



EVENING WORKSHOP APPLICATION FORM

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

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

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

Evening 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

- Program Title:
- | | |
|---|--|
| <input type="checkbox"/> Introduction to Graphic Design
<input type="checkbox"/> Visual Imaging For Social Media
<input type="checkbox"/> Pattern Drafting *
<input type="checkbox"/> Crafting Your Visual Brand | <input type="checkbox"/> Introduction to Interior Design
<input type="checkbox"/> Digital Photography
<input type="checkbox"/> Garment Construction *
<input type="checkbox"/> Introduction to AutoCAD
<input type="checkbox"/> Other: _____ |
|---|--|

*Pattern Drafting & Garment Construction require to sign the "Sewing Safety Guidelines and Liability Waiver" in the last page.

Program Delivery Method: In-Class

Hours of Instruction During Contract Term	36	Program Duration in weeks (or portion thereof)	6	Program Start Date:	Program End Date:
				DD / MM / YYYY	DD / MM / YYYY

Program Costs

Program Costs in Canadian Dollars (\$CDN):

Amount

• Non-refundable application fee	\$	25
• Tuition	\$	
• Other (please specify)	\$	
TOTAL PROGRAM COSTS	\$	

* some programs have additional materials costs. Please see your program description for the full supply list and materials fees.

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

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

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

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.

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 (if Applicable)

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 info@pacificdesignacademy.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 Institution Signature

Application Fee Enclosed: YES NO

DATE: _____

Payment Method:

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

Remarks:

Sewing Safety Guidelines and Liability Waiver (Only for Garment Construction & Pattern Drafting Classes)

The following is to be read and signed by each full-time Fashion Design student and participants in the Garment Construction and Pattern Drafting Evening Workshop, along with their parent/guardian if they are minors.

- Each student will be assigned a sewing machine and is entrusted with the responsibility of using the equipment appropriately.
- All students must read and follow the Sewing Safety Guidelines. Students are responsible for their safety and the safety of classmates. Any action deemed unsafe or potentially dangerous by the instructor will result in dismissal from class.

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. Maintain your focus on the task at hand while operating the machine.
5. Only one student is permitted at the machine at a time.
6. If the machine is jammed or making strange noises, stop immediately and ask for the instructor's assistance.

B. Pins and Needles

1. Keep pins and needles out of your mouth.
2. Keep pins in a pin cushion or pin box.
3. Place pins at right angles to the direction of stitching so pins can be removed before the needle reaches them.

C. Scissors

1. Refrain from making sudden gestures while handling scissors and other sharp tools.
2. If required, always transfer scissors to another person by passing them with the handles facing in their direction.
3. Always use a seam ripper for removing stitches.

D. Irons

- Regular Irons
 1. Always follow the instructions when filling and emptying the iron with water.
 2. Be sure your hands are dry when handling the 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 the heel rest, not flat on the ironing board or other surfaces.
 6. Unplug the iron when not in use – pulling from the plug rather than the cord.
- Steamers
 1. Ensure your hands are completely dry before handling the steamer iron to avoid electric shock or interference with its electronic components.
 2. Always handle the steamer iron with care, ensuring a secure grip to prevent accidental slips or drops.
 3. Follow the manufacturer's guidelines when filling the steamer with water, and avoid overfilling to prevent spills and potential hazards.
 4. Maintain a safe distance from the steam nozzle to prevent accidental burns and ensure the steam is directed where intended.

E. Hazards, Injuries and Additional Requirements

1. Report any hazardous conditions, such as damaged cords, plugs, or outlets, to the instructor promptly.
2. Immediately notify instructors of any injuries, including cuts or burns, for prompt assistance and necessary action.
3. Proper footwear is mandatory in the Sewing Room at all times.

Liability Waiver Agreement

I understand and will follow the above rules. I release Pacific Design Academy, its instructors, staff, and affiliates from any liability for injuries, damages, or losses resulting from my improper use of sewing equipment. I also agree to avoid any acts of gross negligence or intentional misconduct.

Student Signature

Print Student Name

Date (DD/MM/YYYY)

If minor (under 19 years) – Parent/Guardian Signature