



THE KEYIN EXPERIENCE

APPLICATION

Personal Information

Name	LAST NAME	MIDDLE NAME	FIRST NAME
Address	STREET/P.O. BOX		
	CITY/TOWN	PROVINCE	POSTAL CODE
Telephone	HOME	CELLULAR/OTHER	E-mail
MCP Number (optional)			
Date of Birth	DAY	MONTH	YEAR
	Maiden Name (if applicable)		
Next of Kin	Relationship to You		
Address	STREET/P.O. BOX		
	CITY/TOWN	PROVINCE	POSTAL CODE
Telephone	HOME	BUSINESS/OTHER	

Educational Background

Please complete the appropriate section A, B and/or C and attach appropriate supporting documents (i.e. transcripts)

A. Currently Attending High School:

High School			
Principal	Guidance Counselor		
Telephone	Current Grade/Level		

B. No Longer Attending High School

High School Attended	Grade Level Attained		
Graduated? <input type="checkbox"/> YES <input type="checkbox"/> NO	Year Completed/Graduated		

If you answered No to the above, please indicate if you have obtained any further academic upgrading

C. Other College/University/Programs Completed:

Program/Degree	College/University	Year Completed	Graduated (Y/N)

Employment Background

Please provide the following details on your last two (2) employers.

Employer	Position	Period of Employment
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Program Information

MANDATORY: Please indicate the program in which you are enrolling: _____

Preferred starting period for this program would be: e.g. May 2014

January 20	May 20	September 20	Other (Please specify)
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How did you hear about Keyin College? You may check more than one.

Television <input type="checkbox"/>	Keyin Graduate <input type="checkbox"/>	Guidance Counsellor <input type="checkbox"/>	Newspaper <input type="checkbox"/>
Keyin Student <input type="checkbox"/>	School Visit <input type="checkbox"/>	Radio <input type="checkbox"/>	Keyin Employee <input type="checkbox"/>
Friend <input type="checkbox"/>	Internet <input type="checkbox"/>	Other (please specify) _____	

Optional Information

Please indicate whether you intend to apply or have made application for any of the following sources of financing.

Canada -NL Student Financial Assistance Provincial Government Sources Self-Pay AES
 Workplace Health, Safety & Compensation Commission Other

Please specify any medical condition(s) and/or disabilities which we should be aware of (please attach supporting documentation):

Application Fee and Refund Policy

Please enclose a \$50 Application Fee (non-refundable) for the processing of your application. It should be noted that this is an additional fee for the processing of your application. International applications are subject to a \$250 fee (non-refundable).

I, the undersigned, understand and agree to the noted: (a) refund policy; (b) I understand that I will be required to complete a Semester Registration Form at the beginning of each semester and that such a registration form will be considered an addendum to this application; and (c) I understand there are policies and rules to be abided by at the College, which will be provided to me prior to my signing a Program of Study and Tuition Contract.

Career Counselor	Campus	Date
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Tuition Cost	(subject to change)
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Applicant's Signature	Date of Application
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Parent/Guardian's Signature (for applicants under 18 years of age) _____

Private Training Institutions Regulations

Refund Policy As Stated In Accordance With The Private Training Institutions Act, 2001 (O.C. 96-862)

Retention and Repayment of Fees

17. (1) Where a student has contracted for a course of instruction at a private training institution and subsequently exercises the option to void the contract at least 21 days before the commencement date of the course, the private training institution shall refund money paid by or on behalf of the student including the registration fee under Section 16.
- (2) Where a student has contracted for a correspondence course at a private training institution and subsequently exercises the option to void the contract within 14 days of signing the contract, the private training institution shall refund money paid by or on behalf of the student including the registration fee under section 16.
- (3) Notwithstanding any provision contained in a contract in respect of a course of instruction at a private training institution, the institution shall not retain money paid for or on account of instruction given by the private training institution where the registrant or representative of the private training institution has made false or misleading statements regarding the course of instruction or regarding the nature of the contract for the purpose of inducing a person to enter into the contract and all money so received shall be immediately repaid to the person who has paid it and the contract is void.

Exceptions to Refunds

18. (1) Students of private training institutions shall be entitled to a refund of money paid with the exception of the registration fee under section 16 where the student has contracted for a course of instruction at a private training institution and gives notice in writing either delivered personally or by registered mail to the private training institution less than 21 days before the commencement date of the course of instruction of the student's intention not to commence the course of instruction.
- (2) Students of private training institutions shall be entitled to a refund of money paid with the exception of the registration fee under section 16 and 10% of the total course fees where
 - (a) the student has contracted for a course at a private training institution and does not give notice in writing by registered mail to the private training institution before the commencement date of the student's intention not to commence the course of instruction and does not attend the first 5 consecutive days of the course of instruction; or
 - (b) the student has contracted for a course of instruction for a correspondence course at a private training institution and gives notice in writing by registered mail to the private training institution more than 14 days after signing the contract and provided all lessons have been returned in good condition.
- (3) Students of private training institutions shall be entitled to a refund of money paid where:
 - (a) the student has contracted for a course of instruction at a private training institution and gives notice in writing either delivered personally or by registered mail to the private training institution after the commencement date of the course of instruction of the student's intention to cease taking the course of instruction;
 - (b) the student has contracted for a course of instruction at a private training institution and fails to exercise the option to void the contract under section 15 before the date upon which the first class is held, then exercises the option notwithstanding that the student may not have participated in the course of instruction;
 - (c) the student has contracted for a correspondence course at a private training institution and exercises the option to void a contract under section 15 after part of the course of instruction has been supplied and serviced; or
 - (d) a private training institution
 - (i) has the registration cancelled,
 - (ii) has the renewal of the registration refused and the registration has expired, or
 - (iii) has not applied for renewal of registration and the registration has expired.
- (4) Refund of money referred to in subsection (3) shall not include
 - (a) the registration fee under section 17;

- (b) the fees for the proportion of the course already supplied and serviced or in the case of correspondence courses the fee for lessons supplied and evaluated, and for the purposes of this paragraph any portion of a week shall be considered one week in determining the amount of the refund; and
 - (c) the retail cost of equipment that has been supplied to the student by the private training institution unless the equipment has been returned to the private training institution unopened or as issued within 10 days of receipt by the student.
- (5) Where a student withdraws from a course of instruction 21 days after the commencement of a semester, a private training institution may impose an administrative fee of 10% of that semester's tuition, to a maximum of \$500.
19. (1) Where a private training institution has supplied and serviced two-thirds or more of a course of instruction and has not received a proper notice of a student's intention to cease attending the course before that date, the private training institution shall not be obliged to refund money paid for or on account of the fees by or on behalf of a person who has contracted for that course of instruction.
 - (2) The private training institution is not required to repay money to a student, where
 - (a) a student has contracted for a course of instruction at a private training institution and the registration of this private training institution is cancelled or expired before the course of instruction has been completed;
 - (b) where a course of instruction offered by another registered private training institution is the same or similar to the course of instruction contracted by the student under paragraph (a); and
 - (c) where the student and the private training institution referred to in paragraph (a) agree in writing with the owner or operator of the registered private training institution referred to in paragraph (a) that the student will complete the course of instruction at the registered private training institutions referred to in paragraph (a) at no additional cost to the student.

Tuition Fees

20. A private training institute shall collect from student's tuition fees not in excess of the amount required to cover one semester at a time.

Acknowledgement and Account Statement

21. Where a private training institution received a proper notice of a student's intention to withdraw from a course, the private training institution shall acknowledge receipt of the notice and provide the student with a statement of money retained by the private training institution.

Time of Refund

22. (1) Where a private training institution is required to refund money under section 17 and 18, refunds shall be made to the person entitled within 30 days of the receipt by private training institution of the notice referred to in sections 17 and 18.

Refunds upon Dismissal for Cause

23. (1) Where a private training institution has after the commencement date of a course of instruction dismissed a student due to academic failure, contravention of an institution regulation, misconduct or failure to pay the required fees under a written contract for a course of instruction and the private training institution shall refund money paid for or on account of the fees by or on behalf of the student except
 - (a) the registration fee under section 16; and
 - (b) the proportion of the fees for the course of instruction that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction.
- (2) Where a private training institution has dismissed a student under subsection (1), the private training institution may retain, in addition to the money referred to in subsection (1), an amount required to repay or replace property of the private training institution that has been damaged or destroyed as a direct result of the action or conduct of the dismissed student and the private training institution has satisfied the superintendent that the damage or destruction was caused by the willful action of the student.