

LOST BOYS LEARNING

Application Kit 2010 Intakes - Canadian Students

Admission Requirements

✓	Checklist:
<input type="checkbox"/>	A completed Application Form , using either the online fillable form or the PDF form.
<input type="checkbox"/>	Proof that you have graduated from high school (photocopy of high school transcript) OR are 19 years of age (scan or photocopy of birth certificate, passport, drivers license or college transcript). If you are under 19 you need consent of your parent or legal guardian.
<input type="checkbox"/>	A non-refundable \$40.00 CDN Application Fee .
<input type="checkbox"/>	One recommendation letter . This letter can be a work reference from an employer or a reference letter from a teacher or instructor, or it can be a character reference from someone you know.
<input type="checkbox"/>	A personal statement describing your interests, influences, career goals, why you would like to learn with us and anything else about you that you would like us to know.
<input type="checkbox"/>	Submit a portfolio with your application. Your portfolio should be 6 - 10 pieces of your work in any medium, and can include drawing, life drawing, comic or graphic design, photography, painting, sculpture, graphic or website design and any 2D or 3D computer imagery. Please do not submit original work; photocopies or prints are preferred and will not be returned. Digital media should be supplied on CD or DVD. Email of images and documents (not large movies please) or a link to your website or an online portfolio is acceptable.

You may email your application materials . Please check your scanned documents to make sure all text is legible. Please use this application materials checklist and prepare your portfolio and personal statement carefully. You may drop it off in person if you live in the area or send the package by post, courier or email. Do not send cash in the mail. We will acknowledge receipt of your application by email as soon as it is received.

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Policies & Guidelines

Admission Policies:

- If the student fails to meet the minimum admission requirements, neither the institution nor the student can waive the requirements.
- Students are required to be 19 years of age or older and/or have graduated from Grade 12 or equivalent. If the applicant is under 19 years old, a parent or legal guardian must co-sign the Enrollment Agreement and any other related financing documents.
- By accepting the student's Enrollment Agreement, Lost Boys Learning does not warrant or represent that the student is suitable for the course, will successfully complete the course or will find employment upon completion of the course. The student understands that, as with any college, Lost Boys Learning does not promise to find the student a job.

Acceptance & Payments:

Admission to our full-time Diploma program is based on how well your application materials demonstrate potential for the program, and space availability. Each applicant's materials will be evaluated to determine the compatibility of the applicant with the program at Lost Boys Learning. The Administrator will contact the student once the submission has been reviewed. Admittance is on a first-come, first-qualified basis.

Lost Boys Learning does not discriminate on the grounds of race, color, creed, ancestry, national origin, gender, sexual orientation, religion, age or disability in the administration of any of its educational programs, activities or with respect to admission and employment.

Upon acceptance, you will receive an Acceptance Letter and 2 copies of the Enrollment Agreement & Contract. **A seat reservation deposit of \$2,500.00 Canadian funds is required to complete registration.** This deposit is treated in accordance with the Private Career Training Institutions Agency (PCTIA) of BC and will be deducted from your total tuition. **This is not an extra cost.**

Full tuition of \$22,500.00 Canadian funds (2010 intakes) is due 20 days prior to the first day of the program. Please inquire about Payment Plan options.

All fees are quoted in Canadian funds. We accept wire transfer, cheques, bank draft or money order made out to Lost Boys Learning, Visa or Mastercard. We can also accept the \$40 Application Fee and \$2,500 deposit via Paypal, payable to admin@lostboys-learning.com.

Cancellation Policy:

Lost Boys Learning reserves the right to cancel any program or course if enrollments are insufficient. A full tuition refund will be applied to canceled programs.

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Refund Policy

Refunds in Cases of Withdrawal or Dismissal

1. Refund Policy

- a) All institutions must have a refund policy which is described, in full, on the student enrolment contract. The minimum policies acceptable to the Agency appear below. Institutions are free to adopt a policy that is more generous to the student.

2. Written Notice

- a) A written notice of withdrawal or dismissal must be provided:
 - i. By a student to the institution when the student withdraws, or
 - ii. By the institution to the student where the institution dismisses a student.

3. Refund Entitlement

- a) Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable application or registration fee. Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

1) Refund policy for students:

a) Refunds before the program of study begins:

- i) If written notice of withdrawal is received by the institution less than 7 calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract or \$250.00.
- ii) Subject to subsection 24.11) a) i), if written notice of withdrawal is received by the institution 30 calendar days or more before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract, or \$750.00.
- iii) Subject to subsection 24.11) a) i), if written notice of withdrawal is received by the institution less than 30 calendar days before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 20% of the total tuition and fees due under the contract, or \$1000.00.

b) Refunds after the program of study starts:

- i) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition and fees due under the contract.
- ii) If written notice of withdrawal is received by the institution, or a student is dismissed, after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition and fees due under the contract.
- iii) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

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General Policies:

The student agrees to abide by all Lost Boys Learning policies including but not limited to use and limitations of equipment, confidentiality, attendance, student conduct, harassment and dispute resolution, which are provided in the Student Handbook, distributed to all students with their Acceptance Letter and Enrollment Contract.

Student Training Completion Fund (Tuition Protection)

Lost Boys Learning is Registered and Accredited with the Private Career Training Institutions Agency (PCTIA) to enroll students into a program which is registered by PCTIA under the provisions of the *Private Career Training Institutions Act*, Regulations, and Bylaws.

Registration of the institution and its programs is provided by PCTIA and is mandatory for institutions providing training or instruction in programs which exceed \$1,000 in tuition and 40 hours in duration.

Accreditation is voluntary and is awarded after completing a rigorous quality standards review and report. Lost Boys Learning was Accredited on August 1, 2008.

PCTIA provides consumer protection by managing the Student Training Completion Fund (STCF) which provides tuition refund protection in the case of institutional closure. Information about PCTIA may be found on the web at <http://pctia.bc.ca> including a list of all registered institutions and their approved programs.

In general, students should not complete a training contract for a program at a PCTIA-registered institution which does not appear on PCTIA's website. For further information about the Agency, students may contact PCTIA at:

300 - 5172 Kingsway, Burnaby, BC V5H 2E8
(604) 660-4400 fax (604) 660-3312 1(800) 661-7441
<http://pctia.bc.ca> info@pctia.bc.ca

Under the Private Career Training Institutions Act all registered and/or accredited institutions must participate in the Student Training Completion Fund, which is a mechanism for tuition protection. If an institution closes, a student has the option to finish their program at another institution or receive a tuition refund.

In accordance with Part 4(10)(1)(a) of the *Personal Information Protection Act*, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the Freedom of Information and Protection of Privacy Act. For more information about the collection, use and disclosure of your personal information, visit the Agency's website at www.pctia.bc.ca.

