

# Lawrence Technological University

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## DOMESTIC STUDENT ENROLMENT AGREEMENT AND CONTRACT

NAME OF STUDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME OF PROGRAM \_\_\_\_\_ DURATION \_\_\_\_\_ YEAR \_\_\_ of \_\_\_

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

### FULL PAYMENT

REGISTRATION FEE \_\_\_\_\_ Non-refundable

TUITION FEE \_\_\_\_\_

TEXTBOOKS \_\_\_\_\_

OTHER \_\_\_\_\_

TOTAL PAYMENT DUE \_\_\_\_\_

### INSTALLMENT PLAN

INSTALLMENT #1 \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

INSTALLMENT #2 \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

INSTALLMENT #3 \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

INSTALLMENT #4 \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

For policies regarding student admissions, rules of conduct, dispute resolution and dismissal, please see Student Handbook or [www.ltu.edu](http://www.ltu.edu).

In accordance with Part 4(10)(1)(a) of the *Personal Information Protection Act*, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the Freedom of Information and Protection of Privacy Act. For more information about the collection, use and disclosure of your personal information, visit the Agency's website at [www.pctia.bc.ca](http://www.pctia.bc.ca)

## **Refund Policy**

(1) Written notice must be provided:

- (a) By a student to the institution when the student withdraws,  
or
- (b) By the institution to the student where the institution dismisses a student.

Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date.

### **Refunds before the program of study starts:**

(2) (a) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the start of a program of study, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.

(b) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of a program of study, the institution may retain 10% of the total fees due under the contract.

(c) Subject to subsection (2) (a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, the institution may retain 20% of the total fees due under the contract.

### **Refunds after the program of study starts:**

(3) (a) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the program of study's duration, the institution may retain 30% of the total fees due under the contract.

(b) Subject to subsection (3) (a), if written notice of withdrawal is received by the institution, or a student is dismissed, within 30% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.

(c) If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.

Signed \_\_\_\_\_ (student name) Date \_\_\_\_\_

Institution Representative \_\_\_\_\_

***A copy of this signed Student Enrolment Agreement and Contract will be provided to the student.***

\*The term "university" used and the MBA program offered are under the written consent of the Minister of Advanced Education effective April 12, 2007 having undergone a quality assessment process and been found to meet the criteria established by the minister.