



B. McDonald & Associates Ltd. o/a Health and Safety Management College  
**Vocational Student Enrolment Contract**  
 for the **Canadian Fire Alarm Technology Program**



**My Fall 2020 Class Schedule**

Course	If Classroom Feasible		If Online Necessary (2020-2021)		
1	<input type="radio"/>	Sep 19, 20, 26, 27	8 am - 5 pm	Sep 19, 20, 26, 27, Oct 3, 4, 17, 18	8 am - 12:30 pm
2	<input type="radio"/>	Oct 3, 4, 17, 18	8 am - 5 pm	Oct 24, 25, 31, Nov 1, 7, 8, 14, 15	8 am - 12:30 pm
3	<input type="radio"/>	Oct 24, 25, 31, Nov 1	8 am - 5 pm	Nov 21, 22, 28, 29, Dec 5, 6, 12,	8 am - 12:30 pm
4	<input type="radio"/>	Nov 7, 8, 14, 15	8 am - 5 pm	Jan 9, 10, 16, 17, 23, 24, 30, 31	8 am - 12:30 pm
5	<input type="radio"/>	Nov 21, 22, 28, 29	8 am - 5 pm	Feb 6, 7, 13, 14, 20, 21, 27, 28	8 am - 12:30 pm

**Classroom Location:** Monte Carlo Inn & Suites, 7255 Warden Avenue, Markham ON L3R 1B4

**This Enrolment Contract is subject to the *Private Career Colleges Act, 2005* and the regulations made under the Act.**  
 The undersigned hereby enrolls as a student of **Health and Safety Management College** for the **Canadian Fire Alarm Technology Program**.

**Applicant Details:**

First Name:  Middle Name:

Last Name:

Street Address:

Address Line 2:

City:  Province:  Postal Code:  Country:

Cell Phone:  Email Address:

Date of Birth:  Emergency Contact:  Tel:

International Student: YES  NO  Social Insurance No.:

**Permanent Address (if different):**

Street Address:

Address Line 2:

City:  Province:  Postal Code:  Country:







## **FEE CALCULATION, DEPOSIT AND PAYMENT SCHEDULE**

### Registration Deposit:

To cover admissions processing costs, we must receive a deposit. When we receive it we will email you a confirmation of your place, and will send you a receipt. Deposit will be fully refunded if for any reason your application is rejected or the training is cancelled. Otherwise your deposit will be applied against tuition fees.

Final payment of the balance of your fees is due, without exception, on the day training for the course starts. On or before the first day of your first course, you will be asked to sign two copies of this contract.

### Fee and Payment Schedule Calculation:

<b>Courses registered (after advanced standing exemptions):</b>						<b>Totals</b>
Tuition (\$620 per course)						
Books (\$210 Course 1 and/or Course 5, \$84 each other course)						
HST 13% on Tuition						
GST 5% on Books						
If applicable add Advanced Standing Processing Fee (non CFAA documents), payable before start of first course, \$50 + HST = \$56.50:						
If applicable add Admissions Testing fee for adult academic skills, payable before the start of first course, \$150 + HST = \$169.50:						
<b>TOTAL FEES PAYABLE</b> (Canadian dollars)						
<b>INITIAL DEPOSIT</b> required prior to signing contract (lesser of 20% or \$500)						
<b>Additional payment each course (due before start of course)</b>						

### Acceptable Payment Methods:

- a) Interac email transfer (e-transfer) to [info@hsmcollege.ca](mailto:info@hsmcollege.ca)
- b) Cheque payable to Health and Safety Management College
- c) Visa or Mastercard

- Cheques are payable to Health and Safety Management College and must be submitted by mail to Unit 100, 55 Albert Street, Markham ON L3P 2T4.
- Cheques must be received no later than 7 days prior to the start of each course.
- Fees will be paid in Canadian dollars. Upon payment a receipt will be provided.

## **DEFERRING A COURSE**

Note: At my option, I may defer my training in any courses, subject to available places, to a later date, upon three weeks written notice.

## **WITHDRAWALS/ TERMINATIONS AND TUITION REFUNDS**

- If I wish to withdraw from this program and terminate the contract, I must provide written notice to Health and Safety Management College in a way that allows me to verify the date the notice was delivered. The contract is considered terminated on the date that the written notice is received by Health and Safety Management College.
- I understand that if I terminate this contract on or before the 15<sup>th</sup> business day after signing this contract, the training organization must refund any tuition or other fee paid by me or on my behalf, less my deposit.
- I am aware that Health and Safety Management College may also terminate my enrolment in this program, by providing written notice to me, if there is insufficient enrolment, or in accordance with the Student Expulsion Policy. In the case of insufficient enrolment, a full refund will be provided. In the case of expulsion, the refund will be reduced by the lesser of: the deposit or the part of the tuition fees that is proportional to the percentage of program time elapsed.
- Health and Safety Management College reserves the right to cancel this Contract if the undersigned student does not attend classes during the first 14 days of the program. A partial refund of fees as outlined for expulsion above will be provided.
- For further information regarding cancellation of this Contract and refunds of fees paid, see sections 25 to 33 of O. Reg. 415/06 made under the *Private Career Colleges Act, 2005*.

### **Fee Payments**

- I understand that Health and Safety Management College may withhold my credential if all fees are not paid in full by the time of course completion.

### **Student Complaints**

- Concerns regarding my training will first be addressed using Health and Safety Management College's Student Complaint Procedure. If a resolution is not reached, I may contact the Private Career College Branch of the Ministry of Training Colleges and Universities to discuss my concerns. They have a form and process for the purpose.

### **Student Information**

- Upon completing the program I agree to provide Health and Safety Management College with information regarding my employment status and my employer's name and telephone number.
- I do not want information regarding my employment status and my employer's name and telephone number disclosed to Health and Safety Management.

## **ACKNOWLEDGEMENT**

### **I acknowledge that I have received a copy of:**

- The Statement of Students' Rights and Responsibilities Issued by the Superintendent of Private Career Colleges
- The Health and Safety Management College Fee Refund Policy (see below)
- The Consent to the Use of Personal Information (see below)
- The Payment Schedule
- The Health and Safety Management College Student Complaint Procedure (see below)
- The Health and Safety Management College Policy Relating to the Expulsion of Students
- The Health and Safety Management College Sexual Violence Policy

### **By signing this contract, the student agrees to and acknowledges the following:**

- I have researched my chosen profession and The Canadian Fire Alarm Fire Alarm Technology Program is the program in which I wish to enroll.
- The program is delivered by Health and Safety Management College of Unit 100, 55 Albert Street, Markham ON L3P 2T4.
- The program will be delivered in English.
- I am aware that the method in which the program is delivered to students is by traditional classroom lecture.
- **I am aware that Health and Safety Management College does not guarantee employment for any student who successfully completes a vocational program offered by the college.**
- **The student named below is entitled to a signed copy of this contract immediately after it is signed.**

**I have read, and understand and agree to this contract.**

Signature of Student	
Printed Name of Student	Date

**By signing this contract, the training organization agrees to offer the program approved as a vocational program under the *Private Career Colleges Act, 2005*.**

Signature of Admissions Officer, Registrar, Agent	
Printed Name of Admissions Officer, Registrar, Agent	Date

## CONSENT TO THE COLLECTION AND USE OF PERSONAL INFORMATION

Private career colleges (PCCs) must be registered under the Private Career Colleges Act, 2005, which is administered by the Superintendent of Private Career Colleges. The Act protects students by requiring PCCs to follow specific rules on, for example, fee refunds, training completions if the PCC closes, qualifications of instructors, access to transcripts and advertising. It also requires PCCs to publish and meet certain performance objectives that may be required by the Superintendent for their vocational programs. This information may be used by other students when they are deciding where to obtain their training. The consent set out below will help the Superintendent to ensure that current and future students receive the protection provided by the Act.

I, \_\_\_\_\_, allow Health and Safety Management College to give my name, address, telephone number, e-mail address and other contact information to the Superintendent of Private Career Colleges for the purposes checked below:

- ❖ To advise me of my rights under the *Private Career Colleges Act, 2005* including my rights to a refund of fees, access to transcripts and a formal student complaint procedure; and
- ❖ To determine whether Health and Safety Management College has met the performance objectives required by the Superintendent for its vocational programs.

I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to Unit 100, 55 Albert Street, Markham ON L3P 2T4. I understand that if I refuse or withdraw my consent the Superintendent may not be able to contact me to inform me of my rights under the Act or collect information to help potential students make informed decisions about their educational choices.

Signature of Student	
Name of Student	Date

## ***Health and Safety Management College Student Complaint Policy and Procedure***

### **1. Policy and Principles**

- 1.1. Every effort shall be made to resolve complaints informally and at the level closest to the source of the complaint.
- 1.2. Every effort shall be made to maintain a respectful and non-adversarial approach to all discussion.
- 1.3. All parties shall be bound by the requirements of confidentiality as governed by Health and Safety Management College's privacy policy and relevant privacy legislation.

### **2 Complaint Procedure**

- 2.1 If a student believes that there is justification to complain about an unfair College policy, administrative practice or individual behavior, the student should contact Marianne Vogt, (m.vogt@hsmcollege.ca, 605 442-9290).
- 2.2 Students are encouraged to seek an informal resolution of the complaint by meeting with the individual most directly involved in the complaint.
- 2.3 If it is not possible to address the complaint as in 2.2 the student shall provide a written and dated copy of the complaint to Marianne Vogt. Such written complaints shall be retained in the student's file for a minimum of three years, along with copies of all related written submissions and decisions, and provided to the student on demand.
- 2.4 Within one week, Marianne Vogt shall contact the student and offer them an opportunity to discuss the complaint orally, within a one-week window.
- 2.5 The student making the complaint has a right to have a person present with the student at all stages of the proceedings and to make oral submissions on his or her behalf.
- 2.6 Concurrently Marianne Vogt may meet with others and review pertinent documentation further to recommending a resolution.
- 2.7 Within two weeks of receipt of the written complaint, Marianne Vogt shall deliver a decision to the student and the President, in writing, including reasons, and with copies of the original complaint and all related documents as described in section 2.3.
- 2.8 Should the student wish to have the decision reviewed, he or she may notify the President of Health and Safety Management College (Betty McDonald, 64 Satok Terrace, Toronto, ON M1E 3N5, b.mcdonald@hsmcollege.ca, 416 282-4764, fax 416-282-7187) of this wish, in writing, within one week of receiving the decision.
- 2.9 Within two weeks of receipt of the request for review, the President shall deliver a decision, in writing, including reasons, and with copies of the original complaint and all related documents as described in section 2.3, to the student.
- 2.10 If a student is not satisfied with a private career college's resolution of his or her complaint in accordance with the procedure set out above, the student may refer the matter to the Superintendent of Private Career Colleges, and shall include in his or her application to the Superintendent a copy of the record referred to section 2.9 above. The Superintendent may be contacted at:
  - 2.10.1 by email at PCC@ontario.ca
  - 2.10.11 by mail at: 77 Wellesley Street West, P.O. Box 977, Toronto ON M7A 1L3



## Student Expulsion Policy

HSMC is committed to taking all reasonable steps to ensure that students have the opportunity to successfully complete their programs. We are also committed to ensuring that within this general framework all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, HSMC will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions.

Where HSMC deems the integrity, safety or well-being of HSMC, students, staff, clients, visitors or other guests or of their property is in danger, then expulsion may be applied at HSMC's discretion at any point in the process.

The following outlines the conditions under which a student may be expelled with cause:

1. Academic Dishonesty – students may be subject to expulsion at the discretion of HSMC for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:
  - a. cheating
  - b. plagiarism
  - c. unapproved collaboration
  - d. alteration of records
  - e. bribery
  - f. lying
  - g. misrepresentations
  
2. Outstanding Fees – failure to pay tuition or other fees due to HSMC is considered to be theft, and students who fail to remit outstanding fees may be expelled after written warning has been provided by HSMC and the student fails to comply within the stated parameters.
  
3. Uncivil Conduct - students may be subject to expulsion at the discretion of HSMC for uncivil conduct which may compromise the self-esteem, human rights, or study conditions of other students. Specific examples of uncivil conduct as defined at HSMC include, but are not limited to the following:
  - a. being under the influence of drugs and/or alcohol;
  - b. carrying weapons
  - c. harassment, on or off campus, or online
  - d. bullying, on or off campus, or online
  - e. discrimination on the basis of race, citizenship, sexual orientation, ancestry, creed, age, place of origin, sex (including pregnancy), marital status, colour, gender, family status, ethnic origin or disability



















