



Applicant Information

[Empty box for applicant information]

« If your contact information is incorrect or incomplete, please fill in the correct information below:

Name:
Mailing Address:
Telephone:
SIN: Date of Birth: mm dd yyyy

Please also provide alternate contact information in the form of your Next of Kin and a Personal Reference.

Next of Kin Name: Relationship: Telephone:
Reference Name: Relationship: Telephone:

Program Registration

Pre-Requisites:

Business Courses with CD-ED

- Business Accounting \$7900 including \$800 Material Cost
General Office Administration \$7900 including \$800 Material Cost
Medical Office Administration \$8400 including \$1000 Material Cost
Legal Office Administration \$8900 including \$1050 Material Cost
Advanced Accounting & Business Management \$9,975 including \$1000 Material Cost

You must provide proof of ONE of the following:

- high school diploma endorsed by a provincial/territorial education authority
high school equivalent such as a GED
Mature Student Status. Requirements:
If you do not have Grade 12 or an Equivalent, you may apply as a Mature Student* under the following requirements:
The applicant must be at least 21 years of age and have been out of school for a minimum of one year, and must provide all of the following documentation:
School Transcripts Personal Resume Three letters of reference
Letter outlining future plans and the reasons you expect to successfully complete the program A pass on an acceptable standardized test

No application can be processed without appropriate support documentation. Please enclose copies of transcripts, certificates, diplomas, and/or degrees. Sign this application on each page and submit with your documentation.

*Acceptance into the school under Mature Student Status is at the sole discretion of the registrar.

I verify that I have included the required academic documentation as outlined above.

High School Graduate or Equivalency Information:

School:
Grade Achieved:
Town:
Province:
Applying For: Diploma Non-Diploma (see brochure for details)

Finance Options:

Please indicate how you intend to pay for your diploma program:

- Personally Financed Government Student Loan*
Government Sponsor Corporate Sponsor
Visa Mastercard AmEx Other

*Note: If you have ever defaulted on a government student loan, you will be ineligible to apply again. Please contact the school if you have defaulted or if you are unsure of your student loan status.

Digital Arts Courses with DARTT

- 3D Advanced - Character Animation \$8300 including \$1150 Material Cost
Web Design \$8900 including \$1000 Material Cost
PC Maintenance & Repair Technology \$8400 including \$1000 Material Cost
3D Animation - Basics \$9400 including \$1000 Material Cost
Graphic Design \$8900 including \$1000 Material Cost
3D Game Artist \$9869 including \$1500 Material Cost

Diploma Program Time Tables

3D Animation 52 Weeks, 1040 Hours

| Weeks | Hours | Assignments | Exams | Subject |
|-------|-------|-------------|-------|---|
| 1-3 | 60 | 3 | 1 | Basic Communication & Computer Concepts |
| 4-5 | 40 | 2 | 1 | Windows |
| 6-7 | 40 | 2 | 1 | Discovering the Internet |
| 8-13 | 120 | 6 | 2 | Photoshop |
| 14-24 | 220 | 11 | 1 | 3D Modeling |
| 25-28 | 80 | 4 | 2 | Materials & Maps |
| 29-36 | 160 | 8 | 2 | Animation |
| 37-40 | 80 | 4 | - | Special Effects |
| 41-47 | 140 | 7 | - | CG Lighting |
| 48-52 | 100 | 5 | - | Directed Project |

Web Design 52 Weeks, 1040 Hours

| Weeks | Hours | Assignments | Exams | Subject |
|-------|-------|-------------|-------|---|
| 1-3 | 60 | 4 | 1 | Computer Concepts & Basic Communication |
| 4-5 | 40 | 8 | 1 | Windows |
| 6-7 | 40 | 5 | 1 | Discovering the Internet |
| 8-13 | 120 | 5 | 1 | Photoshop for the Web |
| 14-16 | 60 | 3 | - | Introduction to Design |
| 17-22 | 120 | 5 | 1 | XHTML 101 |
| 23-28 | 120 | 6 | - | Dreamweaver |
| 29-34 | 120 | 5 | 1 | CSS 101 |
| 35-39 | 100 | 4 | 1 | CSS 102 |
| 40-48 | 180 | 8 | 1 | Flash 101 |
| 49-52 | 80 | 1 | 1 | Directed Project |

Advanced Accounting & Business Management 64 Weeks, 1280 Hours

| Weeks | Hours | Assignments | Exams | Subject |
|-------|-------|-------------|-------|---|
| 1-3 | 60 | 3 | - | Business Communication w/Microsoft Word |
| 4-6 | 60 | 3 | - | Business Spreadsheets w/Microsoft Excel |
| 7-11 | 100 | 5 | - | Intro to Canadian Business |
| 12-19 | 160 | 8 | - | Practical Business Math |
| 20-31 | 240 | 12 | - | Intro to Financial Accounting |
| 32-44 | 260 | 13 | - | Intro to Managerial Accounting |
| 45-58 | 280 | 14 | - | Simply Accounting |
| 59-63 | 100 | 5 | - | Management Skills & Organization |
| 64 | 20 | 1 | - | Directed Project |

3D Advanced: Character Animation 52 Weeks, 1040 Hours

| Weeks | Hours | Assignments | Exams | Subject |
|-------|-------|-------------|-------|---------------------------|
| 1-10 | 200 | 9 | 1 | Modeling for Animation |
| 11-20 | 200 | 9 | 1 | Rigging Characters |
| 21-31 | 220 | 13 | 1 | Animation with Biped |
| 32-42 | 240 | 9 | 1 | Basic Character Animation |
| 43-52 | 200 | 8 | 1 | Other Characters |

Graphic Design 52 Weeks, 1040 Hours

| Weeks | Hours | Assignments | Exams | Subject |
|-------|-------|-------------|-------|---|
| 1-3 | 60 | 4 | 1 | Computer Concepts & Basic Communication |
| 4-5 | 40 | 8 | 1 | Windows |
| 6-7 | 40 | 5 | 1 | Internet Basics |
| 8-13 | 120 | 5 | 1 | Photoshop |
| 14-19 | 120 | 5 | 1 | Illustrator |
| 20-25 | 120 | 5 | 1 | InDesign |
| 26-28 | 60 | 3 | - | Introduction to Design |
| 29-32 | 80 | 4 | - | Color Theory |
| 33-38 | 120 | 5 | 1 | Typography |
| 39-42 | 80 | 3 | 1 | Designing Brand Identity |
| 43-49 | 140 | 6 | 1 | Publication Design |
| 50-52 | 60 | 3 | - | Directed Study: Portfolio Design |

PC Maintenance & Repair Technology 52 Weeks, 1040 Hours

| Weeks | Hours | Assignments | Exams | Subject |
|-------|-------|-------------|-------|---|
| 1-3 | 60 | 4 | 1 | Computer Concepts & Basic Communication |
| 4-5 | 40 | 8 | 1 | Windows |
| 6-7 | 40 | 5 | 1 | Internet Basics |
| 8-15 | 160 | 7 | 1 | Technical Writing |
| 16-42 | 540 | 20 | 1 | PC Guide & Lab Manual |
| 43-52 | 200 | 17 | 5 | A+ Exam Prep |

Medical Office Administration 64 Weeks, 1280 Hours

| Weeks | Hours | Assignments | Exams | Subject |
|-------|-------|-------------|-------|---|
| 1-3 | 60 | 4 | 1 | Computer Concepts & Basic Communication |
| 4-5 | 40 | 8 | 1 | Windows |
| 6-7 | 40 | 5 | 1 | Internet Basics |
| 8-10 | 60 | 3 | 1 | Microsoft Word 2003 |
| 11-14 | 68 | 3 | 1 | Microsoft Access 2003 |
| 15-21 | 119 | 4 | 1 | Business Communications |
| 22 | 17 | 7 | 1 | Filing |
| 23-32 | 170 | 15 | 1 | Medical Office Procedures |
| 33-48 | 272 | 16 | 2 | Medical Terminology |
| 49-64 | 272 | 45 | 1 | Medical Transcription |
| 11-64 | 162 | 4 | - | Keyboarding runs concurrently |

Business Accounting 52 Weeks, 1040 Hours

| Weeks | Hours | Assignments | Exams | Subject |
|-------|-------|-------------|-------|---|
| 1-3 | 60 | 4 | 1 | Computer Concepts & Basic Communication |
| 4-5 | 40 | 8 | 1 | Windows |
| 6-7 | 40 | 5 | 1 | Internet Basics |
| 8-15 | 160 | 8 | - | Practical Business Math |
| 16-24 | 180 | 15 | 1 | Spreadsheets: Microsoft Excel |
| 25-36 | 240 | 10 | 2 | Manual Accounting |
| 37-52 | 320 | 8 | - | Simply Accounting |

General Office Administration 52 Weeks, 1040 Hours

| Weeks | Hours | Assignments | Exams | Subject |
|-------|-------|-------------|-------|---|
| 1-3 | 60 | 4 | 1 | Computer Concepts & Basic Communication |
| 4-5 | 40 | 8 | 1 | Windows |
| 6-7 | 40 | 5 | 1 | Internet Basics |
| 8-13 | 120 | 6 | 1 | Microsoft Word |
| 14-19 | 102 | 6 | 1 | Microsoft Excel |
| 20-27 | 136 | 7 | 1 | Microsoft Access |
| 28-31 | 68 | 4 | 1 | Microsoft PowerPoint |
| 32 | 17 | - | 1 | Microsoft Integration |
| 33-39 | 119 | 4 | 1 | Business Communications |
| 40 | 17 | 6 | 1 | Filing |
| 41-52 | 204 | 14 | 1 | Administrative Procedures |
| 14-52 | 117 | 4 | - | Keyboarding runs concurrently |

Legal Office Administration 64 Weeks, 1280 Hours

| Weeks | Hours | Assignments | Exams | Subject |
|-------|-------|-------------|-------|---|
| 1-3 | 60 | 3 | 1 | Introduction to Computers & Basic Communication |
| 4-5 | 40 | 2 | 1 | Windows |
| 6-7 | 40 | 2 | 1 | Internet Basics |
| 8-10 | 60 | 3 | 1 | Word |
| 11-12 | 34 | 2 | 1 | Excel |
| 13-19 | 119 | 7 | 1 | Business English & Communication |
| 20-23 | 68 | 4 | 1 | Practical Business Math |
| 24 | 17 | 1 | 1 | Filing |
| 25-37 | 221 | 13 | 14 | Canadian Law |
| 38-47 | 170 | 10 | 10 | Business Law |
| 48-59 | 204 | 12 | 1 | Procedures for the Canadian Legal Office |
| 60-64 | 85 | 5 | 6 | Legal Transcription |
| 14-64 | 162 | - | - | College Keyboarding – runs concurrently |

3D Game Artist 52 Weeks, 1300 Hours

| Weeks | Hours | Assignments | Exams | Subject |
|-------|-------|-------------|-------|---------------------------------|
| 1 | 25 | 1 | 1 | The Game Industry |
| 2-8 | 175 | 7 | - | Introduction to 3ds Max |
| 9-18 | 250 | 10 | 1 | 3D Modeling for Games |
| 19-24 | 150 | 6 | 1 | UV Mapping |
| 25-32 | 200 | 8 | 1 | 3D Game Textures |
| 33-41 | 225 | 9 | 1 | ZBrush |
| 42-47 | 150 | 6 | 1 | Normal Mapping & Texture Baking |
| 48-50 | 75 | 3 | 1 | Technical Knowledge |
| 50-52 | 50 | 2 | - | Portfolio Development |

Centre for Distance Education's Policies, Rules and Regulations (Part 1)

Schedule "A"

Tuition Refund Policy

Private Career Colleges Regulation Act

1. Pursuant to Section 11 of the regulations, the operator of a Private Career College may charge a student registration fee for each program in an amount not to exceed 5% of the tuition or \$100.00, whichever is the lesser amount.
2. Pursuant to Section 11 of the regulations, the student registration fee paid by a student or a third party sponsor shall be credited to the tuition fee for the program.
3. Where a student gives a Private Career College notice prior to the commencement date of a program of the student's intention not to commence the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except the student registration fee referred to in Section 1.
4. Where a student gives a Private Career College notice after the commencement of a program, but within the first 20 school days, of the student's intention to cease taking the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except
 - (a) the student registration fee referred to in Section 1; and
 - (b) the proportion of the tuition instalments paid that the part of the program taken to the date of termination bears to the part of the program that is covered by the paid instalments. *Clause 4(b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.*
5. Where a student gives a Private Career College notice after the first 20 school days have been completed of the student's intention to cease taking the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except:
 - (a) the student registration fee referred to in Section 1; and
 - (b) the proportion of the tuition instalments paid that the part of the program taken to the date of termination bears to the part of the program that is covered by the paid instalments; and *Clause 5(b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.*
 - (c) 10% of the difference between the tuition fee for the whole program and the amount calculated under clause (b).
6. Despite Section 5 where a student completes 2/3 or more of a program in accordance with the terms of a student contract, the operator of the Private Career College is not required to refund any fee or part thereof.
7. Where an operator of a Private Career College provides material to a student for a program and the Private Career College receives a notice under Sections 3, 4 or 5, or the operator dismisses a student, the operator of the Private Career College may charge the student for the material and deduct it from the amount of any refund otherwise payable in an amount not exceeding the cost to the Private Career College of the material, except where the student returns all of the material to the Private Career College unopened or as issued.
8. Where an operator of a Private Career College dismisses a student and the operator satisfies the Minister that the dismissal is for just cause, the operator of the Private Career College may retain a portion of the fees calculated in the following manner:
 - (a) the student registration fee referred to in Section 1;
 - (b) the proportion of the tuition instalments paid that the part of the program taken to the date of dismissal bears to the part of the program that is covered by the paid instalments; and *Clause 8(b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.*
 - (c) 10% of the difference between the tuition fee for the whole program and the amount calculated under clause (b).
9. All refunds are to be made 30 days after receiving notice in writing from the student or dismissal.

10. Pursuant to Section 45 of the regulations, notice shall be in writing and by
 - (a) mail, postage prepaid; or
 - (b) courier or other means of hand delivery.

Course Exemption

Students who have taken and completed a previous program with CD-ED and wish to take a subsequent program may be exempt from taking the core courses as well as other courses if applicable. In no case is a course exemption guaranteed. No more than one quarter of the courses in a normal CD-ED program can be exempted for any given student. All decisions by the reviewing body are final.

Academic Honesty

You are expected to be honest in your relations with CD-ED's staff. Lying and cheating are forms of dishonesty and as such are unacceptable behaviors. You are expected to submit work that is original and is representative of your own best efforts.

Any student who deliberately gathers information from, or shares information with, another student with regard to a test or assignment is clearly in violation of the ethical code of CD-ED and will be subject to the following:

- a) The instructor will gather all the pertinent evidence and report to the manager as soon as possible.
- b) The student is confronted with the evidence at the discretion of the manager.
- c) If the evidence indicates the student was cheating, his/her test or assignment will receive a mark of zero.

Withdrawals

All students have withdrawal privileges during the defined duration of their program. CD-ED must be notified IN WRITING of the student's intention to withdraw from a program. Any student who withdraws from his/her program can receive certificates stating what he/she did and did not complete. Certificates will only be issued when the student's account is settled and arrangements have been made for all materials and/or equipment provided to the student to be returned to CD-ED. The Centre for Distance Education follows the Nova Scotia Tuition Refund Policy (Schedule "A") as set forth by the Nova Scotia Department of Education.

Expulsions

Students who do not stay on schedule will be issued warnings, and may be expelled on the grounds of unsatisfactory academic progress. Please see the "Attendance" section for details. CD-ED reserves the right to expel students for any behaviour deemed inappropriate in their program completion or their interaction with any CD-ED staff member.

NOTE: Students are reminded that all equipment provided for the program is the property of CD-ED until successful completion of the program. This material must be returned to CD-ED upon request in the event of student withdrawal or expulsion.

Academic Performance

Students are expected to pass all subjects in order to receive their diploma. Please see below for details regarding passing terms.

Assignments

- The pass mark for each assignment is 50%.
- If an assignment is named improperly, 5% will be deducted from the total mark.
- If an assignment is failed, student is given one chance to re-submit the assignment.
- The second submission of an assignment will be worth a maximum of 90%, with a pass mark of 50%.
- There are no third submissions of failed assignments.

Exams

- The pass mark for each exam is 50%.
- There are no resubmissions for failed examinations.
- All exams have a time limit (given to you by your

instructor), and must be completed within that time limit.

- Late exams will be accepted at a lowered value: 10% of your mark will be deducted for every 24 hours your exam is late.

Subjects

The pass mark for each subject is 50%. Different subjects have different percentages for assignment averages and exam averages, but combined, they must total 50%.

Supplementary Exams

Any student who fails a subject will be allowed to write a supplementary exam for that subject. Conditions on the ability to write this supplementary exam are: 1) the student can not have written any other supplementary exams, 2) the student must have achieved a mark of at least 50% in his/her course, 3) the student will write and submit the exam no later than the deadline date given by his/her instructor.

Any student who fails to pass the supplementary exam will be discontinued. The student's diploma program will be terminated due to unsatisfactory academic performance, and a refund based on the Nova Scotia Tuition Refund Policy ("Schedule A") will be prepared and forwarded to the Canada Student Loans National Student Loan Centre to be applied to your outstanding student loan balance. Any student who passes the supplementary exam will receive a mark of 60% for that course.

"Attendance"

Due to the nature of distance education, there is no physical school to attend. CD-ED considers "attendance" to be the students' progression through the required program materials.

New students are given a timeline outlining the weekly progression that is expected of them. This progression is achievable provided an average of 20-25 hours per week is dedicated to study, projects, assignments, and/or taking online tests. Students are expected to follow the assignment list and schedule. They must submit at least one assignment or test per week.

Students who fall behind schedule will be contacted via phone and/or email. If he/she begins submitting assignments again immediately, no further action will be taken.

If no effort is made by the student to get back on track within a week, that student will be sent a letter and given ten days to submit assignments. Failure to do so will result in the student's diploma program being terminated due to inactivity, and a refund based on the Nova Scotia Tuition Refund Policy ("Schedule A") will be prepared and forwarded to the Canada Student Loans National Student Loan Centre to be applied to the student's outstanding student loan balance.

Important note to students receiving government funding:

If a student is behind in the schedule for his/her program of study by more than two weeks, CD-ED will not sign any loan documents or Canada study grant cheques that he/she presents.

Extensions

Academic extensions are not granted at CD-ED except in extreme circumstances. Situations in which a student falls behind in his/her program for medical reasons, or because of equipment failure* due to faulty manufacturing, will be dealt with on an individual basis.

In the case of equipment failure, the student must make arrangements to have the equipment shipped (at his/her own expense) to CD-ED for technical support.

These situations must be reported to CD-ED at the time of occurrence if at all possible. In all cases, supporting documentation will be required before an extension is granted. Also, it is the responsibility of the student to notify Student Aid of any granted request for extension to his/her program of study. Please note that CD-ED granting an extension to a student does not change the end date of the program under a Student Loan agreement.

* Extensions are only granted for equipment failure if the student is using equipment supplied by CD-ED.

Returning Assignments

CD-ED instructors will endeavor to return corrected assignments to students within one week of their submission. At certain points in the year this may not be possible, and instructors should notify the students if this deadline is not likely to be met. It is important to note that e-mail does not always reach its intended recipient, and only assignments confirmed as received will be marked.

Final Course Subject Marks - A student can expect to receive a final mark for a completed course subject on his/her next scheduled evaluation.

Withholding Marks

If a student is not honoring his/her fee payment obligations, then assignment marks and final course subject marks will be withheld until this situation is resolved to CD-ED's satisfaction.

Disability Policy & Procedure

1. In order to access accommodations, students with disabilities are encouraged to self-identify. The Centre for Distance Education's disability self-disclosure form must be completed (please contact a representative to fill out the form).

2. A student with a disability must then provide Student Services with the appropriate documentation of the disability (eg. psycho-educational assessment or physician's letter).

3. The student will then be contacted by the Student Services department to discuss reasonable accommodations for their program of study (according to the Canadian Human Rights Commission).

4. If a student has self-identified and provided proper documentation, they can be referred to the Canada Student Loan program - the Canada Studies Grant, to access funding for formal accommodations.

Student Information Changes

It is the responsibility of each student to inform CD-ED of any changes in his/her name, address, phone number, or e-mail address. Any delays that may occur because CD-ED was not informed of such a change are the responsibility of the student.

Complaint Resolution Policy

Students who have any complaints with respect to any matter pertaining to CD-ED can air their complaints by doing the following:

1. Talk directly with their course instructor or school official.
2. Write a letter stating the nature of the complaint and a possible resolution. The letter must be signed, dated, and submitted to the Principal. Complaints received as outlined above will be acted upon immediately and the resolution reported back to the student within five business days. CD-ED will maintain, in the student's file, all written complaints and written resolutions to such complaints.

Suggestions

CD-ED has an "open door" policy. If you have a suggestion that you think will enhance your experience at CD-ED, we would love to hear it. Students or instructors who have suggestions can submit them in one of the following ways:

1. Talk directly with the school administration.
2. Write a letter stating the suggestion and why you think it would be an improvement. The letter should be signed, dated, and submitted to the school administration.

NOTE: Submitting a suggestion is not a guarantee that the school will act upon it. Cheating, his/her test or assignment will receive a mark of zero.

Student Registration Agreement

1. PROVINCIAL JURISDICTIONS

The Centre for Distance Education is registered as a Private Career College with the Nova Scotia Department of Education. This Student Registration Agreement shall at all times and all respects be governed and construed in accordance with the laws of the Province of Nova Scotia, and the courts of Nova Scotia shall have exclusive jurisdiction to determine any disputes arising therefrom. The Centre for Distance Education submits 1% of the student's base tuition to the Nova Scotia Department of Education for a training completion fund for Nova Scotia Students only.

2. PROGRAM MATERIALS AND DURATION

All programs are 52, 64, or 65 weeks in duration. See Part 2, "Diploma Program Time Tables," for individual program and subject study hours. For refund purposes under the Nova Scotia Tuition Refund Policy, the course length is measured in days. All courses have an official start date and an official finish date. These dates are established during enrolment and are based on the course duration.

3. ACADEMIC PERFORMANCE STANDARDS

To graduate, students require an overall average of 50%. To receive an Honours Diploma, students require an overall average of 85% with no mark below 80%. To achieve President's List Status, students require an overall average of 90% with no mark below 85%. A complete copy of the school's Rules & Regulations is contained in the course information package.

4. COMPUTER EQUIPMENT

This contract in no way constitutes an offer of sale for computer equipment or software. Students may receive new or refurbished equipment. The only representation made by CD-ED regarding

equipment is that the said equipment will meet or exceed the requirements for completion of the student's program of studies. The Centre for Distance Education provides equipment to students for the sole purpose of completing their program of studies. Therefore it is the responsibility of the student to return the computer equipment, at their own expense and in original packaging, to CD-ED upon course withdrawal or dismissal. A charge of \$2500 will be applied for equipment that is not returned. Charges will be applied for damaged equipment.

Students are eligible to keep the computer equipment providing that they graduate from the program and have satisfied all financial obligations to the school. Note: Students must graduate from their program of studies to retain the computer equipment.

Students are not required to accept computer equipment provided by the Centre for Distance Education. If a student has his/her own computer equipment which is capable of running the course software, CD-ED will discount the student's tuition by the computer cost amount associated with the chosen program of studies.

CD-ED will offer appropriate course extensions equivalent to time lost because of equipment- or software-related difficulties.

5. UNAUTHORIZED SOFTWARE

The Centre for Distance Education uses only software fully registered and licensed for educational purposes. The student agrees to abide by the license agreements from the software manufacturer, which are included with shipment. The student understands that it is strictly forbidden to copy software. The student agrees NOT to install copies of other software programs on the computer

system during his / her term of study. The Centre for Distance Education takes no responsibility for any claims placed against a student for use of unauthorized software products. Be advised that copies of software packages whether games or applications, may be illegal. Also, be aware that copied software may contain viruses that could permanently damage your computer. Use of such software may void the manufacturer's warranty on your equipment.

6. EQUIPMENT DEFECTS, WARRANTIES & MAINTENANCE

The Centre for Distance Education uses only industry-leading hardware and software that is backed up by some of the world's best warranties, services, and support. Each of the equipment and software suppliers provides warranty and support services and is responsible for all replacement, repairs, advice, and maintenance of their products. The student further understands that the Centre for Distance Education has no influence over the decisions made concerning warranties and repairs. Note: it must be understood that the Centre for Distance Education provides computer TRAINING ONLY and is not responsible for computer, electronic equipment, or software malfunctions caused by defects, damage, or inadvertent entry errors. Considering these factors, the student agrees to release the Centre for Distance Education from any responsibilities concerning defective or damaged computers, electronic equipment, and software. The Centre for Distance Education will offer appropriate course extensions equivalent to time lost due to equipment or software related difficulties.

7. TOLL-FREE TECH SUPPORT LINE

The Centre for Distance Education technical support

line is for students who may encounter hardware and / or software problems. When you call the toll-free tech support line, CD-ED technical support staff will attempt to rectify your problem over the telephone. In some cases, students may have to be referred to the manufacturer's toll free support services.

8. TOLL-FREE INSTRUCTION SUPPORT LINE

The purpose of the instructional support line is to assist students with questions pertaining directly the content of his / her Centre for Distance Education program, and is not for technical support. Students are encouraged to first contact instructors for specific resources by electronic mail, before using the instructional line.

9. WITHDRAWAL AND REFUNDS

Student Withdrawals and Tuition Refunds: (See "Refunds / Withdrawal Policy" section, Schedule "A" Tuition Refund Policy, a copy of which the student has read and signed). Refunds of tuition will be permitted only during the defined course duration. There will be no refunds of the delivery expenses, deposit, or course materials.

Hardware and Software: No refunds will be considered until the computer system, software, and related components are returned to the CENTRE FOR DISTANCE EDUCATION in the original packaging for inspection. All expenses associated with the return of this equipment are the responsibility of the student. The student is responsible for any damages to the equipment that occur while the equipment is in their possession or in transit to the Centre for Distance Education.

10. ACKNOWLEDGMENT

I have read, understand, and agree to the conditions outlined in this document.

Student Signature: _____

Date: _____

Applicant Declaration

I hereby certify that:

- I have been, prior to signing this contract, provided with:
 - an outline of the content of the program; (brochure and/or online)
 - a breakdown of the duration of the program by subject; (p.2)
 - a complete program cost breakdown; (p.1)
 - a copy of the college's policies, rules, and regulations and; (pp.3-4)
 - a copy of the Tuition Refund Policy detailed in the General Regulations of The Private Career Colleges Regulation Act ("The Act"). (p.3)
- I fully understand and agree to the terms, conditions, policies, rules, and regulations of the College which are described in the body of this contract or as attached annexes to this contract.
- I understand that by signing this contract I have not been guaranteed employment upon completion of the program requirements.

- I understand this contract is subject to the Act and its Regulations.
- I understand that financial assistance in the form of a loan may be available and it is my responsibility to repay the loan as determined by the lender.
- I understand that it is my responsibility to advise the school of any pre-existing medical conditions and/or learning disabilities that might interfere with my course progress.

Name of Applicant (print): _____

Signature of Applicant: _____

Date: _____

Declaration: Private Career College

For Office Use Only

I hereby certify that:

- The student has been, prior to signing this contract, provided with:
 - an outline of the content of the program;
 - a breakdown of the duration of the program by subject;
 - a program cost breakdown;
 - a copy of the college's policies, rules and regulations;
 - a copy of the Tuition Refund Policy (Schedule A of the General Regulations pursuant to The Private Career Colleges Regulation Act ("The Act").
- This contract has been fully explained to the applicant and the applicant has acknowledged full understanding of all terms, conditions, policies, rules and regulations associated with the fulfillment of all contractual obligations of both parties.
- I understand that the Minister of Education will undertake periodic audits of Private Career Colleges' files to ensure that all student contracts meet the requirements of the Act and Regulations.
- I understand this contract is subject to the Act and its Regulations.
- A student having graduated from the program and having paid in full all fees will receive their certificate/

diploma no later than 30 days following the registered end date.

- Upon request, the school will make available to the student information on the number of former students obtaining training-related employment.

Name of Operator / College Official (print)

Signature of Operator / College Official

Date of Signature