

## **Enrolment Policies & Conditions**

*By signing the Columbia Academy Student Enrolment Contract you are acknowledging receipt and understanding of these Polices & Conditions. For your benefit and information, these form part of the Student Enrolment Contract and are considered an Addendum to the Contract.*

### **Columbia Academy Mission Statement:**

Columbia Academy is a private post-secondary vocational training centre serving a diverse student clientele. Columbia Academy's purpose is to provide a learning environment which maximizes a student's opportunity to become proficient and confident through a realistic, simulated work environment designed to hone a student's talents, abilities and technical skills, preparing them for a wide variety of career opportunities.

### **This Contract:**

This contract shall become effective when accepted by a duly authorized agent of COLUMBIA ACADEMY and shall be construed in accordance with the laws of the Province of British Columbia. This agreement is binding upon all parties signatory hereto.

This contract shall not be rescinded after acceptance by COLUMBIA ACADEMY except by serving written notice of rescission by personal delivery or by registered mail to COLUMBIA ACADEMY.

Tuition for any portion of the course that remains due and owing at the time of rescission will become immediately payable in full.

### **Student Admission Policy:**

To qualify for Columbia Academy training, an applicant must be 18 years of age and a high school graduate or be 19 years of age. Applicants who are 18 must have parental or custodial consent.

All applicants are required to write a Columbia Academy entrance exam covering the areas of vocabulary, grammar, general knowledge, reading, comprehension and logic.

Broadcast Performing Arts applicants are required to do a voice announcing audition.

ESL applicants require an Internet-based TOEFL test with a score of 79 or higher or recognized equivalency.

### **Student Admission Procedure:**

An applicant receives a detailed course curriculum guide. The applicant is required to complete a

*Personal Information Form* and any testing that may be applicable.

A copy of high school transcripts may be required. Valid photo identification indicating date of birth is required. Two emergency next of kin contacts are required.

An applicant must read and sign a Columbia Academy Enrolment Contract, a copy of which they will receive.

### **Regarding Program Tuition**

Course cost for the 10-month Broadcast Performing Arts program is \$12,995.00 for Canadian residents and \$14,995.00 (CAD) for International students.

Course cost for the 11-month Recording & Sound Design program is \$14,995.00 for Canadian residents and \$18,995.00 (CAD) for International students.

Course cost for the 12-month Video & Film Production program is \$15,995.00 for Canadian residents and \$19,995.00 for International students.

Tuition fees include manuals & texts.

A non-refundable \$150.00 Registration Fee for Canadian residents, (\$250.00 (CAD) for International students), must accompany the completed enrolment forms in order to be processed. The Registration Fee is applied towards the full tuition amount. Payment of the balance in full at least 30 days prior to the course start date provides for an 8% reduction in the total tuition cost.

An interest-free tuition payment plan may be arranged. This payment plan will be based on a down payment in addition to the original \$150.00 Registration Fee and the balance payable in equal, consecutive monthly installments commencing the first month of the course. Original down payment amount must be received by Columbia Academy no fewer than 30 days prior to the start of the course.

Visa, Mastercard, and Debit Card accepted.

Canada/Provincial Student Loan funding or funding through other agencies or organizations may be available to qualified applicants.

Tuition is tax deductible in Canada and Columbia Academy will provide the necessary official tax receipts as applicable.

Failure to make payments as agreed to in this Agreement and Contract will result in breach of contract. Any legal fees, as between solicitor and client, with or without action, and court costs if action is commenced, incurred in the enforcement of this contract will be paid by the student or guarantor.

The student or guarantor will pay for any actual and reasonable costs of collection occasioned by the student's failure to notify COLUMBIA ACADEMY of any changes in residence, or by failure to communicate with COLUMBIA ACADEMY for a period of 30 days after any default in making payments due under this contract.

The student's progress in the course, ability to learn or ability to devote proper time to study and attendance shall have no effect on the obligation for full payment of the course according to the contracted agreement for payment of that tuition.

**Additional Course Costs:**

By the commencement of their program, students are responsible for the purchase of a pair of quality audio headphones for their own use. Columbia Academy will provide students with a current price list from various local sources. Prices will range from approximately \$50.00 to \$200.00. The care and upkeep of the audio headphones is the responsibility of the individual student.

Many students in the *Recording & Sound Design* and the *Video & Film Production* program find it very beneficial to purchase a Firewire hard disc drive. This external drive ensures students that their projects are stored safely and can be accessed quickly. Columbia Academy will provide students with specifications and a current price list from various local sources.

**Student Dismissal Policy:**

Columbia Academy reserves the right to dismiss a student from a program should that student fail to meet minimum progress standards, attendance standards or fail to abide by the posted Student Conduct Rules. A student facing dismissal will be provided a written warning indicating the concern(s) and given a reasonable time frame to rectify such concern(s). If the concern(s) are not rectified within the specified time frame, the student will be provided written notice of dismissal and the refund policy in accordance with the current Private Career Training Institutions Agency Directives shall apply.

**Dispute Resolution Policy:**

If a student has a concern, complaint or dispute regarding their training they should take the following steps:

- (a) Bring the matter to the attention of his/her instructor(s).
- (b) If the matter cannot be resolved by discussing it with the instructor(s), the student should fill in a student communication form (available at Student Services) to the attention of the Director of Operations.
- (c) The Director of Operations will (within 5 working days) arrange a meeting, the purpose of which shall be to resolve the matter.

(d) Should the matter remain unresolved, Columbia Academy will (within 10 working days and in agreement with the student) seek independent third-party mediation or arbitration through the Better Business Bureau. Columbia Academy is an active member and adheres to the BBB code of ethics.

**Privacy and Disclosure:**

Columbia Academy students have the right to privacy as regards their course participation. Columbia Academy will not divulge or discuss a student's course activity or progress except when the student authorizes Columbia Academy to do so, in writing. Exceptions to this consideration are funding agencies with whom the student has contracted to pay that student's tuition or other financial assistance related to partaking of the course.

Notwithstanding the above COLUMBIA ACADEMY reserves the right to use my name or likeness in any advertising or promotional materials.

COLUMBIA ACADEMY may be requested to provide a verbal or written reference to potential employers on the student's behalf. Through this Agreement the student consents to the release of pertinent information to any such potential employer.

**Program Graduation Requirements:**

To qualify for a Columbia Academy diploma, the student must complete their program with an average of not less than 70%, based on an average of assignments, quizzes, exams, projects, production disciplines, work ethics, daily performance and attendance. Grades for the projects are based on the student's displayed technical ability with the equipment and on the student's deportment and displayed ability to work in a productive manner, individually or with others.

Specific grading, lab, instruction and course expectations are outlined in the Student Manual for the specific course, provided to the student at the Orientation session or beginning of the course.

A Columbia Academy diploma and transcript of grades will be issued on successful course completion.

**Attendance Policy:**

As Columbia Academy's programs are practical and hands-on, good attendance is vital to your success.

Regular attendance is expected and is monitored by the Student Services staff. Students with excessive absences or irregular attendance will be notified that their enrolment status may be in jeopardy. Absences not only affect your ability to have success, but may also impact your right to continue with support from various governmental student loans or other funding bodies. Columbia Academy is obligated to enforce

directives regarding regular attendance from these agencies.

Lack of attendance will affect your marks. Being absent means you are responsible for getting caught up on missed lectures, projects, assignments, or required studio time (if applicable).

Students who are absent for **40 days** in the Broadcast Performing Arts program, **44 days** in the Recording & Sound Design program, or **48 days** in the Video & Film Production program may be immediately dismissed from the program without recourse.

For absences due to medical reasons, students presenting a valid doctor's note will have the absences excused and deducted from their total absences. **Please note that absences due to medical reasons are not permitted for students whose funding conditions do not allow excused absences, such as student loan funding.**

Note: If you are more than 30 minutes late to class, Columbia Academy reserves the right to assign your position or workstation to another student for the duration of that class day.

**Department, Dress Code & Accountability:**

The Columbia Academy dress code is generalized as "neat and clean". Students are required to abide by it while on the premises.

Columbia Academy students are attending an adult education facility contained within a professional business environment and are expected to maintain professional deportment and behavior at all times while on the premises and shall abide by all rules and regulations designed to protect the equipment and facilities of Columbia Academy.

Students will be on the premises only during hours for which they have been scheduled unless otherwise agreed to by course instructor(s).

Columbia Academy students shall not loiter within the school, within the building in which the school is contained, nor on the property or adjacent properties outside the Columbia Academy facility.

The electronic equipment, training equipment and facilities provided for the student's use during training by Columbia Academy is expensive. The student agrees to handle all equipment carefully and considerately and that should the occasion arise whereby the student deliberately or through thoughtless action does damage to any of said equipment or facilities, they may be held liable to pay for the repair of any such damage. Similarly, any equipment or materials entrusted into the care of a student that is lost by or stolen from that student will be paid for by the student.

The student will immediately notify Columbia Academy of any change of name, mailing or e-mail address, or phone number during their training term.

**Regarding the school and courses:**

Columbia Academy will be operated in conformity with the regulations and directives of the Private Career Training Institutions Agency Act of the Province of British Columbia, Canada. No tuition fees or payments made will be refunded except in accordance with those regulations and directives.

In the event that the course of instruction is not delivered substantially as promised, the Executive Director of the Private Career Training Institutions Agency may order a refund.

The Columbia Academy Broadcast Performing Arts course is 10 months/800 hours. The Recording & Sound Design course is 11 months/880 hours. The Video & Film Production course is 12 months/960 hours. Classes are 20 hours per week, conducted at Columbia Academy, Vancouver, and consist of classroom sessions, lab sessions and studio instruction.

Content or sequence may be altered and/or equipment, materials & texts may be substituted by Columbia Academy without notice. Such alteration, adjustment or substitution would not affect the intent or meaning of the program(s) and would not constitute a breach of this agreement.

As with any school, university or college, meeting enrollment requirements does not guarantee successful completion of the course or graduation. No promises are implied or expressed other than those contained in this form and in any printed or electronic material published by Columbia Academy.

As with any college, university or school, Columbia Academy does not promise to get the student a job on completion of the course and does not act as an employment agency.

Columbia Academy is the registered trade name of Target Programs Ltd. duly registered in the Province of British Columbia, Canada.

**General:**

Columbia Academy reserves the right to transfer a student from one specific class to another specific class should circumstance require.

No food, beverages or smoking are allowed in the instructional areas of the school.

Personal phone calls for students cannot be handled and personal messages will not be relayed to students.

The facilities are closed on statutory holidays.

*Rev 11/08*