HEALTH and SAFETY management college

100 Bronte Rd., Unit 11, PO Box 316, Oakville, ON, L6L 6L5
(416) 282-4764 1 (877) 905-2040 www.hsmcollege.ca

Enrolment Contract for CFAA Canadian Fire Alarm Technology Program

Non - Vocational Contract | Winter 2027

This Enrolment Contract is NOT subject to the Ontario Career Colleges Act, 2005 and the regulations made under the Act.
The undersigned hereby enrols a student of Health and Safety Management College (HSMC) for the CFAA Canadian Fire Alarm Technology Program. Use the following check list to complete the applicant enrolment.

1 Complete & Sign this Contract

IMPORTANT: This form must be completed using Adobe Acrobat Reader.
If you have any questions, contact us at admissions@hsmcollege.ca or call (416) 282-4764.

Required areas are highlighted in green.

Note: Health and Safety Management College is referred to as "HSMC".

2 Send the Contract

Send the completed contract to

admissions@hsmcollege.ca

Allow 5-7 business days for our admissions department to review and contact the applicant regarding next steps.

3 Send Required Documentation

Send the pre-admissions documents listed on **Page 3** to admissions@hsmcollege.ca

4 Pay the Deposit

A tuition deposit is required to confirm the applicant's seat in the program. Send the e-tranfer to accounting@hsmcollege.ca

The deposit will be calculated on **Page 5** when the you have made your course selection.

Important Reminders

To complete this form you will need (1) Download the form and (2) use ADOBE ACROBAT READER as course selection is linked to the fee calculation. Printed and/or handwritten fields will be voided.

Exemption or Advanced Standing: if the applicant is applying for an exemption or advanced standing with CFAA for one or more of their courses, the third-party will need to send HSMC a status on the applicant exemption. Details are listed on **Page 4**.

Funding: If the applicant is applying for government funding the applicant will need to comply with the steps listed on Page 4.

Part 1, A – Third-Party Information

Third-Party (Business) Name		
Third-Party Contact Name	**Contact Telephone Number**	**Contact Email Address**

Third-Party (Business) Address

Unit Number	Street Number	Street Name	
City	Select Province	Postal Code	Select Country

Part 1, B – Student Information

Student's First Name	Student's Middle Name	Student's Last Name
Student's Birthdate	**Student's Telephone Number**	**Student's Email Address**

Student's Address

Unit Number	Street Number	Street Name	
City	Select Province	Postal Code	Select Country

Part 2 – Course Selection

Courses 1, 2, 3 and 5 consists of 36 hours of learning, and Course 4 consists of 52 hours of learning, delivered over the weekend days. Classes run from 9 AM to 6 PM, including a one-hour lunch break and two additional breaks. Upon successful completion of the course—achieving 60% or higher on the Final Course Total—the applicant will receive a Program Certificate and a Transcript. These credentials are recognized by the Canadian Fire Alarm Association (CFAA) as part of the qualifications required for registration as a Fire Alarm Technician.

Select which courses the you are registering for:

☐	***Course 1:** The Canadian Fire Alarm System – Overview*	February 20, 21, 27, 28, 2027
☐	**Course 2:** Verbal and Written Communication	June 05, 06, 12, 13, 2027
☐	**Course 3:** Basic Electricity	April 03, 04, 10, 11, 2027
☐	**Course 4:** Life Safety Systems Electronics	April 24, 25, May 01, 02, 08, 09, 2027
☐	***Course 5**: The Canadian Fire Alarm System – Application	March 13, 14, 20, 21 2027

Note: Program dates may change without notice due to unforeseen circumstances such as weather, instructor availability, or operational needs. The College reserves the right to adjust the schedule and will notify registered students via the email provided at registration as early as possible.
*** Mandatory, and must be completed sequentially.**

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Which learning module will the applicant be attending:

- ◯ In Person: Monte Carlo Inn & Suites, 7255 Warden Avenue, Markham ON L3R 1B4
- ◯ Online: 1. The applicant must meet the hardware and software requirements listed on Page 14, Section M - Technology Requirements, for Zoom and Microsoft Teams to qualify. Failure to do so may result in being marked absent, losing participation credit, refund eligibility, and the opportunity for a test retake. This policy applies without exception, unless prior written approval has been granted.
  2. An additional shipping fee will apply for shipping course books to online students. Costs will be determined at time of shipping.

Part 3 – Book Selection

If the applicant chooses to decline the course textbooks, they are to ensure they are using the most current edition of the required textbook. The Course 1 & 5 book is also offered online with CFAA.

Select which books the applicant would like to purchase with HSMC:

- ☐ Print Manual - **Course 1 & 5:** The Canadian Fire Alarm System
- ☐ Online Version - **Course 2:** Impact: A Guide to Business Communication
- ☐ Print Version - **Course 3**: Basic Electricity
- ☐ Print Version - C**ourse 4:** Life Safety Systems Electronics

Part 4 – Pre-Admission Requirements

- ☐ The student, will submit a copy of either their driver's licence, North American birth certificate, valid Canadian passport, valid Canadian Permanent Resident record, etc.
- ☐ The student has a Certificate of Apprenticeship or Certificate of Qualification in any trade from any Canadian jurisdiction (such as Ontario Electrician's 309A) and will submit a copy.

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A – Exemption or Advanced Standing Requirements

OPTIONAL - A student may be granted an Exemption (E) or Advanced Standing (AS) from one of the following courses with CFAA. Note: Courses 1 & 5 are mandatory courses and cannot be exempted for Vocational Students.

1. To request approvals for Exemptions or Advanced Standing on Course 2, 3, 4, the Third-party applicant will need to work directly with the CFAA Exemption Team.
2. Once the student receives their exemption/advanced standing approval from CFAA they will need to send the document to admissions@hsmcollege.ca as we are required to file it in the student's file.

Terms: HSMC cannot guarantee the student's exemption request. All exemption requests will need to be filed at least 4 weeks prior to the start of the program. Mid-program exemption request cannot be accommodated. In the event the student's exemptions have not been processed or approved 4 weeks prior to the start of the program, the student will be responsible to complete any required courses.

The applicant will be requesting the Exemption or Advanced Standing of the following courses with CFAA:

- ☐ AS - **Course 1:** The Canadian Fire Alarm System – Overview
- ☐ E - **Course 2:** Verbal and Written Communication
- ☐ E - **Course 3:** Basic Electricity
- ☐ E - **Course 4:** Life Safety Systems Electronics
- ☐ AS - **Course 5:** The Canadian Fire Alarm System – Application
- ☐ As the third-party applicant, I understand and have read the Exemption and Advanced Standing Terms and will notify HSMC at **least 4 weeks prior to the program start date** of any approved Exemptions/Advanced Standings.

B – Vocational Students

A student is considered vocational if their training is paid by themselves therefore the contract is directly tied with the vocational applicant and not a third-party.

For contract purposes, these students must complete a Vocational Enrolment Agreement instead of a Non-Vocational Contract.

For more information go online to: How to Register (https://hsmcollege.ca/how-to-register/)

C – Summary of Fees

The applicant must register for the entire program, less any courses for which the applicant is exempt or has advanced standing. This section lists all fees which may be charged. For a calculation of the applicant's personal fee summary, please see "Fee Calculation, Deposit and Payment Schedule".

Basic Academic Fees (HST Applies)		
Tuition: Courses 1, 2, 3 and 5 = $3,200 Course 4 = $1,150		$4,350.00
Textbooks: Printed textbooks of Course 1, 2, 3, 4, 5	Course 1, 2, 3, 5: (one book at $240) Course 2, 3, 4: x $90 each = $1[illegible]0	$510.00
	Subtotal	$4,860.00
	GST on Textbooks, 5%	$25.50
	Tax on Tuition, 13%	$565.50
	TOTAL FEES (CAD)	**$5,451.00**
Optional Administrative F[illegible]		
Final Exam Re-take (no [illegible]T)		$100.00
Pre-Admissions Aptitude Test, CAT		$169.50
Returned Cheque		$25.00
Transcript Replacement		$50.00
Shipping Costs for Course Books to Online Student		TBD by province

SAMPLE

D – Fee Calculation, Deposit and Payment Schedule

All students are required to pay the tuition deposit (lesser of 20% or $500). The required payment amount, as outlined in the **Payment Due Before Each Course Start** below, is due on the first day of training, without exception.

Fee and Payment Schedule Calculation

Courses (After Exemptions/Advanced Standing)	**1**	**2**	**3**	**4**	**5**	**Totals**
Tuition ($800 Course 1, 2, 3, 5 each. $1,150 Course 4)						$ 0.00
Books ($240 Course 1 & 5, $90 each other course)					X	$ 0.00
			GST/HST/QST on Tuition	NaN		$ 0.00
				GST on Books 5%		$ 0.00
				Total Fees Payable (CAD)		$ 0.00
				Deposit		$ 0.00
				Payment Due Before Each Course Start		$ 0.00
				Online Students Only: Shipping Fees for Course Books		TBD at time of shipping

E – Acceptable Payment Methods

Online: Interac email transfer (e-transfer) sent to accounting@hsmcollege.ca

OPTIONAL - Credit Card: If the applicant is using Interact for payments **do not complete** this section. If the applicant prefers to pay by credit card complete this section.

Card type: ◯ Visa ◯ MasterCard

Name as it appears on card

Card Number **Expiration Date** (MM/YY) **CVV**

Card Billing Address

Unit Number **Street Number** **Street Name**

City **Postal Code** **Province** Select Province

Payment Terms & Conditions

☐ I understand that my credit card will be charged automatically based on the agreed-upon tuition or course fee schedule.

☐ I acknowledge that I am responsible for ensuring sufficient funds are available at the time of each scheduled payment.

☐ If a payment is declined, I understand that I may be subject to late fees and possible suspension from the course until payment is received.

☐ I agree to notify HSMC of any changes to my credit card information or if I wish to revoke this authorization in writing at least 5 days before the next scheduled payment.

☐ I understand that all payments are non-refundable except as stated in Health and Safety Management College's refund policy.

Signature of Card Holder

Printed Name of Card Holder

Signed on the Date of (MM/DD/YYYY)

F – Deferring a Course

As listed under the PCC, an applicant has the right to defer their course to a later date. Subject to available places, to a later date, upon three weeks' written notice.

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G – Withdrawals

If the applicant wishes to withdraw from this program and terminate the contract, they must provide a written notice to HSMC in a way that allows them to verify the date the notice was delivered. The contract is considered terminated on the date that the written notice is received by HSMC.

The HSMC may also terminate the applicant's enrolment in this program, by providing written notice to them if there is insufficient enrolment, or in accordance with the Student Expulsion Policy. In the event of insufficient enrolment, a full refund will be provided. In the case of expulsion, a refund will be calculated based on the percentage of the program the student completed plus the deposit.

The HSMC reserves the right to cancel this contract if the undersigned applicant does not attend classes during the first 14 days of the program. A partial refund of the fees as outlined for expulsion above will be provided.

H – Student Complaints

Concerns regarding the applicant's training will first be addressed using the HSMC's Student Complaint Procedure.

I – Student Complaint Policy and Procedure

1. Policy and Principles

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

2. Complaint Procedure

- If a student believes that there is justification to complain about an unfair College policy, administrative practice or individual behavior, they are encouraged to seek an informal resolution of the complaint by meeting with the individual most directly involved in the complaint.
- If it is not possible to address the complaint, the student shall provide a written and dated copy of the complaint to Mary Pierog at m.pierog@hsmcollege.ca. Such written complaints shall be retained in a student complaint file for a minimum of three years, along with copies of all related written submissions and decisions and provided to the student on demand.
- The student making the complaint has a right to have a person present with them at all stages of the proceedings and to make oral submissions on his or her behalf. All meetings will be minuted.
- Concurrently Mary Pierog may meet with others and review pertinent documentation further to recommend a resolution.
- Within two weeks of receipt of the written complaint, Mary Pierog 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
- Should the student wish to appeal the decision, he or she may notify the President of HSMC (Sanj Patel, 100 Bronte Road, Unit 11, Oakville, ON L6L 6L5, s.patel@hsmcollege.ca, (416) 282-4764 of this wish, in writing, within one week of receiving Mary Pierog's decision.
- Within two weeks of receipt of the appeal request, the President shall deliver a decision, in writing, including reasons, and with copies of the original complaint and all related documents

J – 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 the 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

4. Significant Omissions or Errors in Admissions Documentation – HSMC has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly or in error misrepresent their applications are subject to immediate expulsion.

5. Attendance – students who do not achieve the required attendance for the course are subject to expulsion. Ordinarily 100% attendance is required unless by prior arrangement due to exceptional circumstances.

6. Misuse of College Property – College property is for the provision of college services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.

7. Endangerment of Staff or Students – HSMC is committed to the right of all College staff, students, clients and visitors to be safe. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled.

Notification:

Students who are subject to expulsion for any reason will be notified in writing, either hand delivered or email. HSMC is not responsible for non-delivery by email if the student has not provided a valid email address.

The notification will contain a description of the basis for expulsion and the effective date. Expelled students who dispute the facts of the expulsion must appeal the decision within three days of the notification to Mary Pierog at m.pierog@hsmcollege.ca, whose final decision is binding.

Fees:

The enrolment of a student who is expelled by HSMC will be considered terminated on the effective date of the expulsion. HSMC will settle the student's account under the Fee Refund Policy.

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K- Fee Refund Policy

Full refunds

1.HSMC college shall refund all of the fees paid by the third-party under a contract for the provision of a vocational program in the following circumstances:
2.The contract is rescinded by a person within two days of receiving a copy of the contract.
The career college discontinues the program before the student completes the program, subject to subsection.

A refund as listed above is payable by the career college within 30 days of the notice day.

Partial refund where student does not commence program

1.If a student is admitted to a vocational program, and the fees to the career college in respect of the program and subsequently does not commence the program, the college shall refund part of the fees paid by the third-party in the following circumstances:

- The third-party/student gives the college notice that he or she is withdrawing from the program before the day the vocational program commences.
- In the case of a student who is admitted to a vocational program on the condition that the student meet specified admission requirements before the day the program commences, the student fails to meet the requirements before that day.

1.Partial refunds: withdrawals and expulsions after program commenced
A career college shall give a student who commences a vocational program a refund of part of the fees paid in respect of the program if, at a time during the program

- the third-party student withdraws from the program after the program has commenced; or
- the student is expelled from the program in circumstances where the expulsion is permitted under the career college's expulsion policy.
- The student does not attend the program during the first day the program commenced and the college gives written notice to the third-party/student that it is cancelling the contract no later than 45 days after the day the program has commenced.
- The amount of a refund shall be an amount that is equal to the full amount paid by the third-party for the vocational program, less the amount of the deposit and the prorated days of attendance.

Currency
Any refund of fees that a career college is required to pay under the Act shall be paid in Canadian dollars.

L – Sexual Violence Policy

1. **Sexual Violence Policy**
   a. The HSMC is committed to providing its students with an educational environment free from sexual violence and treating its students who report incidents of sexual violence with dignity and respect.
   b. The HSMC has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its students that have occurred on its campus, or at one of its events and involve its students.
   c. The person accused of engaging in sexual violence will be referred to as the "Respondent" and the person making the allegation as the "Complainant".
2. **Definition of Sexual Violence**
   a. Sexual violence means any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.
3. **Training, Reporting and Responding to Sexual Violence**
   a. The HSMC shall include a copy of the Sexual Violence Policy in every contract made between it and its students, and provide a copy of the Sexual Violence Policy to career college management (corporate directors, controlling shareholders, owners, partners, other persons who manage or direct the career college's affairs, and their agents), instructors, staff, other employees and contractors and train them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its students.
   b. The Sexual Violence Policy shall be published on its website.
   c. Career college management, instructors, staff, other employees and contractors of HSMC will report incidents of or complaints of sexual violence to the President upon becoming aware of them.
   d. Students who have been affected by sexual violence or who need information about support services should contact Mary Pierog at (416) 282-4764.
   e. Subject to Section 4 below, to the extent it is possible, HSMC will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on its campus or the broader community are at risk. This will be done by:
      i. Ensuring that all complaints/reports and information gathered as a result of the complaint/reports will be only available to those who need to know for purposes of investigation, implementing safety measures and other circumstances that arise from any given case; and
      ii. Ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.
4. HSMC recognizes the right of the Complainant not to report an incident of or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur. Notwithstanding (f), in certain circumstances, HSMC may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent if it believes the safety of members of its campus or the broader community is at risk.
5. In all cases, including (f) above, HSMC will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact Mary Pierog at (416) 282-4764. In this regard, HSMC will assist students who have experienced sexual violence in obtaining counselling and medical care and provide them with information about sexual violence supports and services available in the community as set out in Appendix 1 attached here. Students are not required to file a formal complaint in order to access supports and services.
6. Investigating Reports of Sexual Violence
   a. Under this Sexual Violence Policy, any student of HSMC may file a report of an incident or a complaint to Mary Pierog at m.pierog@hsmcollege.ca in writing. The other official that will be involved in the investigation is Sanj Patel, President. If one of these people is the respondent, the other will investigate.
   b. Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Mary Pierog will respond promptly and:
      i. i. ii. iii. iv. (c) (d) determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;
      ii. determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
      iii. determine whether the incident should be referred immediately to the police; In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, HSMC may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures;

iv.and determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.

a. A student who discloses their experience of sexual violence through reporting an incident of, making a complaint about, or accessing supports and services for sexual violence, will not be asked irrelevant questions during the investigation process by the career college's staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

b. Once an investigation is initiated, the following will occur:
   i. the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;
   ii. interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;
   iii. informing and interviewing the Respondent of the complaint, providing details of the allegations and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation;
   iv. interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;
   v. providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and following the investigation, Mary Pierog will:
      1. review all of the evidence collected during the investigation;
      2. determine whether sexual violence occurred; and if so
      3. determine what disciplinary action, if any, should be taken as set out in Section 5 below.

4. 5. Disciplinary Measures

a. If it is determined by HSMC that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:
   i. disciplinary action up to and including termination of employment of instructors or staff; or
   ii. expulsion of a student; and /or
   iii. the placement of certain restrictions on the Respondent's ability to access certain premises or facilities;
   iv. and/or any other actions that may be appropriate in the circumstances.

5. Appeal

a. Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the President of HSMC within 30 days by submitting a letter addressed to Sanj Patel, President, HSMC, 100 Bronte Road, Unit 11, Suite 316, Oakville, ON L6L 6L5, or email to s.patel@hsmcollege.ca, advising of the person's intent to appeal the decision.

6. Making False Statements

a. It is a violation of this Sexual Violence Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.

b. Individuals who violate this Sexual Violence Policy are subject to disciplinary and / or corrective action up to and including termination of employment of instructors or staff or expulsion of a student.

7. Reprisal

a. It is a violation of this Sexual Violence Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.

8. Review

a. The HSMC shall ensure that student input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.

b. The HSMC shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. This date was January 1, 2023.

9. Collection of Student Data

a. The HSMC shall collect and be prepared to provide upon request by the Superintendent of Career Colleges such data and information as required according to Subsections 32. 3 (8), (9) and (10) of Schedule 5 of the Ontario Career Colleges Act, 2005 as amended.

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M – Technology Requirements

All students are required to meet the minimum technology standards outlined below in order to participate in online classes and taking online tests and quizzes. These requirements ensure consistent access to course content, clear communication with instructors, and full participation in all instructional activities. Students are responsible for securing a reliable device, internet connection, and the necessary audio and video equipment prior to the start of classes. Failure to meet these requirements may result in limited access to course materials, reduced participation, and may impact successful completion of the program.

1. Computer or Device

- PC or Mac: Windows 10/11 or macOS (latest 3 versions)
- Tablet/Phone: iOS 13+ or Android 8.0+
- Browser: Current version of Chrome, Edge, Safari, or Firefox

2. Internet
   - High-speed connection (minimum 2 Mbps upload & download)
   - Wired connection recommended for stability.

3. Audio
   - Microphone: Built-in or external (USB or headset)
   - Speakers/Headphones: Required so you can hear clearly
   - Headset with mic strongly recommended to reduce background noise

4. Video
   - Webcam (built-in or USB) required for all sessions
   - Camera must remain on during class

5. Minimum Hardware
   - Processor: Dual-core 2.0 GHz or faster
   - Memory (RAM): 4 GB minimum (8 GB recommended)
   - Storage: At least 3 GB free space
   - Screen: 1024 × 768 resolution or higher

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Part 7 - Acknowledgement

I acknowledge that I have received, read, and understand this contract and the following policies:

- ☐ The Statement of Students' Rights and Responsibilities
- ☐ The HSMC Third-Party Fee Refund Policy
- ☐ The Payment Schedule
- ☐ The HSMC Student Complaint Procedure
- ☐ The HSMC Policy Relating to the Expulsion of Students
- ☐ The HSMC Sexual Violence Policy

By signing this contract, the third-party agrees to and acknowledges the following:

- I, as the third-party, understand that at the signing of this contract and admission of the program, I am required to pay the fee indicated in section D – Fee Calculation, Deposit and Payment Schedule, before the start of the student's course date.
- I, as the third-party, understand that HSMC may withhold the students' credential if all fees are not paid in full as indicated in the fee agreement.
- The program is delivered by Health and Safety Management College (HSMC).
- The program will be delivered in English.
- **I, as the third-party, understand that this Enrolment Contract is NOT subject to the Ontario Career Colleges Act, 2005 and the regulations made under the Act.**

Printed Name of Third-Party Contact

Signature of Third-Party Contact

Signed on the Date of: