



Application Form for First time students - Certificate Program September 2019 - 2021

Submission deadline: January 31, 2019 (Note: Applications are accepted and reviewed on a first come basis starting soon after the previous intake of new students. It is advisable to submit your application as soon as possible.)

Date:							
Full Name:		(first)	(middle)	(last)			
Title [Ms./Mr]		Male/Female	Date of Birth				
Your Mailing Address							
City			Province	Postal Code			
Citizenship Status							
Contact phone number		() -	Is this a landline or mobile number?				
Your email address:							
Your Education history							
(name of insitution and level of achievment)							
Work experience (full time, part time for past 2 years)							

! Please print clearly in black ink.



Page 2 of 4

You must include the following for complete application submission:

- A one page typed statement of interest
- 2 written references - personal and/or professional
- You may include a digital copy of your portfolio (optional).

I declare that I have answered all questions truthfully and I understand that misinformation given will invalidate this application.

Signature_____

*All the information given above will be kept strictly confidential and for the purposes of enrolment to École Holt Couture only.

If you are accepted as a registrant you will be required to submit your Canada Social Insurance Number, and sign the standard Alberta Student Enrolment Contract with your Alberta Student Number (ASN). If you did not study in Alberta, you can apply for an ASN number.

Attendance requirement

I agree to: Full attendance and understand that fully completed projects are mandatory for each student enrolled in the Programs until the final date of the 60-week program and all projects submitted by the stated deadlines, to receive a 'completed grade'. If the registered student misses any class it is the student's responsibility to acquire the missed material and projects must be submitted, to keep up with the curriculum and class.

Liability Waiver

Statement of Risk. While every effort is made by the school, to provide a safe environment for each student, the student will be using domestic sewing machines which are regularly maintained; and when used safely and with due attention will cause no harm; however, if used without due caution and attention may cause injury or loss.

Assumption of Risk - by the Student. I understand that participation in the Program requires the use of a sewing machine, and that I may suffer injury or loss as a result of not using the sewing machine safely and with due attention. I freely accept and assume personal and sole responsibility for any injury or loss suffered by me as a result of my participation in the Program.

Liability Waiver. I release and save harmless École Holt Couture, its employees, agents and representatives from any and all liability for any injury, loss, or expense that I may suffer as a result of my participation in the program.

I have read this document carefully and acknowledge my understanding that by signing it affects my legal rights.

Date _____ Signature _____

Use this form for Year 2019 Certificate Program Application – Please print and fill out completely with black ink and send to Office of Registrar

Active Refund Policy from Alberta Private Vocational Training Act:

Registration fee (\$500.00 not charged until you have been accepted for enrolment into Ecole Holt Couture)

- 14(1) Subject to subsection (2), a licensee may require a prospective student to pay a registration fee of not more than \$500 before that person's vocational training begins.
- (2) A licensee must not require or accept payment of
- (a) a registration fee in respect of a prospective student until that person has signed a student contract, or
 - (b) a tuition fee in respect of a prospective student before that person's vocational training begins.
- (2.1) Despite subsection (2)(b), a licensee may accept a tuition fee in respect of a prospective student before that person's vocational training begins if the fee is paid by a third party approved by the Director.
- (3) A licensee who receives a registration fee must credit the fee to unpaid tuition if the student commences the vocational training.

Cooling off period

15 Notwithstanding anything in this Regulation, if a student terminates the ' Alberta Student Enrolment Contract for Licensed Vocational Training Programs' on or before the 4th business day after signing the contract, the licensee must refund any tuition or other fee paid by or on behalf of the student.

Refund of registration fee - before training begins

- 16(1) If a student terminates a student contract before the vocational training begins, the licensee is entitled to any registration fee paid by or on behalf of the student.
- (2) The licensee must refund any registration fee that has been paid by or on behalf of the student if
- (a) a licensee terminates a student contract before the vocational training begins, or
 - (b) the vocational training does not begin on the commencement date set out in the student contract.

Refund of tuition - after training begins

- 17(1) If a student contract is terminated after the vocational training begins, the licensee is entitled to keep the following amounts of tuition:
- (a) when 10% or less of the vocational training has been provided, 25% of the tuition;
 - (b) when more than 10% but 50% or less of the vocational training has been provided, 60% of the tuition;
 - (c) when more than 50% of the vocational training has been provided, 100% of the tuition.
- (2) If a licensee has received a tuition fee in excess of the amount that the licensee is entitled to under subsection (1), the licensee must refund the excess amount.
- (3) For the purpose of this section, vocational training provided by correspondence is provided as lessons are supplied, marked and returned to the student.

1. There are several circumstances that may force a student to leave the Program early or withdraw from the Program, for example, a serious accident or illness, a severe psychological problem, or a family problem and; in the case of the student who, due to emergency circumstances is forced to withdraw early or is unable to complete any aspect of the requirements for the program, École Holt Couture will report an 'Incomplete' on the Student's record; however, the student may at a later date be allowed to re-apply and repeat the program.
2. École Holt Couture reserves the right to cancel a Program/Course due to insufficient enrollment or other factors beyond its control. In this case any registration fees and tuitions paid will be refunded to or on behalf of the student.
- 3.

I have read this document in its entirety, acknowledge and accept the terms of this policy.

Date _____ Signature _____

All of the above documents must be completed, signed and submitted by the applicant to École Holt Couture to be considered for registration and enrollment, address to - Attention: Registrar Ecole Holt Couture