



# TRAINING PROGRAM APPLICATION

---

## Program Information

Training programs typically run Monday to Friday from 9:00 am to 4:00 pm, except on holidays. The exception is the Line Cook Program. A detailed schedule will be provided with completion and acceptance of the Training Program Application. Please select the training program for which you would like to apply:

**Front Desk Clerk**

- 6 weeks + 30 hour practicum (216 hours)
- 1,500 + \$15 \*Training Completion Fund
- \$50 Non-Refundable Registration Fee

**Housekeeping Room Attendant**

- 6 weeks + 30 hour practicum (206 hours)
- \$1,500 + \$15 \*Training Completion Fund
- \$50 Non-Refundable Registration Fee

**Food and Beverage Server**

- 6 weeks + 30 hour practicum (212 hours)
- \$1,500 + \$15 \*Training Completion Fund
- \$50 Non-Refundable Registration Fee

**Line Cook**

- 8 weeks + 30 hour practicum (258 hours)
- \$2,500 + \$25 \*Training Completion Fund
- \$50 Non-Refundable Registration Fee

**Retail Sales Associate**

- 6 weeks + 30 hour practicum (210 hours)
- \$1,500 + \$15 \*Training Completion Fund
- \$50 Non-Refundable Registration Fee

**Program Start Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Mo Day Year

**Program End Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Mo Day Year

*\* The Training Completion Fund was established to provide protection to students should an institution close unexpectedly, allowing students to either complete their training elsewhere or to receive a tuition refund.*

## Payment Information

**Fees:** It is understood that fees are payable when the applicant has signed, completed and submitted the Training Program Application, and the Manitoba Tourism Education College (MTEC) has informed the applicant of their acceptance into the training program. The undersigned student hereby undertakes and agrees to pay, or ensure payment of, the fees indicated above in the accordance with the terms of the Training Program Application.

Cheque

Cash or Debit (at MTEC location)

Credit Card

Visa  MasterCard

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_  
Month Year

Security Code: \_\_\_\_\_

Name of Card (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

---

**Third-Party Funder** Name of Organization: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**MAKE CHEQUES PAYABLE TO: MANITOBA TOURISM EDUCATION COLLEGE**

# TRAINING PROGRAM APPLICATION

---

Private vocational institutions are legislated by The Private Vocational Institutions Act and Manitoba Regulation 237/02. The sections relating to refunding fees to students are as follows:

## Registration Fee

- 9 (2)** The registration fee for a program of instruction may not exceed the lesser of
- (a) \$225.; or
  - (b) 20% of the total cost of the program of instruction

## When student ceases to be enrolled

- 16** A student ceases to be enrolled in a program of instruction on the date
- (a) that the student
    - (i) gives written notice of withdrawal from the program of instruction to the private vocational institution,
    - (ii) is expelled from the program, or is absent, during the first two-thirds of a program of instruction, for 10% or more of its total hours of instruction; or
  - (b) that the registrant cancels the student's enrolment under section 15.2.

## Student fees

- 17** A registrant may not receive any fees from a student other than those listed in the statement of fees under clause 9(1)(c).

## Certificates or diplomas must be issued

- 17.1** If a student successfully completes a program of instruction, he or she must receive a certificate or diploma from the registrant.

## Transcripts must be issued

- 17.2(1)** A registrant must, on request of a student, issue a transcript detailing the marks or grades achieved by the student.
- 17.2(2)** A registrant must give a student a transcript, at no cost to the student, at the following times:
- (a) after the student graduates or ceases to be enrolled in a program of instruction;
  - (b) if the student's program of instruction has a duration of more than one year, on request of a student, after the end of the first year of the program.

## If contract is rescinded

- 18** If a student rescinds the contract for a program of instruction that he or she entered into as set out in section 15 of the Act, the registrant must refund all money received or realized in respect of the rescinded contract.

## Interpretation: materials fee

- 19** For the purposes of section 21, "materials fee" means the fee paid for books, course materials and equipment, which must be refunded when indicated if the student returns the books, course materials and equipment to the institution
- (a) within 10 days of ceasing to be enrolled; and
  - (b) in substantially the same condition as they were received.

## When a student terminates a contract

- 20** For the purposes of section 21, a student terminates a contract for a program of instruction on the day he or she ceases to be enrolled in the program of instruction contracted for.

## Calculating refund amount

# TRAINING PROGRAM APPLICATION

---

- 21(1)** If a student terminates the contract he or she entered into with an institution at any time, the registrant is entitled to retain from the fees received in respect of that student the lesser of
- (c) \$225.; or
  - (d) the registration fee plus 10% of the tuition.
- 21(1.1)** If a student terminates the contract he or she entered into with an institution before the beginning of the program of instruction he or she is enrolled in, the registrant must refund all fees received in respect of that student, including the materials fee, less the amount determined under subsection (1).
- 21(2)** If a student terminates the contract he or she entered into with an institution after the beginning of the program of instruction he or she is enrolled in, the registrant must refund all fees received in respect of that student, less the greater of:
- (a) the amount determined under subsection (1); or
  - (b) the amount determined in accordance with the following formula:  $A/B \times C$

In this formula,

- A is the tuition fee for the program of instruction,
- B is the total length of the program of instruction in hours, classes or, in the case of a distance education program, the number of assignments,
- C is the number of hours or classes or, in the case of a distance education program, the number of assignments, from the beginning of the program of instruction to the date the student ceases to be enrolled.

- 21(2.1)** Amounts that a registrant has forwarded to the director under subsection 26(1) (contributions to the fund) in respect of a student's contract are not refundable under this section.
- 21(3)** No refund is payable under this section if more than two-thirds of a program of instruction is completed before a student ceases to be enrolled.
- 21(4)** For the purposes of the section,
- (a) each assignment and each hour or class in a program of instruction is of equal value; and
  - (b) a student is deemed to have attended every regularly scheduled hour of instruction and, in the case of a distance education program, to have submitted each regularly scheduled assignment up to the date he or she withdraws.

## Abandonment by registrant

- 22** A registrant must refund all money received or realized in respect of a student enrolled in a program of instruction if the registrant
- (a) ceases to provide instruction in that program while the student is still enrolled; or
  - (b) expels the student without cause

## Other circumstances when refund payable

- 23(1)** If a registrant's registration is cancelled, the registrant must refund all fees that have been paid in respect of the vocational training provided under that registration.
- 23(2)** Repealed. M.R. 206/2003.
- 23(3)** A person who provides vocational training without first being registered must refund all fees that have been paid in respect of the vocational training.

## Payment of refunds

- 24(1)** Subject to subsection (2), a refund of a student's tuition must be paid to the student.

# TRAINING PROGRAM APPLICATION

---

- 24(2)** If a registrant receives payment of a student's tuition from a government program, an agency or a person other than the student, any tuition refund must be paid on behalf of the student to that government, agency or other person.
- 24(3)** A registrant must issue a refund payment in Canadian currency within 30 days of the refund becoming payable.

## TRAINING COMPLETION FUND

### Information from registrants

- 25** In respect of every student enrolled in a private vocational institution the registrant of that institution must provide to the director, at the times specified by the director,
- (a) his or her name, address and telephone number;
  - (b) the program in which he or she is enrolled;
  - (c) if any portion of his or her fees were paid by or received from a government program, an agency or another person, and, in that case, the name and address of the government program, agency or other person; and
  - (d) any other information required by the director to determine eligibility for making claims against the fund.

### Contributions to the fund

- 26(1)** For each contract for a program of instruction entered into by a registrant, the registrant must contribute to the fund 1% of the tuition. This amount must be forwarded to the director by the last working day of the month after the month in which the program of instruction commences.
- 26(2)** The director must deposit in the fund all money paid by registrants in accordance with this section.
- 26(3)** If contributions owed by a registrant are determined by the director to be in arrears, the director must give notice to the registrant to remit all outstanding payments within 10 days of receipt of notice, and if the total outstanding amount is not paid within the prescribed time, the director may cancel or suspend the registrant's registration.
- 26(4)** No vested right or interest in deposited funds is created or implied for a registrant at any time during the operation of the fund.

### Payments out of the fund

- 27(1)** In the event a registrant's registration is cancelled or not renewed, or a registrant becomes insolvent, the director must notify the students and any other persons and agencies referred to in subsection 24(2) of their rights under the fund and how to make a claim. The notice is to be sent by regular mail to the address provided under clause 25(c).
- 27(2)** A person or agency that receives a notice under subsection (1) may submit a claim on behalf of a student.
- 27(3)** A person may make an application for compensation under the fund within six months of the notice under subsection (1), and not after.
- 27(4)** Subsection 24(2) applies, with necessary changes, to any payments out of the fund.
- 27(5)** No liability accrues to the government from claims made against the fund.
- 27(6)** The director is empowered to settle and determine all claims with respect to the fund.

# TRAINING PROGRAM APPLICATION

---

**27(7)** For greater certainty, no payment from the fund to, or on behalf of, a student may exceed the amount of tuition fees that were actually paid to the registrant by, or on behalf of, that student.

## **Training Program Cancellation or Rescheduling**

The Manitoba Tourism Education College (MTEC) reserves the right to cancel or reschedule a training program due to unforeseen circumstances. The student is entitled to a full refund of all monies paid, or MTEC can retain payment and reschedule the student in the next available session.

***The private vocational institution providing the program of instruction is prohibited by law from guaranteeing employment to any student or prospective student.***

***This contract is subject to The Private Vocational Institutions Act and the regulations made under that Act.***

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO, Manitoba Tourism Education College (MTEC)

\_\_\_\_\_  
Date

Copy of contract given to applicant

Applicant Initial (    )

### **INTERNAL USE**

Date of receipt of application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Mo Day Year