

CANADA COLLEGE OF EDUCATION



Please sign all documents and email it to: study@ccet.ca or admin@ccet.ca

Notice of Collection of Personal Information and Consent (Ministry of Training, Colleges and Universities) (Citizenship and Immigration Canada)

The school you are enrolled in has applied to host international students under the new International Student Program. To do so, the Government of Canada requires that your school be designated by the Ministry of Training, Colleges and Universities (the "Ministry"), and for the designation to be renewed at regular intervals.

As part of the designation and renewal processes under the International Student Program, the Ministry will conduct a site assessment to verify the information in your school's application with respect to its educational policies and procedures for all students. As part of the site assessment, the Ministry will need to review a representative sample of student records, such as student contracts, registration forms, records of enrollment, documents pertaining to academic assessment and progress, and other documents contained in the student file. This is to ensure that your school has implemented educational policies and procedures for both its international and domestic students. As such, the Ministry may need to make copies of student records in order to complete the designation process, which requires student consent to access the personal information you have provided to the school.

Your institution will also be required to share enrollment information and reporting with Citizenship and Immigration Canada (CIC) as a condition of being a designated institution approved under the International Student Program.

By signing below;

- you give consent to the Ministry to collect your personal information from your school and use it for the purposes outlined above; and
- you consent to share your attendance information with the CIC for the purposes of the International Student Program.

The Ministry collects and uses this information under the authority of s. 38(2) 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 Training, Colleges and Universities
77 Wellesley Street West P.O. Box 977
Toronto, Ontario M7A 1N3
416-314-0500 or ISP.TCU@ontario.ca**

Name _____

Signature _____ Date _____ (DD/MM/YY)

For students under 18 years of age, the parent or guardian must also sign.

Name of parent/guardian: _____

Signature _____ Date _____ (DD/MM/YY)

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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Refunds Policy

Canadian students who have taken part time, full time or private lessons course(s) can ask for a refund only on the first session (first class attendance), not a day or days after the first session. After the first lesson, no refund will be granted. International students who have applied from outside or within Canada and who have been granted a study permit will not be given any refunds for any tuition fees paid in advance under any circumstances. If any tuition fee has been paid in advance, it will be refunded only when the student submits a refusal letter from the Government of Canada (CIC). Other arguments such as the student did NOT apply for a Visa or any other claims will NOT be accepted. As soon as a student is granted with a study permit, whether or not he/she comes to Canada, there will be no refund. If you have applied for any duration and you obtained a "Letter of Admission" from CCE, you will not be eligible for any form of refunds.

Transfer: International and local students can transfer from other schools to CCE and receive a letter of admission for immigration purposes. The tuition fees are non-transferable. Students who register with discount packages or who have received any special deals will not be eligible for refund. International students who wish to change different schools will have to notify us (in writing) **30** days prior to departure. The first month of study will be non-refundable. *Simply, not showing up to school does not equate to program or course cancellation.*

If you want to withdraw from CCE, then the College will require a proof that your VISA status is lawful. You must show a Boarding Pass if you are leaving Canada earlier than anticipated. Alternatively, if you are attending another academic institution, you may need to inform CIC about your situation. Students who have applied through an agent need to contact the agent for any possible refund.

Cancellation after start date for International Students

% Program Completed	% Unused Tuition Refunded
Up to 10	50
Up to 40	30
After 40	0

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

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

Method of refund:

We usually will write a cheque (check) for local students (student residing in Toronto) and for international student we will use method of "Wire Transferred" payment. You need to provide us all banking information including swift number. If you paid by credit cards, we will deduct **3%** from total tuition fee to cover cost of "charge and charge back" for POS Machine.

Student Name/Agent/Guardian _____ Signature _____ Date _____

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