STUDENT REGISTRATION AGREEMENT AND CONTRACT

STUDY PERIOD

STUDENT NAME_________________________STUDENT NUMBER_____________________

ADDRESS_______________________________________________________________

_______________________________________________________________

TELEPHONE NUMBER____________________ EMAIL ____________________________

NAME OF PROGRAM ________________________________________________

START DATE __________________________ END DATE ________________________

Note: If program duration is greater than one year, a separate Student Registration Agreement and Contract must be signed for each year and fees must be collected separately for each year.

FULL PAYMENT:
REGISTRATION FEE ___________________________ NON-REFUNDABLE
TUITION FEE ________________________________
TEXTBOOK _________________________________
OTHER _________________________________

TOTAL PAYMENT DUE

PAYMENT PLAN:
INSTALLMENT #1 __________________ DATE RECEIVED________________________
INSTALLMENT #2 __________________ DATE RECEIVED________________________
INSTALLMENT #3 __________________ DATE RECEIVED________________________
INSTALLMENT #4 __________________ DATE RECEIVED________________________
INSTALLMENT #5 __________________ DATE RECEIVED________________________
INSTALLMENT #6 __________________ DATE RECEIVED________________________

For policies regarding student admissions, rules of conduct, dispute resolution and dismissal, please see Student Handbook or www.ltu.edu (if applicable).

WITHDRAWAL AND REFUND OF FEES AND CHARGES POLICY

The policy is specified in Section 8 (1)-(3) of Ontario Regulation 279/02 to the Post Secondary Education Choice and Excellence Act, 2000.
Section 8 of Ontario Regulation 279/02

8. (1) A private institution shall ensure that all tuition fees for a program or part of a program for the period for which a student has registered are promptly refunded to the student,

   (a) if he or she gives written notice to the institution within two days after signing a registration agreement that he or she rescinds the agreement; or

   (b) if the program or part of a program is discontinued before the first day.

(2) A private institution shall ensure that all tuition fees for a program or part of a program for the period for which a student has registered, less an administrative fee of a maximum of $500, are promptly refunded to the student,

   (a) if he or she gives the institution written notice that he or she does not intend to begin the program; or

   (b) if he or she does not attend the first ten consecutive days of the program.

(3) A private institution shall ensure that unearned tuition fees for a program or part of a program for the period for which a student has registered, less an administrative fee of a maximum of $500, are promptly refunded to the student,

   (a) if he or she withdraws from the program before one-half of it has been completed; or

   (b) if the program is discontinued or suspended for any reason.

Signed _________________________ (student name) Date _________________________

Parent or Guardian (if student is under 19) _______________________________________

Institution Representative _____________________________________________________

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