

This Enrolment Contract is subject to the Private Career Colleges Act, 2005 and the regulations made under the Act. The undersigned person hereby enrolls as a student of Toronto School of Management as of [_____] for the following:

STUDENT DETAILS

Title: Mr Mrs Miss

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: _____

Mother Tongue: _____

Home Permanent Address: _____

Postal Code: _____ Country: _____

Mailing Address: _____

Postal Code: _____ Country: _____

Country of Application Submission: _____

Home Telephone: _____

Mobile Number: _____

E-mail Address: _____

Do you require any accessibility accommodation?
If yes, Please specify below: Yes No

Referral Information if applicable (agent):

Location of Practicum: _____

STATUS IN CANADA

Passport Number: _____

Study Permit Number: _____

Study Permit Expiry Date: _____

Date of Admittance into Canada: _____

PROGRAM INFORMATION

Start Date: _____

Completion Date: _____

Preparatory Course for ACCA Examination

- * Please check for advance standing granted papers:
- AB MA FA LW PM TX
 FR AA FM SBL SBR APM AAA

Diploma Programs

- * Please choose below for your diploma program:

Are you also applying for a pathway program?

- YES (Please choose below) NO

Other - Specify: _____

Language of Instruction: _____

Program Delivery: _____

Will you apply for Scholarship or Bursary? Yes No

 Will you apply for payment plan? Yes No

 Are you an International Student? Yes No

 Credential to be Awarded Upon Successful Completion of the Program: Diploma Advanced Diploma N/A

- Preparatory Course for ACCA Examination: N/A
- Diploma Programs: Issued upon successfully complete & pass all modules.

ADMISSION REQUIREMENTS

For All Programs:

- Have Ontario Secondary School Diploma or equivalent;
- Have required IELTS score or equivalent for non-native English speakers;*
- Be at least 18 years of age;
- Proof of Advance Standing if applicable

For Preparatory Course for ACCA Examination:

- Register with the ACCA Global
- Proof of Advance Standing if applicable

 Are you a Mature Student? (if yes) Yes No

- Require to pass Wonderlic Scholarstic Level Exam with a minimum score

 * For further information, please check [here!](#)

EDUCATIONAL BACKGROUND

School Name: (University/College/Vocational/High School) _____

Qualification Earned: _____

Subject and Level: _____

Start Date: _____ Completion Date: _____

Average Grade: _____

Language of Instruction: _____

ACCOMMODATION / AIRPORT TRANSFER

 Accommodation required: Yes No

 Would you like airport transfer on arrival: Yes No

- If you require any of the above service please complete the Accommodation form.

Diploma Programs	Credential	Intakes	# of Weeks	# of Hours	Tuition	International Admin Fee	Textbook	Retake Fee per module
Business Administration Co-op	Diploma	Jan, Mar, May, Jul, Sept, Nov	66	960	\$12,495.00	N/A	N/A	\$1,095.00
Business Management Co-op	Diploma		109	1440	\$20,000.00	N/A	N/A	\$1,095.00
Hospitality and Tourism Management Co-op	Diploma		66	960	\$12,495.00	N/A	N/A	\$1,095.00
Advanced Hospitality and Tourism Management Co-op	Advanced Diploma		109	1440	\$20,000.00	N/A	N/A	\$1,095.00
Fundamentals of Hospitality and Tourism Co-op	Diploma		94	1230	\$12,495.00	\$500.00	\$500.00	\$1,095.00
Data Analytics Co-op	Diploma	Jan, May, Sept	52	840	\$12,495.00	N/A	N/A	\$1,095.00

ACCA Program	Credential	Intakes	# of Weeks per paper (several papers may be taken at the same time)	# of Hours per paper	Tuition per paper	International Admin Fee	Textbook	Retake Fee per module
Preparatory Course for ACCA Examination (except SBL) *	N/A	Mar, Sept	11 Academic Weeks	66	\$1,061.00	N/A	N/A	\$1,095.00

* The SBL course will last 22 weeks as the papers have merged

DO YOU CERTIFY THE FOLLOWING?

I understand that personal information and other critical data may not be altered after submission of this application.

YES

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

YES

I understand that an offer of admission is conditional, pending receipt of final transcripts showing work comparable in quality of that upon which the offer was based.

YES

I acknowledge that the first 3 pages of this Enrolment Contract will be used as my Application Form.

YES

I acknowledge that by filling out this document in full I am entering into a contract with the Toronto School of Management.

YES

Applicant full name: _____

Signature: _____

Date: _____

ACKNOWLEDGEMENT

I, _____, acknowledge that I have received a copy of:

- This Contract
- The Consent to Use of Personal Information (Page 5 of this contract)
- International Student consent form (Page 6 of this contract)
- The College's Fee Refund Policy (Page 7 to 11 of this contract)
- [The Statement of Students' Rights and Responsibilities Issued by the Superintendent of Private Career Colleges](#)
- [The Sexual Violence and Sexual Harassment and Bullying Policy](#)
- [The College's Student Complaint Procedure*](#)
- [The College's Policy Relating to the Expulsion of Students*](#)
- [The Co-op Placement Policy](#)
- Course transfer Departments and Visa Applications terms – for Preparatory Course for ACCA Examination ONLY (Page 13 of this contract)

Signature: _____

Date: _____

CONSENT TO 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 Toronto School of Management 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 Toronto School of Management 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 StudentServices@TorontoSoM.ca. 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.

Applicant full name: _____

Signature: _____

Date: _____

INTERNATIONAL STUDENT CONSENT FORM

Notice of Collection of Personal Information and Consent
(Ontario Ministry of Advanced Education and Skills Development)

International students seeking a study permit to attend a postsecondary learning institution in Ontario must attend a postsecondary institution designated by Ontario for the purposes of the Immigration and Refugee Protection Regulations (Canada). This is often referred to as the International Student Program (“ISP”).

Under the ISP, private postsecondary institutions are designated by Ontario on an annual basis. As a result, private postsecondary institutions that wish to remain designated apply for designation annually.

At the time that you are asked to read and sign this document, you are (1) applying to be enrolled in an institution that is applying for designation for the first time, (2) applying to be enrolled in a designated institution, or (3) enrolled in a designated institution. If you are enrolled in an institution that is currently designated, the institution may be applying for further designation annually.

When reviewing an institution’s application for designation under the ISP, the Ministry of Advanced Education and Skills Development (the “Ministry”) conducts a site assessment to verify the information provided in the institution’s application with respect to its educational policies and procedures. The Ministry may also monitor institutions that are designated to determine whether those institutions are complying with the terms and conditions of designation.

As part of the site assessment and the Ministry’s ongoing monitoring of designated institutions, the Ministry reviews a representative sample of student and prospective student records, such as student and prospective student contracts, registration forms, records of enrollment, documents pertaining to academic assessment and progress, and other documents contained in the student or prospective student file. The Ministry also may need to make copies of student and prospective student records in order to complete its review of the institution’s (1) application for designation or (2) ongoing compliance with the terms and conditions of designation.

Your consent is requested to allow the Ministry to access the personal information you have provided to the institution that may be contained in your student records. Without your consent, the Ministry cannot access your records as may be required in order to assess the institution’s application for designation or ongoing compliance with designation conditions.

The Ministry collects and uses this information under the authority of ss. 38(2) and 39(1)(a) of the Freedom of Information and Protection of Privacy Act and the Immigration and Refugee Protection Act (Canada) and its Regulations. Questions about the collection, use and disclosure of this information may be addressed to:

Manager, Quality and Partnerships Unit
Private Career Colleges Branch
Ministry of Advanced Education and Skills Development
77Wellesley Street West, P.O. Box 977 Toronto, Ontario M7A 1N3
416-314-0500 or ISP@ontario.ca

CONSENT

By signing below, I hereby consent to: (check boxes that apply)

- The Ministry’s collection of my personal information from the institution at which I am enrolled or applying to be enrolled for the purposes of assessing the institution’s current and future applications for designation under the International Student Program
- The Ministry’s collection of my personal information from the institution at which I am enrolled or applying to be enrolled for the purposes of assessing the institution’s ongoing compliance with the terms and conditions of designation, if it is designated by Ontario

Applicant full name: _____

Signature: _____

Date: _____

FEE REFUND POLICY

As Prescribed under s. 25 to 33 of O. Reg. 415/06

Applicable to students enrolled with Toronto School of Management students

FULL REFUNDS

25. (1) Toronto School of Management ("TSoM") shall refund all of the fees paid by a student under a contract for the provision of a vocational program in the following circumstances:

1. The contract is rescinded by a person within two days of receiving a copy of the contract in accordance with section 36 of the Act.
 2. TSoM discontinues the vocational program before the student completes the program, subject to subsection (2).
 3. TSoM charges or collects the fees,
 - before the registration was issued for the college under the Act or before the vocational program was approved by the Superintendent, or
 - before entering into a contract for the provision of the vocational program with the student, unless the fee is collected under subsection 44 (3).
 4. TSoM expels the student from the college in a manner or for reasons that are contrary to the college's expulsion policy.
 5. TSoM employs an instructor who is not qualified to teach all or part of the program under section 41.
 6. The contract is rendered void under subsection 18 (2) or under section 22.
 7. If TSoM fails to, or does not accurately, provide in the itemized list provided to the Superintendent under section 43 a fee item corresponding to a fee paid by a student for the provision of a vocational program, TSoM shall pay the student,
 - in the case of an item not provided by TSoM, the full amount of the fee for the item, and
 - in the case of a fee in excess of the amount of the fee provided for the item, the difference between the amount of the fee for the item provided to the Superintendent and the fee collected.
- (2) A full refund is not payable in the circumstances described in paragraph 2 of subsection (1) if the discontinuance of the vocational program coincides with TSoM ceasing to operate.
- (3) A refund is not payable under paragraphs 1 to 6 of subsection (1) unless the student gives TSoM a written demand for the refund.
- (4) A refund under subsection (1) is payable by TSoM within 30 days of the day the student delivers to the college,
- (a) in the case of a rescission under section 36 of the Act, notice of the rescission; or
 - (b) in the case of a refund under paragraphs 2 to 6 of subsection (1), a written demand for the refund.

PARTIAL REFUND WHERE STUDENT DOES NOT COMMENCE PROGRAM

26. (1) If a student is admitted to a vocational program, pays fees to TSoM in respect of the program and subsequently does not commence the program, TSoM shall refund part of the fees paid by the student in the following circumstances:
1. The student gives the college notice that he or she is withdrawing from the program before the day the vocational program commences.
 2. 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.
 3. The student does not attend the program during the first 14 days that follow the day the program commenced and the college gives written notice to the student that it is cancelling the contract no later than 45 days after the day the program has commenced.
- (2) The amount of a refund under subsection (1) shall be an amount that is equal to the full amount paid by the student for the vocational program, less an amount equal to the lesser of 20 per cent of the full amount of the fee and \$500.
- (3) A refund under subsection (1) is payable:
- (a) in the case of a refund under paragraph 1 of subsection (1), within 30 days of the day the student gives notice of withdrawing from the program;
 - (b) in the case of a refund under paragraph 2 of subsection (1), within 30 days of the day the vocational program commences; and
 - (c) in the case of a refund under paragraph 3 of subsection (1), within 45 days of the day the vocational program commences.
- (4) For the purpose of paragraph 3 of subsection (1), it is a condition of a contract for the provision of a vocational program that the private career college may cancel the contract within 45 days of the day the vocational program commences if the person who entered the contract with the college fails to attend the program during the 14 days that follow the day the vocational program commences.
- (5) TSoM that wishes to cancel a contract in accordance with subsection (4) shall give written notice of the cancellation to the other party to the contract within 45 days of the day the vocational program commences.

PARTIAL REFUNDS: WITHDRAWALS AND EXPULSIONS AFTER PROGRAM COMMENCEMENT

27. (1) TSoM 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 determined under subsection (3),
- (a) the student withdraws from the program after the program has commenced; or
 - (b) the student is expelled from the program in circumstances where the expulsion is permitted under TSoM's expulsion policy.
- (2) This section does not apply to vocational programs described in sections 28 and 29.

- (3) TSoM shall pay a partial refund under this section only if the withdrawal or expulsion from the vocational program occurs at a time during the program determined in accordance with the following rules:
1. In the case of a vocational program that is less than 12 months in duration, the withdrawal or expulsion occurs during the first half of the program.
 2. In the case of a vocational program that is 12 months or more in duration,
 - i. for the first 12 months in the duration of the program and for every subsequent full 12 months in the program, the withdrawal or expulsion occurs during the first six months of that 12-month period, and
 - ii. for any period in the duration of the vocational program remaining after the last 12-month period referred to in subparagraph i has elapsed, the withdrawal or expulsion occurs in the first half of the period.
- (4) If the student withdraws or is expelled from a vocational program within the first half of a period referred to in subsection (3), the amount of the refund that TSoM shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,
- (a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and
 - (b) the portion of the fees in respect of the portion of the period that had elapsed at the time of the withdrawal or expulsion.
- (5) If the student withdraws or is expelled from a vocational program during the second half of a period referred to in subsection (3), TSoM is not required to pay the student any refund in respect of that period.
- (6) TSoM shall refund the full amount of fees paid in respect of a period that had not yet commenced at the time of the withdrawal or expulsion.

PARTIAL REFUNDS: DISTANCE EDUCATION PROGRAMS

28. (1) This section applies to a vocational program that is offered by mail, on the internet or by other similar means.
- (2) A private career college shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if,
- (a) the student withdraws from the program or the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy; and
 - (b) at the time of the withdrawal or expulsion, the student has not submitted to TSoM all examinations that are required in order to complete the program.
- (3) The amount of the refund that TSoM shall give a student under subsection (1) shall be determined in accordance with the following rules:
1. Determine the total number of segments in the vocational program for which an evaluation is required.
 2. Of the total number of program segments determined under paragraph 1, determine the number of segments in respect of which an evaluation has been returned to the student.
 3. The amount of the refund that TSoM shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,
 - an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500, and
 - the portion of the fees in respect of the number of segments determined under paragraph 2.
- (4) TSoM is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has been evaluated in respect of more than half of the total number of segments in the program.

PARTIAL REFUNDS: NON-CONTINUOUS PROGRAMS

29. (1) This section applies to a vocational program approved by the Superintendent to be provided through a fixed number of hours of instruction over an indeterminate period of time.
- (2) TSoM shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if, before completing the required number of hours of instruction,
- (a) the student has given the college notice that he or she is withdrawing from the program; or
 - (b) the student is expelled from the program in circumstances where the expulsion is permitted under the TSoM's expulsion policy.
- (3) The amount of the refund that TSoM shall give a student under subsection (1) shall be equal to the full amount of the fees paid in respect of the program, less,
- (a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and
 - (b) a portion of the fees in respect of the program that is proportional to the number of hours of instruction that have elapsed at the time of the withdrawal or expulsion.
- (4) TSoM is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has completed more than half of the required number of hours of instruction in a program.

NO RETENTION OF REFUND

30. TSoM shall not retain, by way of deduction or set-off, any refund of fees payable to a student under sections 25 to 29 in order to recover an amount owed by the student in respect of any service or program other than a vocational program offered by TSoM.

TREATMENT OF BOOKS AND EQUIPMENT

31. In calculating a refund under sections 25 to 29, TSoM may retain the retail cost of books or equipment that TSoM supplied to the student if the student,
- (a) fails to return the books or equipment to TSoM within 10 days of the student's withdrawal or expulsion from the program; or
 - (b) returns the books or equipment to TSoM within the 10-day period referred to clause (a), but fails to return it unopened or in the same state it was in when supplied.

REFUND FOR INTERNATIONAL STUDENTS

32. A notice to TSoM that is provided by or on behalf of an international student or of a prospective international student and that states that the student has not been issued a temporary resident visa as a member of the student class under the Immigration and Refugee Protection Act (Canada) is deemed to be,
- (a) notice of a rescission of the contract for the purposes of section 36 of the Act if the notice is given within two days of receiving a copy of the contract; and
 - (b) notice that the student is withdrawing from the program for the purposes of paragraph 1 of subsection 26 (1) or clause 29 (2) (a) if the notice is received on or before half of the duration of the program has elapsed.

CURRENCY

33. Any refund of fees that TSoM is required to pay under the Act shall be paid in Canadian dollars.

34. Students applying for a refund will be asked to send an email to Refunds@TorontoSoM.ca with all necessary information listed below. Sending this email will constitute as providing TSoM a written refund request. Failure to submit an email with all necessary information may prevent TSoM from processing student's request within the timelines given in this Fee Refund Policy.

First Name:	Last Name:
Student ID:	Email:
Telephone:	Program/Course Name:
How did you pay for your course? Bank Transfer / Card / Cash / Cheque	
Amount Requested:	
Reason (Please select one): <ol style="list-style-type: none"> 1. My course was cancelled 2. My course was deferred 3. Visa Refusal 4. Personal Circumstances 5. Medical Condition 6. Exemption 7. Other 8. I have changed my mind and there are at least 15 days until course commencement 	
Please provide a detailed description of your reasons for requesting a refund:	
Please attach if there are any supporting files/scans	

Toronto School of Management does not guarantee employment for any student who successfully completes a vocational program offered by Toronto School of Management.

Graduated students are not eligible for The Post Graduate Study Permit (PGWP)

It is understood that fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. Toronto School of Management reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days of the program begins. For information regarding cancellation of this Enrolment Contract and refunds of fees paid, see sections 25 to 33 of O. Reg. 415/06 made under the Private Career Colleges Act, 2005.

I certify that I have read, understood and have received a copy of this Enrolment Contract.

The undersigned student hereby undertakes and agrees to pay, or see to payment of, the fees specified in this Enrolment Contract in accordance with the terms of this Enrolment Contract.

Signature: _____

Date: _____

Toronto School of Management agrees to supply program to the above named student upon the terms herein mentioned. Toronto School of Management may cancel this Enrolment Contract if the above named student does not meet the admission requirements of [insert name of program] before the program begins.

Signature: _____

Date: _____

FOR PREPARATORY COURSE FOR ACCA EXAMINATION STUDENTS ONLY!

COURSE TRANSFER

Toronto School of Management does not allow any kind of transference from one course to another or from one module or exam to another module or exam of the same course. This applies, particularly, to the “Preparatory Course for ACCA Examination”

DEFERMENTS

For students, the period of study shall be as specified in the signed contract. The school will only extend the duration of a student’s study where it is clear that the student will not complete the module/paper within the expected duration as a result of:

- 1. Compassionate or compelling circumstances such as illness, where a medical certificate states the student was unable to attend classes;
- 2. Implemented designated intervention strategy for students being at risk of not progressing satisfactorily; or
- 3. Receiving approved period of suspension

The expected duration of study for an international student will always be governed by the relevant Private Career Colleges/ Designated Learning Institution policies and guidelines.

VISA APPLICATIONS

Toronto School of Management is a Designated Learning Institution (DLI) meaning that potential international students will be granted a study permit for the period of their studies (as mentioned in their Letter of Acceptance). However, it is the sole responsibility of students to get their relevant visas and study permit before commencing the program.

By signing below, I hereby consent to the terms related to “Course Transfer”, “Deferments” and “Visa Applications” as stated above;

Applicant full name: _____

Signature: _____

Date: _____