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## Enrolment Application and Student Contract

This form must be completed in full. Incomplete applications may not be considered.

In this agreement "AAPS" means Academy of Applied Pharmaceutical Sciences. The business carried on by AAPS primarily involves private career college (i.e. private, post-secondary) training in relation to approved programs in accordance with the *Private Career Colleges Act, 2005* and related Regulations;

Unless otherwise indicated, all dollar amounts referred to in this agreement are in lawful money of Canada.

The Schedules which are attached to this agreement are incorporated into this agreement by reference and are deemed to be part hereof.

Headings are for convenience of reference only and shall not affect the construction or interpretation of this agreement.

AAPS has written privacy policies in accordance with Privacy Laws ("Privacy Policies") and the College is in compliance with such Privacy Policies. More specifically, AAPS conforms to the *Private Career Colleges Act, 2005* and related Regulations, as well as the *Personal Information Protection and Electronic Documents Act (Canada)*. The Chief Privacy Officer for AAPS is Laleh Bighash, and our Privacy Policy is posted on our website and available upon request.

Students represent and warrant that they are entering into this agreement in good faith, and that they shall at all times abide by the policies and procedures of the school.

**Subject only to the provisions of the *Private Career Colleges Act, 2005*, and related Regulations, this agreement and any Schedules referred to herein constitute the entire agreement between the College and the Student, and supersede all prior agreements, representations, warranties, statements, promises, information, arrangements and understandings, whether oral or written, express or implied, with respect to the subject-matter hereof. Furthermore, AAPS shall not be bound or charged with any oral or written agreements, representations, warranties, statements, promises, information, arrangements and understandings not specifically set forth in this agreement or in the Schedules.**

No modification or amendment to this agreement may be made unless agreed to by the Student and AAPS, in writing, or pursuant to the provisions of the *Private Career Colleges Act, 2005* and related Regulations.



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**Commencing Semester:**

<input type="checkbox"/>	January 20__	<input type="checkbox"/>	February 20__	<input type="checkbox"/>	March 20__
<input type="checkbox"/>	April 20__	<input type="checkbox"/>	May 20__	<input type="checkbox"/>	June 20__
<input type="checkbox"/>	July 20__	<input type="checkbox"/>	August 20__	<input type="checkbox"/>	September 20__
<input type="checkbox"/>	October 20__	<input type="checkbox"/>	November 20__	<input type="checkbox"/>	December 20__

**Personal Information:**

Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Dr. <input type="checkbox"/>
First Name: _____	Middle Initial: _____	Last Name: _____	
Company: (if applicable) _____			
Address: _____			
	(Street)		(Unit or Apartment #)
City: _____	Province: _____	Country: _____	Zip: _____
Telephone: _____			
	(Home)	(Work)	(Cell)
E-mail: _____			

**Emergency Contact Information:**

Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Dr. <input type="checkbox"/>
First Name: _____	Middle Initial: _____	Last Name: _____	
Address: _____			
	(Street)		(Unit or Apartment #)
City: _____	Province: _____	Country: _____	Zip: _____
Telephone: _____			
	(Home)	(Work)	(Cell)
Relationship: _____			





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**Enrolment:**

<b><u>Diploma Programs</u></b>			
I wish to enroll in the following AAPS <u>Diploma</u> Program :			
<i>(Please indicate course/s of your choice by placing a checkmark on the left hand box/s)</i>		<b>Program Code</b>	<b>Expected Completion Date dd/mm/yyyy</b>
<input type="checkbox"/>	Pharmaceutical Quality Control Laboratory	PGDip.QC	
<input type="checkbox"/>	Professional Regulatory Affairs	PGDip.RA	
<input type="checkbox"/>	Pharmaceutical Quality Assurance & Quality Control	PGDip.QAQC	
<input type="checkbox"/>	Clinical Research	PGDip.CRA	
<input type="checkbox"/>	Food Safety & Quality	PGDip.FSQ	

*Students applying for the diploma program should submit a copy of their academic qualification(s) along with this application.*

*Please note that language of instruction for all of the above programs is English.*

*For expected completion date and class schedule please refer to AAPS Calendar and AAPS class schedule respectively.*



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### **Register Early!!!**

To ensure quality delivery and effective learning AAPS classrooms have limited seating. Early registration is highly recommended to ensure that you can take the course/s of your choice.

The applicant can register by mail, by fax or by applying in person at the AAPS campus.

For further information regarding the application process, please call: (416) 502-2277 and our representatives will be glad to answer all your questions.

### **Fee**

It is understood that fees for each course taken is payable in advance in and all such payments shall become due forthwith upon a statement of accounting being rendered. Payment/s may be made either by VISA, MasterCard, debit card, money order or cheque made payable to the “**Academy of Applied Pharmaceutical Sciences**”.

### **Admission Requirement**

- Minimum B.Sc. *All AAPS Programs Diploma Programs(except for Food Safety and Quality)*
- Minimum High School Diploma. *Food Safety and Quality*

Please note that a copy of the academic credential must be submitted along with this application.

### **Cancellation & Fee Rebate Policy:**

Academy of Applied Pharmaceutical Sciences reserves the right to cancel when sufficient enrollment is not attained. Applicants affected by cancelled classes may elect to transfer their application to the next scheduled session or receive a full refund for the canceled sessions.

It is understood that fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. AAPS reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days of the program begins. **For information regarding cancellation of this Enrolment Contract and refunds of fees paid, see section 25 to 33 of O. Reg. 414/06 made under the *Private Career Colleges Act, 2005* (appended as Schedule A hereto).**

**Note to the diploma program applicants: AAPS, does not guarantee employment for any student who successfully completes a vocational program offered by AAPS**



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**Applicable Fees**

To be completed by AAPS Office

Program	PGDip.QC	PGDip.RA	PGDip.QAQC	PGDip.CRA	PGDip.FSQ
Tuition Fees	_____				
Manual Fees	_____				
Supplies	_____				
Uniform & Equipment	_____				
Others	_____				
Total Fees	_____				
Registration/Down Payment	_____				
Balance Due	_____				

**Payment Schedule**

For programs approved for student loan purposes, the Payment Schedule may follow the loan payment (e.g. OSAP or HRSDC).

	DD/MM/YYYY	Amount (CAD)
1 <sup>st</sup> Date:	_____	_____
2 <sup>nd</sup> Date:	_____	_____
3 <sup>rd</sup> Date:	_____	_____
4 <sup>th</sup> Date:	_____	_____
5 <sup>th</sup> Date:	_____	_____
Total	_____	_____
	_____	_____
	_____	_____

The undersigned student hereby undertakes and agrees to pay, or see to payment of, the fees indicated above in accordance with the terms of this Enrolment Contract.

\_\_\_\_\_  
(Name of Student)

\_\_\_\_\_  
(Signature of Student)

Date \_\_\_\_\_



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**Acknowledgement:**

Please place a checkmark in the appropriate box.

**I declare that;**

<input type="checkbox"/>	I have read and understood the terms and conditions of this Application.
<b>I have received a copy of:</b>	
<input type="checkbox"/>	The statement of students' rights and responsibilities issued by the superintendent of Private Career Colleges
<input type="checkbox"/>	The college's fee refund policy
<input type="checkbox"/>	The consent to use of personal information
<input type="checkbox"/>	The payment schedule (contained within this application)
<input type="checkbox"/>	The college's student complaint procedure
<input type="checkbox"/>	The college's policy relating to the expulsion of students

The undersigned applicant hereby undertakes and agrees to pay, or see to payment of, the fees specified in this enrolment contract in accordance with the terms of this enrolment contract.

Signature of applicant: \_\_\_\_\_ Date: 

DD	MM	YYYY

In consideration of the payment of fees as mentioned above, AAPS agrees to supply the course of instruction to the applicant upon the terms herein mentioned. The School may cancel the application if the above named student does not meet the school entrance standards and prerequisites.

AAPS agrees to supply program to the above named student upon the terms herein mentioned. AAPS may cancel this Enrolment Contract if the above named student does not meet the admission requirements before the program begins.

**Accepted by Academy of Applied Pharmaceutical Sciences (AAPS) Inc.**

Laleh Bighash, *Dean of Pharmaceutical & Scientific Affairs*  
Name & Title

\_\_\_\_\_  
Signature Date: 

DD	MM	YYYY



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### Consent to Use of Personal Information

Private career colleges (PCCs) must be registered under the *Private Career Colleges Act, 2005*, which is administered by the Superintendent of Private Career Colleges. The Act protects students by requiring PCCs to follow specific rules on, for example, fee refunds, training completions if the PCC closes, qualifications of instructors, access to transcripts and advertising. It also requires PCCs to publish and meet certain performance standards, e.g., percentage of graduates who obtain employment. This information may be used by other students when they are deciding where to obtain their training. The consent set out below will help the Superintendent to ensure that current and future students receive the protection provided by the Act.

I, \_\_\_\_\_ allow AAPS to give my name, address, telephone number, e-mail address and other contact information to the Superintendent of Private Career Colleges for the purposes checked below:

- To advise me of my rights under the *Private Career Colleges Act, 2005* including my rights to a refund of fees, access to transcripts and a formal student complaint procedure;
- To collect information on the performance of AAPS, for example, the percentage of students who graduate from programs and the percentage of graduates who find employment; and
- To determine whether AAPS has met the performance objectives required by the Superintendent for its vocational programs.

I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to: **Attention: Academic Dean, AAPS, 200 Consumers Road, Suite 200, North York, Ontario, Canada, M2J-4R4**. I understand that if I refuse or withdraw my consent the Superintendent may not be able to contact me to inform me of my rights under the Act or collect information to help potential students make informed decisions about their educational choices.

- I consent to use of collection and use of personal information as a result of many activities that occur regularly in the college community, such as the use of individual and group photos, the listing of honor rolls, and the use of names and pictures in newsletters.

\_\_\_\_\_  
(Name of Student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Student)



**Schedule A**  
**Fee Refund Policy as Prescribed under s. 25 to 33 of O.Reg. 415/06**

**Full refunds**

25. (1) A private career college shall refund all of the fees paid by a student under a contract for the provision of a vocational program in the following circumstances:

1. The contract is rescinded by a person within two days of receiving a copy of the contract in accordance with section 36 of the Act.
2. The private career college discontinues the vocational program before the student completes the program, subject to subsection (2).
3. The private career college charges or collects the fees,
  - i. before the registration was issued for the college under the Act or before the vocational program was approved by the Superintendent, or
  - ii. before entering into a contract for the provision of the vocational program with the student, unless the fee is collected under subsection 44 (3).
4. The private career college expels the student from the college in a manner or for reasons that are contrary to the college's expulsion policy.
5. The private career college employs an instructor who is not qualified to teach all or part of the program under section 41.
6. The contract is rendered void under subsection 18 (2) or under section 22.
7. If a private career college fails to, or does not accurately, provide in the itemized list provided to the Superintendent under section 43 a fee item corresponding to a fee paid by a student for the provision of a vocational program, the college shall pay the student,
  - i. in the case of an item not provided by the college, the full amount of the fee for the item, and
  - ii. in the case of a fee in excess of the amount of the fee provided for the item, the difference between the amount of the fee for the item provided to the Superintendent and the fee collected.

(2) A full refund is not payable in the circumstances described in paragraph 2 of subsection (1) if the discontinuance of the vocational program coincides with the private career college ceasing to operate.



(3) A refund is not payable under paragraphs 1 to 6 of subsection (1) unless the student gives the private career college a written demand for the refund.

(4) A refund under subsection (1) is payable by the private career college within 30 days of the day the student delivers to the college,

(a) in the case of a rescission under section 36 of the Act, notice of the rescission; or

(b) in the case of a refund under paragraphs 2 to 6 of subsection (1), a written demand for the refund.

**Partial refund where student does not commence program**

26. (1) If a student is admitted to a vocational program, pays fees to the private career college in respect of the program and subsequently does not commence the program, the college shall refund part of the fees paid by the student in the following circumstances:

1. The student gives the college notice that he or she is withdrawing from the program before the day the vocational program commences.
2. In the case of a student who is admitted to a vocational program on the condition that the student meet specified admission requirements before the day the program commences, the student fails to meet the requirements before that day.
3. The student does not attend the program during the first 14 days that follow the day the program commenced and the college gives written notice to the student that it is cancelling the contract no later than 45 days after the day the program has commenced.

(2) The amount of a refund under subsection (1) shall be an amount that is equal to the full amount paid by the student for the vocational program, less an amount equal to the lesser of 20 per cent of the full amount of the fee and \$500.

(3) A refund under subsection (1) is payable,

(a) in the case of a refund under paragraph 1 of subsection (1), within 30 days of the day the student gives notice of withdrawing from the program;

(b) in the case of a refund under paragraph 2 of subsection (1), within 30 days of the day the vocational program commences; and

(c) in the case of a refund under paragraph 3 of subsection (1), within 45 days of the day the vocational program commences.



(4) For the purposes of paragraph 3 of subsection (1), it is a condition of a contract for the provision of a vocational program that the private career college may cancel the contract within 45 days of the day the vocational program commences if the person who entered the contract with the college fails to attend the program during the 14 days that follow the day the vocational program commences.

(5) A private career college that wishes to cancel a contract in accordance with subsection (4) shall give written notice of the cancellation to the other party to the contract within 45 days of the day the vocational program commences.

**Partial refunds: withdrawals and expulsions after program commenced**

27. (1) A private career college shall give a student who commences a vocational program a refund of part of the fees paid in respect of the program if, at a time during the program determined under subsection (3),

(a) the student withdraws from the program after the program has commenced;  
or

(b) the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy.

(2) This section does not apply to vocational programs described in sections 28 and 29.

(3) A private career college shall pay a partial refund under this section only if the withdrawal or expulsion from the vocational program occurs at a time during the program determined in accordance with the following rules:

1. In the case of a vocational program that is less than 12 months in duration, the withdrawal or expulsion occurs during the first half of the program.

2. In the case of a vocational program that is 12 months or more in duration,

i. for the first 12 months in the duration of the program and for every subsequent full 12 months in the program, the withdrawal or expulsion occurs during the first six months of that 12-month period, and

ii. for any period in the duration of the vocational program remaining after the last 12-month period referred to in subparagraph i has elapsed, the withdrawal or expulsion occurs in the first half of the period.

(4) If the student withdraws or is expelled from a vocational program within the first half of a period referred to in subsection (3), the amount of the refund that the private career college shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,



- (a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and
  - (b) the portion of the fees in respect of the portion of the period that had elapsed at the time of the withdrawal or expulsion.
- (5) If the student withdraws or is expelled from a vocational program during the second half of a period referred to in subsection (3), the private career college is not required to pay the student any refund in respect of that period.
- (6) A private career college shall refund the full amount of fees paid in respect of a period that had not yet commenced at the time of the withdrawal or expulsion.

**Partial refunds: distance education programs**

28. (1) This section applies to a vocational program that is offered by mail, on the internet or by other similar means.
- (2) A private career college shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if,
- (a) the student withdraws from the program or the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy; and
  - (b) at the time of the withdrawal or expulsion, the student has not submitted to the private career college all examinations that are required in order to complete the program.
- (3) The amount of the refund that a private career college shall give a student under subsection (1) shall be determined in accordance with the following rules:
1. Determine the total number of segments in the vocational program for which an evaluation is required.
  2. Of the total number of program segments determined under paragraph 1, determine the number of segments in respect of which an evaluation has been returned to the student.
  3. The amount of the refund that the private career college shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,
    - i. an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500, and



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ii. the portion of the fees in respect of the number of segments determined under paragraph 2.

(4) A private career college is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has been evaluated in respect of more than half of the total number of segments in the program.

**Partial refunds: non-continuous programs**

29. (1) This section applies to a vocational program approved by the Superintendent to be provided through a fixed number of hours of instruction over an indeterminate period of time.

(2) A private career college shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if, before completing the required number of hours of instruction,

(a) the student has given the college notice that he or she is withdrawing from the program; or

(b) the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy.

(3) The amount of the refund that a private career college shall give a student under subsection (1) shall be equal to the full amount of the fees paid in respect of the program less,

(a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and

(b) a portion of the fees in respect of the program that is proportional to the number of hours of instruction that have elapsed at the time of the withdrawal or expulsion.

(4) A private career college is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has completed more than half of the required number of hours of instruction in a program.

**No retention of refund**

30. A private career college shall not retain, by way of deduction or set-off, any refund of fees payable to a student under sections 25 to 29 in order to recover an amount owed by the student in respect of any service or program other than a vocational program offered by the private career college.

**Treatment of books and equipment**



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31. In calculating a refund under sections 25 to 29, a private career college may retain the retail cost of books or equipment that the private career college supplied to the student if the student,

(a) fails to return the books or equipment to the private career college within 10 days of the student's withdrawal or expulsion from the program, or

(b) returns the books or equipment to the private career college within the 10-day period referred to clause (a), but fails to return it unopened or in the same state it was in when supplied.

**Refund for international students**

32. A notice to a private career college that is provided by or on behalf of an international student or of a prospective international student and that states that the student has not been issued a temporary resident visa as a member of the student class under the Immigration and Refugee Protection Act (Canada) is deemed to be,

(a) notice of a rescission of the contract for the purposes of section 36 of the Act if the notice is given within two days of receiving a copy of the contract; and

(b) notice that the student is withdrawing from the program for the purposes of paragraph 1 of subsection 26 (1) or clause 29 (2) (a) if the notice is received on or before half of the duration of the program has elapsed.

**Currency**

33. Any refund of fees that a private career college is required to pay under the Act shall be paid in Canadian dollars.