



Learner Enrolment Contract Policy

Category:	A	Number:	009
Last Review Date:	July 2023	Next Review Date:	July 2025
Last Approval Date:	August 23, 2023	Related Policies, Reference	N/A

Purpose

The purpose of this policy is to establish a process for students at the Centre for Indigenous Health Leadership (CIHL) to submit their information before enrolment. This process is necessary for the CIHL to comply with British Columbia's Private Training Institutions Branch (PTIB) and to be able to service the students transparently and efficiently.

Scope

This policy applies to all learners who are enrolled in programs or courses at the CIHL.

Policy

Before enrolling in a course or program or attending classes at the CIHL, prospective CIHL students are required to complete and sign the Student Enrolment Contract. A person is only considered a learner after submitting the abovementioned form and getting official confirmation of enrolment by the CIHL.

Enrolment Contracts for Programs or Courses Must:

- Be written in clear and comprehensible manner in not less than 10 point type
- Be for a term no longer than 18 months. If the program is longer than 18 months, a subsequent student enrolment contract can only be signed after 30% of the program's hours of instruction listed in the original contract have been provided
- Be date and signed by the learner and an individual who has legal authority to act on behalf of the CIHL

Knowingly providing falsified information on the learner enrolment contract may lead to administrative measures, including dismissal from the CIHL.