from the Program and terminate this contract (Section 13(1) of the Private Vocational Training Regulation). Such notice must be provided in a manner that I can verify the date the notice was delivered to the Institution.	
I understand that this contract is terminated on the date that the written notice is delivered (Section 13(3) of the Private Vocational Training Regulation).	
I understand that I must notify my funding source of my withdrawal or the termination of this contract if I am receiving student financial assistance.	
Fee Payments and Tuition Refunds	
I have reviewed the Tuition Refunds section of the Private Career Colleges Branch's website located at https://www.alberta.ca/tuition-refunds.aspx .	**initials
I understand that the Institution may charge me a registration fee of up to \$500, which it must credit toward my unpaid tuition fees (Section 14 of the Private Vocational Training Regulation). The Institution may retain this fee if I do not attend the Program unless	
<ul style="list-style-type: none"> • I terminate this contract within four business days of signing it (Section 15 of the Private Vocational Training Regulation). • The Institution terminates this contract before the Program begins (Section 16(2) of the Private Vocational Training Regulation). • The Program does not begin by the start date in Part C of this contract and I choose to terminate this contract as a result (Section 16(2)(b) of the Private Vocational Training Regulation). 	
I understand that if this contract is terminated after Program begins, the Institution is entitled to the payment of tuition fees as outlined in Section 17 of the Private Vocational Training Regulation, which is as follows:	

<ul style="list-style-type: none"> • 25% of the total tuition fees as identified in Part C: Program Cost of this contract if • 10% or less of the Program is provided • 60% of the total tuition fees as identified in Part C: Program Cost of this contract if more than 10% but less than 50% of the Program is provided • 100% if more than 50% of the Program is provided. 	
I understand that if I paid more tuition than the Institution is entitled to under Section 17(1), the Institution must refund me the difference.	
I understand that any refund that the Institution is required to pay will be paid to the source of payment for my tuition fees (i.e. the student, Government, agency, or person other than the student) and/or to any outstanding student loan where applicable (Section 21 of the Private Vocational Training Regulation).	
I understand that the Institution may withhold my credential if I do not pay my fees in full at the time of graduation.	
I understand that if I paid more tuition than the Institution is entitled to under Section 17(1), the Institution must refund me the difference.	
Student Complaints	
I have reviewed the Student Complaints section of the Private Career Colleges Branch's website located at https://www.alberta.ca/student-complaints.aspx .	**initials
I will first address any concerns I have regarding the Program through the Institution's student complaint process.	
If my complaint is not resolved through the Institution's student complaint process, I have 6 months from my last date of attendance in the Program to contact the Private Career Colleges Branch, Alberta Advanced Education by visiting www.privatecareercolleges.ab.ca/studentcomplaints .	
Student Information	
Upon graduation, I agree to provide the Institution with information regarding my employment status, and my employer's name and telephone number	**
Signature	
By signing this contract, I agree to the terms of this contract and I authorize Alberta Advanced Education to collect the information in Part A of this contract, my graduation and employment status, and my employer's name and contact information from the Institution and I consent to the Institution providing this information to Alberta Advanced Education for the purposes of reporting on graduation and job placement information for this Program; monitoring operations of private career colleges; tracking student mobility and strategic planning of Alberta's post-secondary education system; and for conducting satisfaction and outcomes research surveys with graduates of licensed programs offered by private career colleges.	
_____	_____
Signature of Student	Printed Name of Student
_____	_____
Signature of Witness	Printed Name of Witness
_____	_____
Signature of Authorized Representative	Printed Name of Authorized Representative
_____	_____
Signature of Authorized Representative	Printed Name of Authorized Representative
_____	_____
Signature of Authorized Representative	Printed Name of Authorized Representative

*If applicable/Optional

** One initial will be considered consent for the total section