McKay Career Training Inc.

133-3rd Avenue North
Saskatoon SK S7K 2H4
www.mckaysk.ca
E-mail: admissions@mckaysk.ca

Application for Admission

Private Vocational Schools are registered with Saskatchewan Advanced Education, Employment and Labour, which monitors and serves as a support to both the school and students. Enquiries should be directed to: Saskatchewan Advanced Education, Employment and Labour, Training Institutions Branch, Private Vocational Schools Unit, 15th Floor,1945 Hamilton Street Regina, SK S4P 2C8 or call (306)787-5763.

Name: _____ **Date:** _____
Legal Last Name *Legal First Name* *Middle Initial*

Address: _____ **City:** _____ **Prov:** _____ **PC:**_____

Phone: (H) _____ **(W)** _____ **(Cell)** _____

S.I.N._____-_____-_____ **Birth Date:** _____ **Email:** _____
(Month / Day / Year)

Highest Education Completed: Grade 12 ☐ GED 12 ☐ ABE 12 ☐ Adult 12 ☐ CAST ☐

High School Graduated From: _____ **Year:** _____

Next of Kin: _____ **Relationship to you:** _____
(Emergency)

Address: _____ **City:** _____ **Prov**: _____ **PC:** _____

Phone: (H)_____ **(W)** _____ **(Cell)** _____

Canada Student Loans provide grants for persons who possess a learning disability, physical disability, mental health disorders, hard of hearing, visually impaired or other specific health related disorders.

***To qualify to apply for these non-repayable funds, applicants must disclose their disability status to our staff prior to applying and submitting the student loan application to the government.**
Note: Supporting health and learning assessment documents proving the condition must accompany loan documents.

Are there any of the above conditions you would like us to know about? Yes___ No___

********************* TO BE COMPLETED BY MCKAY CAREER TRAINING *********************

Program: _____ **Start Date:** _____ **End Date:** _____

Tuition Fee: $ _____ **Textbooks (student responsibility)** _____

Books & Supplies: (provided by the college) _____ **Other Fees:** _____ **Total:** _____

I wish to have my application considered and, if accepted, I agree to abide by all terms and regulations of the College, listed on the reverse side of this application form. I hereby submit the $120.00 non-refundable registration fee. (Please make cheque or money order payable to **McKay Career Training**)

Please check how you will be funding your training: Canada Student Loans ☐ Student Line of Credit ☐ Parents/Self ☐ Registered Education Fund ☐ Scholarship ☐ Metis (GDI) ☐ Band ☐ WCB ☐ Skills Training Benefit (EI) ☐ Reachback Program (Off of EI) ☐ Lifelong Learning Plan ☐

Applicant: _____ College Representative:_____

McKay Career Training
Terms and Conditions of Enrolment

1. An enrolment contract including a payment schedule must be completed prior to a program start date.

2. Tuition fees do not include textbooks and supplies

3. No refunds will be given for occasional excused absences from scheduled classes.

4. All programs or classes are held subject to sufficient enrolment and may be postponed/cancelled at the discretion of the college. Any fees paid will be credited to the new start date. All fees will be refunded in the event of class cancellation.

5. Refunds:
   Are provided in accordance with Sections 14, 15 and 16 of *The Private Vocational Schools Regulations, 1995.* See attached excerpt. Refunds are generally calculated according to the following criteria:
   - school has provided 20% or less of instructional hours – school may retain 25% of tuition fee payable
   - school has provided more than 20% but 50% or less of instructional hours – school may retain 60% of tuition fee payable
   - school has provided more than 50% of instructional hours – school may retain 100% of tuition fee payable

6. Diplomas and/or transcripts of marks will not be awarded until all financial obligations to the College have been met.

7. The College is prohibited by law from promising that any person taking a course of instruction will be assured of employment.

8. There is a $25.00 charge for all cheques or pre-authorized payments returned by the bank

9. A 'T2202A Form': (Tuition Income Tax Deduction) will be issued in February following the year of instruction for all applicable fees paid. Please contact the College at that time as they will not be mailed out until the address is confirmed.

10. Although adherence to the program of study as outlined in the program descriptions is attempted, the college reserves the right to make, without prior notice, whatever changes are deemed necessary to the program of study, to methods of instruction, to fee schedules, or to refunds. Program revisions, as approved by the Ministry of Advanced Education, Employment and Labour, will not affect the program of study of a student who has entered into an Enrolment Contract.

For Registrar's Use Only

$___Cash___Credit___Cheque___M/0___ Heard about us from_____ Receipt Given__

Fee_____ Documents_____ **Accept** Yes_____ No_____ Initial _____

Referral Incentive Coupon _____

Date Enrolment Received _____