

Student Enrolment Contract
Approved Program



HELI-COLLEGE CANADA TRAINING INC
#2, 5333 – 216 STREET, LANGLEY, BRITISH COLUMBIA.
V2Y 2N3
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Heli-College Canada Training Inc is designated by the Private Training Institutions Branch

STUDENT INFORMATION

Last Name _____ First Name & Middle Name _____

Usual First Name _____ Personal Education Number (if available) _____

Mailing Address _____

Mailing Address in Canada (if available and different from above) _____

Student Telephone Number _____ Student Email Address _____

International Student: Yes No Citizenship: _____
 Do you have a study permit, visa or other written authorization to study in Canada? Yes No

Date of Birth:									Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
	Y	Y	Y	Y	M	M	D	D			

PROGRAM INFORMATION

COMMERCIAL PILOT LICENCE - HELICOPTER

Program Title _____
 Minimums: 55 Dual, 35 Solo _____ 32.25
 80 Ground-school _____

Hours of Instruction during Contract Term _____ Program Duration in weeks _____ Contract Start Date _____ Contract End Date _____

Credential Issued on Graduation Diploma Certificate

Program Delivery Method (select all that apply) In-class Distance Combined

Language of Instruction: English _____

Required course materials and technological resources not provided by the institution (if applicable): N/A

PROGRAM ADMISSION REQUIREMENTS

1. Commercial Pilot License Courses – CPL(H)

The prerequisites for admission to commercial training courses at Heli-College Canada Training Inc are set as a minimum to:

- 1) The candidate must be 19 years of age and out of school for more than 52 weeks; or, have completed Grade 12 (or International equivalent); and,
- 2) A valid Transport Canada aviation medical certificate must be held by candidate; and,
- 3) An admission interview must be conducted to review course requirements, suitability and industry expectations; and,
- 4) Minimum licensing requirements of Transport Canada will be reviewed; and,
- 5) Matriculation fees must be received prior to reserving a course start date or issuing a letter of acceptance.

Note: While not specifically an entrance requirement, a student must formally demonstrate a minimum of a Level 4 (Operational English) Aviation Language Proficiency Demonstration, as required by Transport Canada, prior to being permitted to solo an aircraft in Canadian airspace.

2. ATPL(H) / Foreign License Conversion / Instrument Rating / Mountain Training Courses.

In addition to the above requirements, candidates must hold a valid ICAO PPL(H), CPL(H) or ATPL(H).

See Appendix A for a copy of the Transport Canada Study Guide for this course

See Appendix B for a copy of the Transport Canada Flight Test Guide for this course

See Appendix C for a copy of the Textbook and Materials List for this course

Program admission requirements may not be waived by either the student or the institution.

PROGRAM OUTLINE

Brief Program Description *This course covers the ground and flight training necessary to qualify for a Commercial Pilot Licence – Helicopters.*

Career Occupation* (if applicable) *Commercial Helicopter Pilot*

Admission Requirements *Grade 12 or mature student, Admission interview completed, Course requirements and suitability reviewed, Transport Canada medical completed, Matriculation fees received.*

Learning Objectives* **Upon completion of this program the successful student will have reliably demonstrated the ability to:**
Meet the standards laid out by Transport Canada for the issue of a Commercial Pilot Licence - Helicopters. See the attached TC Study and Reference Guide and Flight Test Guide for more detail.

Method(s) of Evaluation* *See the attached Study and Reference Guide and Flight Test Guide. Final written and flight testing is conducted by Transport Canada or their delegate.*

Completion Requirements* *See attached TC Study and Reference Guide*

Program Duration *Minimum 100 hours of Flight Training and 80 Hours of Ground school training.*

Homework Hours *As required. This will vary depending on the student’s level of background knowledge on entry to the course. Usually between 200 and 320 hours on average.*

Delivery Method(s) *Indicate how the program is delivered*
 In-class instruction
 Distance education
 Combined delivery (both in-class and distance)

Required course materials *See attached textbook and materials list.*

Program Organization*

Title of Course/Work Experience Component *	# of Hours*
Commercial Ground School	80 hours minimum
Commercial Flight Instruction	100 hours minimum

WORK EXPERIENCE (not applicable)	
REGULATORY REQUIREMENTS	
English Test, Radio Licence, Document Processing, Transport Canada Licence, Aviation Medical, Flight Test & Examiner Cost, Transport Canada Written Exam Fee. \$2239.25	
PROGRAM COSTS in Canadian Dollars (\$CDN) based on Transport Canada Minimums	
Total tuition (instructional charges only) payable during contract term	\$ 6550.00
Registration/Application Fee. (International)	\$ 250.00 (\$1000.00)
Textbooks	\$ 300.00
Supplies / materials	\$ 75.00
Student Services Fee	\$ 60.00
Aircraft & Simulator Equipment Utilization Fees	\$53,765.00
TOTAL PROGRAM COSTS	\$61,000.00

IMPORTANT INFORMATION ABOUT PROGRAM COSTS FOR FLIGHT SCHOOL STUDENTS

Instructional Hours include instruction time @ \$50 per hour (rate charged per hour to student for instruction time) plus ground school plus any additional instructional time over and above the licensing requirements to meet the competency standard to hold the license or rating. Please note that under the Private Training Act, only tuition outlined above is protected in the event of a school closure.

Any other funds prepaid to the school are not covered. Students must be provided with a copy of the Aircraft and Simulator Equipment Utilization Contract which details all costs associated with aircraft and simulator usage. Any fees reflected on the Aircraft and Simulator Equipment Utilization Contract are not protected under the Private Training Act.

I understand that all costs quoted are based on Transport Canada minimum licensing requirements and that all flight training requires the student to meet the proficiency standard to pass the regulatory written and flight tests.

Students who require additional instruction to meet the proficiency standard to take a Transport Canada written examination or flight test will incur additional costs which are billed by the school and due at the time of incurring these charges.

A student is not permitted to carry an outstanding balance.

PAYMENT TERMS

Method of payment: Cash Cheque Credit Card Other: Bank Transfers

Payment Amounts:\$1000.00.....

Date(s) Due: ...Deposit.....

.....\$2325.00.....

On commencement, Books & Gnd school, Supplies

.....\$5800.00.....

10 hr blocks of Flight Time

REFUND POLICY

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
 - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
 - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
 - (a) more than seven days after the effective contract date and
 - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
 - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.

- (b) after the contract start date
 - i. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. and after more than 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- 5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 - (a) Equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- 6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
 - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- 7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
- 8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - (a) of the date the institution receives a student's notice of withdrawal,
 - (b) of the date the institution provides a notice of dismissal to the student,
 - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
 - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.

9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
- (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
 - (b) the program is provided solely through distance education.
10. It is, however, the general policy of Heli-College Canada Training Inc to return all **unused** flight training funds remaining on the account of any student who withdraws from a training course within 30 days.
11. Any student receiving SABC or HRSDC assistance, who is absent from school for more than 2 weeks will be considered withdrawn from the course of study. SABC/HRSDC will be notified, and any unused SABC/HRSDC funds returned within 30 days.

PRIVATE TRAINING INSTITUTIONS BRANCH

This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca
Tel. (604) 569-0033 or 1-800-661-7441
Fax. (778) 945-0606

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

Voluntary Disclosure

***You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit? **Yes** **No**
 If you answered "Yes", please indicate if you are: **First Nations** **Métis** **Inuit**

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis? **Yes** **No**

STUDENT STATEMENT OF RIGHTS

Heli-College Canada Training Inc. is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enroll at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

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STUDENT DECLARATION

I DECLARE THAT:

- I have read, understood, and agreed to the terms and conditions of this enrolment contract;
- I have received a signed copy of this contract;
- I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study;
- If I am an international student, I have obtained a Study Permit or visa for Canada that covers the entire period of my intended training course.
- I have read, understood and agreed to the institution’s following documents and a copy has been provided to me:
 - Dispute Resolution/Grade Appeal Policy/Withdrawal Policy/Dismissal Policy
 - Tuition Refund Policy/Sexual Misconduct Policy/Student Statement of Rights
 - Admissions Policy/Attendance Policy/Program Outline; and, where applicable:
 - Prior Learning Assessment Policy/Language Proficiency Assessment Policy
- The information provided is true and accurate and I am 19 years of age or older. *(If under the age of 19, a parent or legal guardian must also sign the contract);* and
- I consent to the Institution sharing my personal information with the Ministry of Advanced Education, Skills and Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).
- I consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between Heli-College Canada Training Inc and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.
- Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, Skills and Training 203-1155 W.Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

INSTITUTION SIGNATURE

Signature of Institution Representative

Date Signed