



PACIFIC DESIGN ACADEMY

STUDENT APPLICATION FORM

Institution's PTIB Registration Number: 702
200-8 Bastion Square, Victoria, BC V8W 1H9
Telephone: (250) 383 - 3631
registrar@pdaeducation.com

Admission Requirements

The following application information is required and cannot be waived:

- Signature of a parent or guardian: Required only for students under the age of 19.
- Education Background: Proof of high school completion or its equivalent (e.g., GED), in the form of official transcripts, diploma, or post-secondary degree.
- Identification: Attach a copy of a valid government-issued photo ID or birth certificate.
- Letter of intent: Include a letter detailing your background and future goals to ensure the program meets your needs.
- Language Proficiency: 3 years of full-time secondary education (Grades 8-12) with a grade of 'C' or higher in English, or 2 years of full-time post-secondary education in English.*
- *Please note that this requirement applies to all students, regardless of citizenship or residency. If the minimum grade requirement is not met, an English proficiency test may be considered as a supplementary document for admission.

Personal Information (Please attach copy of identification and print in bold clear letters)

Last Name	First Name	Middle Initial	Preferred Name		
Email Address	Preferred Pronouns <input type="checkbox"/> She/her/hers <input type="checkbox"/> He/him/his <input type="checkbox"/> They/them/theirs <input type="checkbox"/> Others:				
Social Insurance Number	Citizenship <input type="checkbox"/> Canadian <input type="checkbox"/> Landed Immigrant or Permanent Resident <input type="checkbox"/> International Student Nationality:		Date of Birth (DD/MM/YYYY) / /		
Mailing Address	Street Address	Apt/Unit #	City	Province	Postal Code
Telephone Number	Emergency Contact		Emergency Telephone Number		

Do you have any allergies, medical conditions, or special needs that require accommodations?

☐ yes

☐ no

If yes, please explain:

Educational Background

Last Secondary School Attended	Last Year Attended		Specify Any Degrees, Diplomas and/or Certificates
Post-Secondary Institutions Attended	Year(s) Attended	Area of Study	Completed? <input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no

PTIB: Mandates & Regulations

The Private Training Institutions Branch (PTIB) is a branch of the BC Ministry of Education that regulates all private post-secondary institutions in British Columbia. PTIB provides consumer protection by managing the Student Tuition Protection Fund (STPF), which provides tuition refund protection in the case of institutional closure. Registration of the institution and its programs is provided by PTIB and is mandatory for institutions providing training or instruction in programs which exceed \$1,000 in tuition and 40 hours in duration.

Information about PTIB may be found on the web at <https://www.privatetraininginstitutions.gov.bc.ca> including a list of all registered institutions and their approved programs. For further information about the Agency, students may contact PTIB at:

300 – 5172 Kingsway
Burnaby, BC V5H 2E8
Telephone: (604) 660-4400
Fax: (604) 660-3312
Toll Free: 1-800-661-7441
Website: <https://www.privatetraininginstitutions.gov.bc.ca>
Email: PTI@gov.bc.ca

This application contains a refund policy that defines the maximum amount of tuition that may be retained by the institution in case of withdrawal or dismissal from the program.

Employment cannot be guaranteed for any student who successfully completes a career training program offered by the institution.

All sections of this application must be completed, and a signed copy will be kept in the student's file at the institution. Upon completion of the program of study or after withdrawal or dismissal from the program, an electronic copy of this application along with the student's transcript, certificate, or diploma must be stored off-site for a period of 55 years.

Tuition & Lab Fees Information

All fees payable in Canadian funds. Application fees must be submitted with application (see Admission Requirements for more information)

Program	First Year (3 terms)		Second Year (3 terms)		Total Tuition	Total Equipment Fees
	Tuition	Equipment Fee	Tuition	Equipment Fee		
Interior Design	\$12,950	\$0	\$12,950	\$0	\$25,900	/
Graphic Media Design	\$13,950	\$0	\$13,950	\$0	\$27,900	/
Professional Photography & Imaging	\$12,950	\$1,000	\$12,950	\$1,000	\$25,900	\$2,000
Application & Web Development	\$12,950	\$0	\$12,950	\$0	\$25,900	/
Motion Picture Production	\$15,950	\$1,000				

Program (14 months)*	Term 1 - 4		Term 5		Total Tuition	Total Equipment Fees
	Tuition	Equipment Fee	Tuition	Equipment Fee		
Fashion Design	\$17,155	\$1,000	\$2,795	\$0	\$19,950	\$1,000
Architectural Building Technology	\$17,155	\$0	\$2,795	\$0	\$19,950	/

*Under review by PTIRU (Private Training Institutions Regulatory Unit)

International Students please see International Application for tuition costs.

Additional Expenses (Fees NOT Payable to Pacific Design Academy, Additional Expenses, Supplies & Books)

Program	First Year (3 terms)	Second Year (3 terms)	<u>Supplies</u> Materials and supply costs are the responsibility of the student and are estimations. All books and supplies may be purchased from sources other than the school; please speak with your instructor to locate these materials (supply lists will be distributed on the first day of classes).
Interior Design	\$1,500	\$1,600	
Graphic Media Design ¹	\$1,500	\$1,900	
Professional Photography & Imaging	\$3,400	\$2,400	
Application & Web Development ¹	\$2,400	\$2,400	
Motion Picture Production ²	\$500		
Fashion Design	\$1,400		¹ It is recommended that Graphic Design and Application & Web Development Students have a laptop computer (this is not included in listed expenses)
Architectural Building Technology	\$1,500		² MPP Students are required to take WHIMIS, Set Orientation & Traffic Control \$350

Fees Payable to Pacific Design Academy (Summarize Pacific Design Academy-only fees for the year applicable to this application)

TUITION FEE:	\$
STUDENT SERVICES FEES:	\$ 100.00
EQUIPMENT FEES:	\$
OTHER FEES:	\$
	\$
STUDENT RECORD ARCHIVING FEE:	\$ 8.00
TOTAL FEES OWED UNDER THIS CONTRACT:	\$

Program Information

Program Title:	<div></div>	<input type="checkbox"/> 1 Year Program <input type="checkbox"/> 2 Year Program
Start Date (mm/yyyy):		
Total Program Cost (see 'Tuition & Fees Information'):	Credential of Program: <input checked="" type="checkbox"/> Diploma	

Tuition Payment Options

Full Payment - Payable, each year, three (3) weeks prior to the start date of the program.

Student Loan - Students are encouraged to submit proof of assessment documentation to the Registrar as soon as possible.

Half Payment - The first half is due three (3) weeks prior to the commencement of the first term; the remaining half is due three (3) weeks prior to the commencement of the second term.

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

Registration and Refund Information

Students are accepted on a *space being available* basis. To ensure registration, students should apply well in advance of the program's start date. PDA reserves the right to merge or cancel any class or program in the event of insufficient enrolment.

Tuition Tax Receipts: As per Revenue Canada Regulations, Pacific Design Academy issues T2202 tax receipts for each calendar year attended.

Financial Aid: PDA will, when requested, provide assistance to those students arranging financial aid packages. Students in our diploma programs may be eligible for assistance under Canada Student Loans (forms are available online and at the Admissions Office) or through sponsorship (Workers' Compensation, Social Services, or Employment Canada). Please contact the school or refer to the Pacific Design Academy brochure for additional details.

Refund Policy:

Refunds in Cases of Withdrawal or Dismissal

1. Written Notice
 - a) To initiate a refund, written notice 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.
2. 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.
3. Refund policy for students:
 - a) Refunds before the program of study begins:
If written notice of withdrawal is received by the institution before the program of study starts, a full refund of tuition is due.
 - b) Refunds after the program of study starts:
 - (i) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the period of instruction specified in the contract, the institution may retain 30% of the total 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, the institution may retain 50% of the total fees due under the contract.
 - (iii) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract, no refund is required.
4. Other Refund Policy Requirements
 - a) Where a student is deemed not to have met the institutional and/or program specific minimum requirements for admission, the institution must refund all fees paid under the contract, less the applicable non-refundable application or registration fee.
 - b) 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.
 - c) 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.
 - d) Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates specific to Part IV I. 4(b) of the PTIB Bylaws.

Payment Schedule

Due Date:	Amount Due:
Due Date:	Amount Due:

Student Declaration

I hereby certify that I have read, understood, and agree to the terms and conditions of this application form. The information provided by me on this form is true and accurate, and I am 19 years of age or older. If under the age of 19, a parent or legal guardian has also signed this application.

* Please note that Pacific Design Academy requires students to sign a contract prior to accepting tuition payments.

Printed Name: _____ Printed Name: _____

Signature of Applicant: _____ Signature of Parent/Legal Guardian: _____

Date: _____ Date: _____

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:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	DATE: _____
Payment Method:	<input type="checkbox"/> Cheque/Money Order	<input type="checkbox"/> Debit Card	<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Other: _____
Card Number: _____	Expiry Date: _____	Authorized By: _____	