

**VARIETY LEARNING CENTRE**  
**550 Thompson Avenue**  
**Coquitlam, BC**  
**V3J 3Z8**  
**Tel: 604 931 5145**  
**Fax: 604 931 5515**



## CONTRACT

### General Information

Name	Home Telephone
Home Address (Street, City, Province and <u>Postal Code</u> )	Work Telephone
Work Organization/School	Occupation
Work Address	Work Fax Number

### Course Information

Course Name Training in Dynamic Assessment (Learning Propensity Assessment Device) and Dynamic Assessment of young children	Course Dates:  *Subject to enrollment
Total Course Fee Materials \$475.00 + Tuition \$200.00 Total = \$675.00	Location: <b>550 Thompson Avenue, Coquitlam</b>

#### Dispute Resolutions

Dispute resolutions will be in accordance with the Private Post Secondary Education Act. A copy of these guidelines accompanies this registration form.

#### Refund Policy

Refund policy is in accordance with the Private Post Secondary Education Act. A copy of this policy accompanies this registration form.

#### Course Fee

Materials must be paid for on day 1 of the training program. Materials are non refundable unless special approval is given by the Executive Director and the materials are in good condition. Post dated cheques (dated the last day of training) for tuition fees must also be submitted on Day 1 of the training program.

-----  
Signature

-----  
V.L.C. Representative Signature

-----Student  
Date

### **Refund Policy**

1. The Centre may charge a non-refundable fee of 10% of the total cost of the program of instruction.
2. Where the student has entered into a contract with the Centre and gives notice in writing, of the person's intent not to commence the program of study, by registered mail or in person to the Centre within 5 days of entering that contract, the Centre must refund to that person any money received except for the registration fee.
3. Where the student has entered into a contract with the Centre and gives notice in writing, by registered mail or in person to the Centre at least thirty days prior to the commencement date of the program of study, of the person's intention not to commence the program of study, the Centre must refund to that person any money received except for the registration fee.
4. Where the student has entered into a contract with the Centre and gives notice in writing, by registered mail or in person to the Centre at any time prior to the commencement date of the program of study, but less than thirty calendar days prior to the such commencement date, of the person's intent not to commence the program of study, the Centre must refund any money paid by the student except for the registration fee and ten percent of the fees due under the contract. This is subject to item 2.
5. Where the student has entered into a contract with the Centre and gives notice in writing, by registered mail or in person to the Centre after the commencement of the program of study, of the person's intention to discontinue the program of study, the Centre must refund the money paid by the student except for the registration fee and the fees earned calculated on the basis of elapsed time as follows:
  - if 10% or less of the program of study has been completed, then 20% of the entire program of study costs is retained;
  - if more than 10% and up to including 20% of the program of study has been completed, then 40% of the entire program of study cost is retained;
  - if more than 20% and up to and including 30% of the program of study has been completed, then 50% of the entire program of study cost is retained;
  - if more than 30% and up to and including 40% of the program of study has been completed then 80% of the entire program of study cost is retained;
  - if more than 40% of the program of study has been completed then the entire program of study cost is retained.

6. If the Centre closes, voluntarily or otherwise, before the complete program can be delivered, a full or partial refund of all moneys paid may be ordered by the board of Directors.
7. Where the Centre has provided equipment or course materials for a program of study, and the Centre receives from that student, notice of termination of study, the Centre may charge for such materials except where the student returns all of the course material, unmarked and as issued within ten days of receipt of the materials by the student.
8. Where the Centre is required to refund any money, the Centre must refund the money to the student entitled, within thirty days of receipt of the notice.
9. Where the Centre has, after the commencement date of a program of study, dismissed a student due to academic failure or failure to pay required fees, the Centre must within thirty days of notice of dismissal, refund any money paid by the student except as outlined in items 4 and 6.
10. Where the Centre has, after the commencement date of a program of study, dismissed a student for disciplinary reasons and the dispute resolution policy/procedure has been followed, the matter may be referred to the Board of Directors to determine if any refund is appropriate.
11. If the Centre changes the commencement date of a program after entering into a contract with a student, the student is entitled to a full refund, including registration fee and any other fees charged, should the new date be unsuitable.