

The Alfred Adler Institute, Adlerian Psychology Association of BC 230 - 1818 W. Broadway Vancouver, BC, V6J 1Y9 T. 604.742.1818 Fax 604.742.1811 email: apabc@adler.bc.ca	PCTIA Registration Number	3558

**STUDENT INFORMATION**

Student Last Name		Student First Name and Initial	
Student Previous Last Name (if applicable)		Student Previous First Name and Initial (if applicable)	
Student Local Mailing Address (including country)			Postal Code
Student Permanent Mailing Address (including country) (if different from above)			Postal Code
Student Telephone Number	Alternative Telephone Number	Student Email Address	
International Student:	Yes	No	Student Alternative Email Address

Date of Birth:				Gender	Male	Female
	Y	Y	Y			
Postal code of last permanent residence in Canada						

**PROGRAM INFORMATION**

<b>PARENT EDUCATION</b>			
Program Name (as registered with PCTIA)			
Program Duration in Hours: 60	Program Duration in Months: 6	Program Start Date:	Program End Date:
Credential Issued on Graduation	Certificate		
Program Delivery Method:	On-Site		
Language of Delivery: English			

PARENT EDUCATION

**PROGRAM ADMISSION REQUIREMENTS**

- The applicant is a member in good standing of the Adlerian Psychology Association of British Columbia (APABC);
- The applicant has participated in an approved Adlerian Parenting program such as the STEP or Positive Discipline Programs;
- Provide a recent Criminal Record Check;
- Attend an in-person interview with the Program Director or designate;
- All students shall receive, at the time of admission, the “Student Handbook” which outlines our Admission Policy, Attendance Policy, Withdrawal/Dismissal Policy, Dispute Resolution, Privacy Policy, and Program Outline

**PROGRAM COSTS**

Program Costs in Canadian Dollars (\$CDN):

Amount

• Tuition	\$1,375
• Registration/Application Fee	\$150 (non-refundable)
• Prior Learning or Portfolio Assessment Fee (if applicable)	
• Textbooks	\$80
• Supplies/Materials	\$
• Lab Fees	\$
• Uniforms	\$
Other (please specify): Certification Fees (upon completion) (Certification is renewable every two years at a cost of \$95)	\$95

**TOTAL PROGRAM COSTS**

**\$1,700**

**PAYMENT PLAN**

Program Costs will be paid by way of:

Payment Amount(s)	Date(s) Due				

REFUND POLICY

- Cancellations and refunds are as follows:
- 100% up to two weeks in advance;
- 50% one week in advance;
- No refunds will be issued for cancellations received less than one week prior to the first class;
- Requests for refunds must be made in writing to The Alfred Adler Institute;
- In the event that a course is cancelled, a 100% refund will be issued;
- The Registration and Certification Fees are non-refundable.

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.
- The information provided by me on this form is true and accurate and that I am 19 years of age or older. *(If under the age of 19, a parent or legal guardian must also sign the contract.)*

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

INSTITUTION DECLARATION

The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.

Printed Name of Institution Representative

Position Title

Signature of Institution Representative

Date Signed



## BC Private Career Training Institutions Agency Statement

### Overview

All private institutions that provide career training programs to students of more than 40 hours/week and over \$1000/tuition must be registered under the *Private Career Training Institutions Act*. The Private Career Training Institutions Agency (PCTIA) is responsible for establishing basic education standards and providing consumer protection for students enrolled with a registered career training institution, and for standards of quality for accredited career training institutions. A list of registered / accredited institutions can be found on PCTIA's website.

PCTIA also manages the Student Training Completion Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution.

For further information about PCTIA and the services it provides, students may contact PCTIA at:

300 – 5172 Kingsway, Burnaby B.C. V5H 2E8  
Tel. (604) 660-4400 or 1-800-661-7441  
Fax. (604) 660-4400  
<http://pctia.bc.ca>  
[info@pctia.bc.ca](mailto:info@pctia.bc.ca)

### *Important Information*

Before you begin studies at a registered institution you must sign a student enrolment contract. The institution is required to provide you with a signed copy of your enrolment contract and to maintain a copy in your student file. Under the Personal Information Protection Act, you are entitled to access your student file. Further information about storage and access to your student file is contained in the institution's Privacy Policy.

Before you sign an enrolment contract, there is important information you need to know:

### *Required Information*

The institution must provide you with written copies of its: Dispute Resolution / Grade Appeal Policy, Dismissal Policy, Admissions Policy, Privacy Policy, Attendance Policy, and Tuition Refund Policy, plus a copy of the Program Outline for the program you are taking. Ensure you have understood this information before you sign an enrolment contract.

Your enrolment contract must include the institution's tuition and fee refund policy which sets out the amount of tuition that will be retained in the event you withdraw or are dismissed from the program. The institution's tuition and fee refund policy must comply with the minimum requirements established by PCTIA's Bylaws, as set out below:

*Refunds in Cases of Withdrawal or Dismissal*

1. Refund Policy

- a) All institutions must have a refund policy which is described, in full, on the student enrolment contract. The minimum policies acceptable to the Agency appear below. Institutions are free to adopt a policy that is more generous to the student.

2. Written Notice

- a) A written notice of withdrawal or dismissal must be provided:
  - i. By a student to the institution when the student withdraws, or
  - ii. By the institution to the student where the institution dismisses a student.

*Prohibitions:*

- The institution is prohibited from guaranteeing a student or prospective student employment, income, or eligibility for a work permit;
- Program admission requirements for your program of study cannot be waived;

**DECLARATION**

By signing this form, the student acknowledge having read the information under the heading "Important Information" contained herein prior to executing this enrolment contract.

Printed Name of Student	
Signature of Student	Date Signed



## Student Enrolment Contract – Appendix B

### Authorization for Indirect Collection of Personal Information

In order to comply with its mandate of establishing quality standards and providing consumer protection, the Private Career Training Institutions Agency (PCTIA) may collect and use personal information about students enrolled in private career training institutions in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act.

I \_\_\_\_\_ (Student Name), hereby authorize\_

\_\_\_\_\_ (Institution Name) to provide my name, contact information, personal identification information, details about my program of study, and amount of fees and tuition paid, directly to PCTIA for the purpose of:

- Advising me of my rights under the Private Career Training Institutions Act, Regulation or PCTIA Bylaws,
- Administering the Student Training Completion Fund and / or
- Establishing and monitoring PCTIA standards for career training institutions.

The personal information on this form consisting of the student name, date of birth, gender, and postal code of the last known permanent address may be used to verify or assign a British Columbia Personal Education Number (PEN) to students. The main use of the PEN is to measure participation of the population in the post-secondary sector and for program research or evaluation.

Other uses of personal information may include purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, or other regulatory requirements. For research purposes, any information disclosed will be in a non-identifiable form.

I understand that I may withdraw my consent to the release of personal information by informing the institution in writing.

Upon completion of the program of study or other termination from the program, my academic record consisting of my transcript and diploma if issued, and this contract, will be stored for the purpose of maintaining an academic record archive in accordance with the PCTIA Bylaws.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date Signed