



Enrolment Application and Vocational Student Contract (Microcredentials Programs)

This Enrolment Contract is subject to the *Ontario Career Colleges Act, 2005* and the regulations made under the Act.

1. **Completion of Form.** This form must be completed in full. Incomplete applications may not be considered.
2. **AAPS is a Registered Career College.** In this agreement "AAPS" means Academy of Applied Pharmaceutical Sciences. The business carried on by AAPS primarily involves career college (i.e. private, post-secondary) training in relation to approved programs in accordance with the *Ontario Career Colleges Act, 2005* and related Regulations;
3. **Currency.** Unless otherwise indicated, all dollar amounts referred to in this agreement are in lawful money of Canada.
4. **Schedules.** The Schedules which are attached to this agreement are incorporated into this agreement by reference and are deemed to be part hereof.
5. **Headings and Numbering** Headings and Numbering are included for ease of reference only and shall not affect the construction or interpretation of this agreement.
6. **Privacy Policies.** 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 *Ontario 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.
7. **Good Faith.** 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.
8. **Entire Agreement. Subject only to the provisions of the *Ontario Career Colleges Act, 2005*, and Regulations made pursuant thereto, this Agreement, Rider to the Agreement, and any Schedules referred to herein constitute the entire agreement between AAPS 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.**
9. **Amendments must be in writing.** 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 *Ontario Career Colleges Act, 2005* and related Regulations.
10. **Application Information.** I am hereby completing the following information in support of my Application for Enrolment. I understand that my Application will be considered incomplete without the information requested below:



AAPS

Commencing Semester: Enter start date below, calendar is available on our website [here](#)

_____ January 20__	_____ February 20__	_____ March 20__
_____ April 20__	_____ May 20__	_____ June 20__
_____ July 20__	_____ August 20__	_____ September 20__
_____ October 20__	_____ November 20__	_____ December 20__

Personal Information:

Mr. Ms. Mrs. Mx. Dr.

Legal Name: _____
First Name Middle Name Last Name

Address: _____
Street Unit or Apartment #

City: _____ Postal code: _____

Province: _____ Country: _____

Telephone: _____
Cell Home Work

Email: _____

Date of Birth: _____
DD/MM/YYYY

Emergency Contact Information:

Mr. Ms. Mrs. Mx. Dr.

Legal Name: _____
First Name Middle Name Last Name

Relationship: _____

Address: Same as the applicant

Street Unit or Apartment #

City: _____ Postal code: _____

Province: _____ Country: _____

Telephone: _____
Cell Home Work

Email: _____



Enrolment:

<u>Microcredentials</u> <i>(Please indicate course/s of your choice by placing a checkmark on the left hand box/s)</i>	Program load	Program Code	Expected Completion Date dd/mm/yyyy
<input type="checkbox"/> Clinical Research and Drug Safety Certificate - ONLINE	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	CERT. CRA	
<input type="checkbox"/> Drug Safety and Pharmacovigilance Certificate - ONLINE	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	CERT. DSP	
<input type="checkbox"/> Pharmaceutical Regulatory Affairs Certificate - ONLINE	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	CERT. RA	
<input type="checkbox"/> Pharmaceutical Quality Assurance and GMP Certificate - ONLINE	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	CERT. QAGMP	
<input type="checkbox"/> Cannabis Cultivation Certificate - ONLINE	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	CERT. CC	
<input type="checkbox"/> Cannabis Edibles and Processing Certificate - ONLINE	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	CERT. CEP	
<input type="checkbox"/> Quality Assurance for Cannabis Certificate - ONLINE	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	CERT. QAC	
<input type="checkbox"/> High Performance Liquid Chromatography (HPLC) Certificate	Full time only	CERT. HPLC	
<input type="checkbox"/> Pharmaceutical Laboratory Testing Certificate	Full time only	CERT. PLT	

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

International Student Yes No

Language of Instruction English

11. Registration. Register Early in order to ensure quality delivery and effective learning outcomes. AAPS classrooms have limited seating. Early registration is highly recommended to ensure that you can take the program/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.**



12. **Fees.** It is understood that fees for each program 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 Interac e-transfer at register@aaps.ca, major credit cards, debit card, PayPal, money order or cheque made payable to the “**Academy of Applied Pharmaceutical Sciences**”.
13. **Cancellation & Fee Refund Policy:** AAPS reserves the right to cancel when sufficient enrollment is not met. 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 Ontario Career Colleges Act, 2005 (appended as Schedule A hereto).**
14. **No Guarantee of Employment.** Note to the program applicants: **AAPS, does not guarantee employment for any student who successfully completes a vocational program offered by AAPS.**
15. **Date Deemed Received by the Student.** Any such notice or other communication sent by AAPS shall be deemed to have been given and received on the day on which it was delivered or transmitted to the contact person enumerated above in paragraph 22 (or, if such day is not a Business Day, on the next following Business Day) in the case of e-mail. If mailed, such notice or other communication shall be deemed to have been given by AAPS on the third Business Day following the date of mailing to the Student's last known address. Either the Student or AAPS may at any time change its address for service of hard copy or electronic documents by giving notice to the other parties in writing.
16. **Withholding Credentials.** Where full consideration has not been paid by the Student, AAPS may withhold or revoke Credentials.
17. **Credit Reporting.** Aside from any other remedy open to AAPS for non-payment of fees (such as pursuing a civil claim for recovery against the Student and/or withholding of accreditation), AAPS may report Students to a licensed Credit Bureau for non-payment and/or delinquency of fee payments.
18. **Interest Rate on delinquency.** Overdue accounts shall be charged out to Students at a rate of 1.5% per month or 19.56% per annum, and interest will be compounded daily.
19. **Classroom Hours and Practical Instruction Hours.** The number of class and "practical" instructional hours to be taught in each program is as approved by the Superintendent of Career Colleges.



- 20. Waiver, Amendment.** Except as expressly provided in this Agreement, no amendment or waiver of this Agreement shall be binding unless executed in writing by the party to be bound thereby, and subject to the provisions of the *Ontario Career Colleges Act, 2005*, and any other governing legislation. **Exception: Minor or "de minimus" amendments to this Agreement which do not offend the spirit and letter of the *Ontario Career Colleges Act, 2005*, may be made by AAPS without further Notice to you, and you agree to same.** No waiver of any provision of this Agreement shall constitute a waiver of any other provision, nor shall any waiver of any provision of this Agreement constitute a continuing waiver unless otherwise expressly provided.
- 21. Assignment.** Subject to the provisions of the *Ontario Career Colleges Act, 2005*, the Student may not assign any of its rights or obligations under this Agreement under any circumstances.
- 22. Notice.** Subject to the provisions of the *Ontario Career Colleges Act, 2005* and the Regulations made pursuant thereto, any notice or other communication required or permitted to be given hereunder shall be in writing and shall be delivered in person, transmitted by facsimile or similar means of recorded electronic communication (including e-mail) or sent by registered mail, charges prepaid, addressed as follows:
- (a) if to AAPS to:
Ms. Laleh Bighash
885 Sheppard Ave W,
Toronto, ON M3H 2T4
 - (b) if to the Student:
To the Student's confidential e-mail address at _____ or to the
Student's home address at: _____

_____.
- 23. Dispute Resolution:** Subject to the provisions of the *Ontario Career Colleges Act, 2005*, O.Reg. 415/06 and any other governing legislation, the student agrees as a condition of enrolment to make every attempt to resolve any dispute whatsoever that he/she may have with AAPS.
- 24. Student Complaint Procedure:** All complaints shall be made in writing pursuant to the Student Complaint Resolution Procedure established by AAPS in accordance with section 36 of Ontario Regulation 415/06 under the *Ontario Career Colleges Act, 2005*, a copy of which is attached to this contract as Schedule []
- 25. Binding Arbitration.** Any dispute between the student and AAPS which cannot be resolved *and* whereby the Superintendent either has no jurisdiction or has chosen to forbear from regulating on the issue in question, is subject to binding Arbitration pursuant to the *Arbitrations Act* (Ontario). In such case, the student and AAPS shall mutually choose an arbitrator, or if one cannot be agreed to, the parties shall defer to the referral choice of the Ontario Bar Association. The student and AAPS shall split the cost of the



Arbitrator, unless and until the Arbitrator shall order otherwise. The Arbitrator's decision shall be **final**.

- 26. Applicable Fees and Payment Method.** The following is an itemized breakdown of fees and payment method. The undersigned student hereby undertakes and agrees to pay the fees indicated enumerated below, as an ongoing condition of Enrolment. Failure to do so may result in expulsion or discontinuance.

To be completed by AAPS Office only:

Program Code	Total Fees (Online)	Total Fees (In-Person)	Balance Due
CERT. CRA	\$3,900		
CERT. DSP	\$3,800		
CERT. RA	\$3,300		
CERT. QAGMP	\$3,800		
CERT. CC	\$3,200		
CERT. CEP	\$2,500		
CERT. QAC	\$3,200		
CERT. HPLC		\$3,800	
CERT. PLT		\$4,500	

- 27. Hardware and Software Requirements:** The students are required to use their own personal computers/laptops to access the course modules. The courses will be available via online learning BrightSpace platform. The software requirements include the following:

Operating System: Windows 7 or higher | Mac OS: Sierra

Web Browser: Internet Explorer 8 or higher or Mozilla Firefox v.3 or above

Internet Speed: Use of a high speed internet.

Software: Microsoft Office (MS Word, MS Excel) and Adobe Acrobat Reader, Adobe Flash Player (compatible with the web browser).

- 28. Technical Support:** Students can contact technical support at onlinelearning@aaps.ca or 416-502-2277 from Mondays to Fridays from 9:00AM to 5:00PM (except statutory holidays) if they are experiencing any technical difficulties or are unable to access any course. The response time for email inquiries is 24 hours.
- 29. Medium of Instruction:** The medium of instruction is distance education for online learning and students will be assigned an instructor if they require any help with theory or any concept. The quizzes, assignments or exams will be online / via email and the students will be notified regarding the time allotted for the exam prior to the exam.



- 30. Consideration for Program.** In consideration of the payment of fees as mentioned above, AAPS agrees to supply the program of instruction to the applicant upon the terms herein mentioned. Students agree to abide by all terms and conditions of this Agreement, including the appended Rider and Schedules, as an ongoing condition of enrolment.
- 31. Cancellation of Application.** AAPS may cancel the application if the above named student does not meet AAPS' entrance standards i.e. admission requirements and prerequisites before the program begins, in which case any Application Fee shall be **non-refundable**.
- 32. Acknowledgement by Student.** *I declare that by signing this document, I acknowledge that:*
- I have read and understood the terms and conditions of this Application.
 - I am entitled to a copy of this signed Student Contract immediately after it is signed.
 - I have received a copy of the Consent to Use of Personal Information attached as Schedule A.
 - I have received a copy CCs Responsibilities Related to Distance Education Program Delivery.
 - I confirm and acknowledge that I have read and understood all policies listed below and on [AAPS website](#). (**NOTE:** Save this form on your computer first before clicking on the website link as you may lose your progress).
 - AAPS' Fee Refund Policy *Schedule B*
 - AAPS' Non-Disparagement Policy *Schedule C*
 - AAPS' payment schedule (enumerated in the body of this agreement)
 - AAPS' Privacy and Video Surveillance Policy *Schedule D*
 - The Statement of Students' Rights and Responsibilities issued by the superintendent of Career Colleges *Schedule E*
 - AAPS' Discipline Policy (including Suspension and Expulsion) *Schedule F*
 - AAPS' Hours of Instruction *Schedule G*
 - AAPS' Program Overview *Schedule H*
 - AAPS' Student Complaint Procedure *Schedule I*
 - AAPS' Anti-Bullying and Anti-Harassment Policy *Schedule J*
 - AAPS' Sexual Violence and Harassment Policy *Schedule K*
 - AAPS' Visual Confirmation Policy *Schedule L*
 - Rider to this agreement (precedes the main agreement)

Signature of applicant: _____ Date:

DD	MM	YYYY

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

Laleh Bighash, President, Dean of Scientific Affairs

Name & Title

_____ Date:

DD	MM	YYYY

Signature



Schedule A: Consent to Use of Personal Information

Career colleges (CCs) must be registered under the *Ontario Career Colleges Act, 2005*, which is administered by the Superintendent of Career Colleges. The Act protects students by requiring CCs to follow specific rules on, for example, fee refunds, training completions if the CC closes, qualifications of instructors, access to transcripts and advertising. It also requires CCs 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 Career Colleges for the purposes checked below:

- To advise me of my rights under the *Ontario Career Colleges Act, 2005* including my rights to a refund of fees, access to transcripts and a formal student complaint procedure;
- 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, 885 Sheppard Ave W, Toronto, ON M3H 2T4**. 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)

(Signature of Student)

Date _____



Schedule B: Student Acknowledgement - online and hybrid delivery

This addendum is subject to the *Ontario Career Colleges Act, 2005* and the regulations made under the Act.

Student Declaration

I understand that this program will be delivered online or hybrid in-person/online. I understand that AAPS has provided me with the following:

1. Details of the orientation to online/hybrid learning, any relevant guidance materials to use the online platform(s) and direct contact information for technical support.
2. Details of equipment and technical standards needed to succeed in the program:
 - a. Electronic device with:
 - access to high-speed Internet (Cable or DSL)
 - webcam, headphones or speaker and a microphone for virtual meetings
 - web browser (Google Chrome, Safari, Microsoft Edge Firefox).
3. Program timetable and program delivery breakdown added as an attachment to my contract, with details of the delivery format for each subject, the locations of the training (in person and online hours), and which subject(s) include synchronous learning (scheduled instruction, live in person or live in an online environment)
4. Credentials (user login, password) for BrightSpace (LMS) for participation in online delivery.
 - a. I am obligated to keep my credentials confidential.
 - b. I understand the credentials verifies my identity in the online platform and only to be used by me when completing online evaluations or assessments.
 - c. I acknowledge that AAPS must confirm my identification for this purpose.
 - d. I am obligated not to permit someone else to take part in my lessons or evaluations.

I acknowledge that I received and understand the information provided by AAPS as required by the Superintendent's policy directive for training programs with online and hybrid delivery formats and that if I have concerns that AAPS is not meeting those standards, I can file a complaint through the procedure outlined in my student contract.

I am signing this form as part of my Student Enrolment Contract.

Name: _____

Date: _____

Campus and Program: _____