



HIGH SCHOOL WORKSHOP APPLICATION FORM

Pacific Design Academy is registered with the Private Training Institutions Branch (PTIB). The courses offered in the Workshop program do not require approval and were not reviewed by PTIB.

School's PTIB Registration Number: 702
This institution is PTIB Designated.

Pacific Design Academy Inc. (Legal)
Pacific Design Academy (Operating)
200 - 8 Bastion Square; Victoria BC
Tel or text: 250-383-3631
info@pdaeducation.com

Workshop Student Contract

Student Information (PLEASE PRINT IN BOLD CLEAR LETTERS)

Last Name		First Name		Middle Initial
Preferred Name	Preferred Pronouns <input type="checkbox"/> She/her/hers <input type="checkbox"/> He/him/his <input type="checkbox"/> They/them/theirs <input type="checkbox"/> Others: _____			
Date of Birth (DD / MM / YYYY)		Email Address		
Student's Canadian Mailing Address				
Street Address	Apt/Unit #	City	Province	Postal Code
Telephone Number	Emergency Contact		Emergency Telephone Number	

Program Information

- | | |
|---|---|
| <input type="checkbox"/> Introduction to Fashion Design* | Saturday 10:00am - 12:00pm 4 weeks online classes + 2 weeks, in person classes |
| <input type="checkbox"/> Introduction to Graphic Design | Saturday 10:00am - 12:00pm 6 weeks, online classes |
| <input type="checkbox"/> Portfolio Preparation
Course for Artistic College/University Admissions | Saturday 9:00am - 12:00pm
Project to Project Course, 4 classes per project
Please pick the topics and corresponding dates on the next page. |

* Introduction to Fashion Design required to sign the "Sewing Safety Guidelines and Liability Waiver" on the last page.

Program Costs

Non-refundable application fee	\$25		
Introduction to Fashion Design	\$495.00	<input type="checkbox"/> Jun 01-Jun29	<input type="checkbox"/> Jul 06-Jul 27
Introduction to Graphic Design	\$495.00	<input type="checkbox"/> Jun 01-Jun29	<input type="checkbox"/> Jul 06-Jul 27

Portfolio Preparation \$595.00 Per Project

Date and Project:

<input type="checkbox"/> 1 : Jan 13 - Feb 03	Still Life Drawings	<input type="checkbox"/> 6: Jun 01- Jun 29	Modeling
<input type="checkbox"/> 2 : Feb 10 - Mar 02	Portraits	<input type="checkbox"/> 7: Jul 06-Jul 27	Digital Art
<input type="checkbox"/> 3 : Mar 09- Mar 30	Perspective	<input type="checkbox"/> 8: Aug 03 -Aug 24	Creative Projects
<input type="checkbox"/> 4 : April 06- April 27	Interior Design	<input type="checkbox"/> 9: Sep- Sep 28	Collage
<input type="checkbox"/> 5: May 04- May 25	Urban Drawing	<input type="checkbox"/> 10: Oct 05-Oct 26	Photography

Program Costs in Canadian Dollars (\$CDN):

Amount

• Non-refundable application fee	\$	<u>25</u>
• Tuition (Total if selecting multiple courses)	\$	<u> </u>
TOTAL PROGRAM COSTS	\$	<u> </u>

*In accordance with our payment policy, please note that a surcharge of 2.4% will be applied to all transactions made via credit card.

Refund Policy

Refunds in Cases of Withdrawal or Dismissal

1. Written Notice

a) To initiate a refund, written notice must be provided, and is effective by the date of delivery:

- (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.

2. Refund Entitlement

a) Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable application 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.

3. Refund policy for students:

Workshop Status	Tuition Fee
Withdrawal (written notice) before start of workshop	Full Refund
Withdrawal before 2nd class (written notice) of the period	30%
Withdrawal before 4th class (written notice) of the period	50%
Withdrawal after 4th class (written notice) of the period	No Refund

4. Other Refund Policy Requirements

- a) Where an institution provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the institution may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.
- b) Refunds owing to students must be paid within thirty (30) calendar days of the institution receiving written notification of withdrawal and all required supporting documentation, or within thirty (30) calendar days of an institution's written notice of dismissal.

Payment Options

All program costs must be paid in full 1 week before the start date of the program to confirm your enrollment.

Program Costs may be paid in-person by way of:

Credit Card Cheque/Money Order Debit Cash

E-Transfers may be paid out to: payments@pacificdesignacademy.com

Private Training Institutions Branch

The program listed in this student enrolment contract does not require approval by the Private Training Institutions Branch of the Ministry of Advanced Education and Skills Training. As such, PTIB did not review this program.

Students may not file a claim against the Student Tuition Protection Fund in relation to this program. This institution is designated by the Private Training Institutions Branch (PTIB). For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca

Student Signature

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

How did you hear about us?

Friend/Family Signage Website Career Fair Other: _____

Please save this completed PDF file to your computer, then attach it to an email and send it to registrar@pdaeducation.com. If you would rather print a paper copy, please drop it off or mail it to PDA, 200-8 Bastion Square, Victoria BC, V8W 1H9

For Office Use Only

Application Fee Enclosed: YES NO

DATE: _____

Payment Method:

Cheque/Money Order Debit Card Visa/MC Other: _____

Remarks:

Sewing Safety Guidelines and Liability Waiver (For Introduction to Fashion Design classes only)

- A. Sewing Machines
 1. Keep sewing machine cords away from your feet or chair legs.
 2. Keep hands at a safe distance from the needle and presser foot when stitching.
 3. While threading the needle, have the power off and/or your foot off the foot control.
 4. Keep eyes on work when operating the machine.
 5. Place hand on the plug, not the cord, when unplugging the machine.
 6. Only one student permitted at the machine at a time.
 7. If the machine is jammed or making strange noises, stop immediately and tell the teacher.
- B. Pins and Needles
 1. Keep pins and needles out of mouth.
 2. Keep pins in pin cushion or pin box.
 3. Place pins at right angles to direction of stitching so pins can be removed before needle reaches them.
- C. Scissors
 1. Avoid gestures when using scissors and other sharp equipment.
 2. Pass the scissors with the handles toward the other person.
 3. Use a seam ripper for removing stitches.
- D. Irons
 1. Follow instructions when filling and emptying the iron with water.
 2. Be sure your hands are dry when handling iron.
 3. Before you begin to press, always test the temperature of the iron on a scrap of fabric or on the ironing board.
 4. Do not test iron temperature with your fingers or a drop of water.
 5. Stand a hot iron on heel rest, not flat on ironing board.
 6. Unplug the iron when not in use — pulling from the plug rather than the cord.
- E. Other Hazards
 1. Report to the teacher any dangerous conditions such as damaged cords, plugs, outlets or burns.
 2. Shoes must be worn at all times in lab.
 3. Practice appropriate behavior for classroom safety.

The following is to be read and signed by each student and their parent/guardian (if a minor):

1. Each student will be assigned a sewing machine. Each student will be responsible for any damage that occurs to their machine or its case/cover.
2. Each student will be responsible for equipment used.
3. All students must read the lab safety rules. Each is responsible for their own safety and the safety of classmates. Any action deemed unsafe or potentially dangerous by the teacher will result in dismissal from class, detention or other appropriate discipline. Students must use caution with irons, sewing machines, needles, pins, shears, seam rippers, etc.
4. Permission must be given before a project is taken home and only those steps previously agreed upon may be completed. Projects must be in class for the next class period.
5. The required project must be successfully completed in order to receive a passing grade.

I understand and will follow all the above rules. I release Pacific Design Academy, its instructors, staff and affiliates from any liability for injuries, damages or losses that may occur as a result of my use of sewing machines, and I abide to avoid any gross negligence or intentional misconduct.

Student Signature

Print Student Name

Date (DD/MM/YYYY)

Parent/Guardian Signature