



Saskatchewan  
Ministry of  
Advanced Education,  
Employment and  
Immigration

---

# **Private Vocational Schools Administration & Policy Manual**

**November 9, 2011**

# TABLE OF CONTENTS

Underlined text indicates a link to applicable section in Manual.

<b>Binder Tab</b>		<b>Page</b>
1	<a href="#"><u>Introduction</u></a> .....	6
2	<a href="#"><u>Act and Regulations</u></a> .....	7
3	<a href="#"><u>Provincial Government Contacts</u></a> .....	8
	<a href="#"><u>PVS Unit, Quality Assurance Branch</u></a> .....	8
	<a href="#"><u>Student Financial Assistance Branch</u></a> .....	9
4	<a href="#"><u>Registration as a Private Vocational School (PVS)</u></a> .....	10
	<a href="#"><u>Categories of Registration</u></a> .....	10
	<a href="#"><u>List of Private Vocational Schools in Saskatchewan</u></a> .....	10
5	<a href="#"><u>Registration as a Category I PVS</u></a> .....	11
	<a href="#"><u>Initial Registration</u></a> .....	11
	<a href="#"><u>Business Plan</u></a> .....	11
	<a href="#"><u>Approval of Facilities</u></a> .....	11
	<a href="#"><u>Fees for Initial Category I Registration</u></a> .....	12
	<a href="#"><u>HRSDC Certification for Tax Receipts</u></a> .....	13
	<a href="#"><u>Annual Renewal of Registration - Category I</u></a> .....	14
	<a href="#"><u>Fees for Annual Renewal of Registration – Category I</u></a> .....	14
	<a href="#"><u>Program Registration</u></a> .....	15
	<a href="#"><u>Registering Program Fees</u></a> .....	15
	<a href="#"><u>Program Options</u></a> .....	15
	<a href="#"><u>Registration-in-Principle</u></a> .....	15
	<a href="#"><u>Final Registration</u></a> .....	16

	<a href="#"><u>Program Revisions</u></a> .....	16
	<a href="#"><u>Program-related Fees</u></a> .....	17
	<a href="#"><u>Work Placements</u></a> .....	17
	<a href="#"><u>Remedial Education</u></a> .....	18
	<a href="#"><u>Instructor/Examiner/Facilitator Registration</u></a> .....	20
	<a href="#"><u>Registration of Instructors</u></a> .....	20
	<a href="#"><u>Registration of Facilitators</u></a> .....	20
	Financial Security .....	
	<a href="#"><u>Guarantee Bond</u></a> .....	22
	<a href="#"><u>Training Completions Fund (TCF)</u></a> .....	23
	<a href="#"><u>Student Enrolment Contract</u></a> .....	24
	Student Records	
	<a href="#"><u>Content of Student Files</u></a> .....	25
	<a href="#"><u>Retention of Student Records</u></a> .....	25
	Dispute Resolution	
	<a href="#"><u>School's Internal Dispute Resolution Process</u></a> .....	26
	<a href="#"><u>Ministry Procedure for Responding to Student Complaints</u></a> .....	26
	<a href="#"><u>Refund and Retention of Fees</u></a> .....	28
	<a href="#"><u>School Visits</u></a> .....	35
	<a href="#"><u>Financial Reporting</u></a> .....	36
	<a href="#"><u>Annual Statistics Reporting</u></a> .....	39
	<a href="#"><u>Change of Ownership</u></a> .....	40
	<a href="#"><u>Advertising</u></a> .....	41
6	<a href="#"><u>Registration as a Category II PVS</u></a> .....	42
	<a href="#"><u>Initial Registration as a Category II School</u></a> .....	42
	<a href="#"><u>Annual Renewal of Registration as a Category II School</u></a> .....	42
7	<a href="#"><u>Important Dates for Administrative Compliance</u></a> .....	43

8	<a href="#"><u>PVS Advisory Committee</u></a> .....	44
9	<a href="#"><u>School Closure</u></a> .....	46
10	<a href="#"><u>Forms and Sample Templates</u></a> .....	47
<b>Binder Tab</b>		
A	<a href="#"><u>Application Form for Initial Registration as a Category I School</u></a> <a href="#"><u>Business Plan Outline</u></a> <a href="#"><u>Application Form for Renewal of Registration as a Category I School</u></a> <a href="#"><u>Sample Certificate of Registration – Category I</u></a>	
B	<a href="#"><u>Program Registration Application Form</u></a> <a href="#"><u>Training Completion Plan Form</u></a>	
C	<a href="#"><u>Application for Registration of Instructor, Examiner or Facilitator</u></a>	
D	<a href="#"><u>Guarantee Bond Template</u></a>	
E	<a href="#"><u>TCF Sample Invoice</u></a> <a href="#"><u>TCF Calculation Form for New Category I Schools</u></a>	
F	<a href="#"><u>Student Enrolment Contract Checklist</u></a> <a href="#"><u>Sample Enrolment Contract</u></a>	
G	<a href="#"><u>Refunds and Retention of Fees and Other Payments Form</u></a> <a href="#"><u>Sample Refunds and Retention of Fees Form - Example #2</u></a>	
H	<a href="#"><u>School Visit Checklist</u></a> <a href="#"><u>Monitoring Checklist</u></a>	
I	<a href="#"><u>Selection of Annual Financial Reporting Option</u></a>	
J	<a href="#"><u>Sample Student Profile Form</u></a> <a href="#"><u>Sample Student Statistics Form</u></a>	
K	<a href="#"><u>Change of Ownership Checklist</u></a> <a href="#"><u>Change of Ownership Application Form</u></a>	

- L [Application Form for Initial Registration as a Category II School](#)  
[Sample Certificate of Registration – Category II](#)  
[Application Form for Renewal of Registration as a Category II School](#)

#### Disclaimer

The information in this Manual is provided for reference purposes only and should not be considered a substitute for requirements set forth in *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995*.

Please consult with the Private Vocational Schools Unit of Quality Assurance Branch, Advanced Education, Employment and Immigration, if you have any questions regarding interpretation of requirements.

## INTRODUCTION

The purpose of this Manual is to provide information regarding the regulatory requirements for private vocational schools operating in Saskatchewan.

Inquiries should be directed to:

Saskatchewan Advanced Education, Employment and Immigration  
Quality Assurance Branch, Private Vocational Schools Unit  
15th Floor, 1945 Hamilton Street  
REGINA SK S4P 2C8  
Tel: (306) 787-5763  
Fax: (306) 798-3379

In this Manual, reference to:

“the Ministry” means .....	Saskatchewan Advanced Education, Employment and Immigration
“PVS” means .....	“private vocational school(s)”
“the Act” means .....	<i>The Private Vocational Schools Regulation Act, 1995</i>
“the Regulations” means.....	<i>The Private Vocational Schools Regulations, 1995</i>
“the Minister” means .....	the Minister of Advanced Education, Employment and Immigration
“TCF” means .....	Training Completions Fund

## ACT AND REGULATIONS

In Saskatchewan, private vocational schools are regulated under authority of *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995*.

The following links will provide web access to these documents:

- To view *The Private Vocational Schools Regulation Act, 1995* with the use of Adobe® Acrobat® Reader®, click on this link:

<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/P26-2.pdf>

- To view *The Private Vocational Schools Regulations, 1995* with the use of Adobe® Acrobat® Reader®, click on this link:

<http://www.qp.gov.sk.ca/documents/English/Regulations/Regulations/P26-2R1.pdf>

If you do not have Adobe® Acrobat® Reader® software installed on your computer, download a free copy by clicking on this link:

<http://www.adobe.com/products/acrobat/readstep.html>

## **PROVINCIAL GOVERNMENT CONTACTS**

### **Saskatchewan Advanced Education, Employment and Immigration Quality Assurance Branch**

The Quality Assurance Branch works with the province's post-secondary technical training institutions, including the Saskatchewan Institute of Applied Science and Technology (SIAST), regional colleges, Saskatchewan Indian Institute of Technologies (SIIT), Dumont Technical Institute (DTI), Gabriel Dumont Institute (GDI), the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC), and private vocational schools.

Within the Quality Assurance Branch, the Private Vocational Schools (PVS) Unit administers the legislation governing private vocational schools.

The PVS Unit:

- acts as the government liaison to the PVS sector in the province;
- registers Category I and Category II private vocational schools;
- registers PVS training programs and instructors;
- monitors PVS operations and reporting;
- works with schools and students to resolve student concerns; and
- administers the Training Completions Fund.

#### **Contact Information:**

Saskatchewan Advanced Education, Employment and Immigration  
Quality Assurance Branch, Private Vocational Schools Unit  
15th Floor, 1945 Hamilton Street  
REGINA SK S4P 2C8

General Inquiries: (306) 787-5763

Fax: (306) 798-3379

Website: <http://www.aeei.gov.sk.ca>

**Saskatchewan Advanced Education, Employment and Immigration  
Student Financial Assistance Branch**

The Student Financial Assistance Branch (SFAB) administers several federal and provincial programs that provide financial assistance to qualified Saskatchewan residents enrolling in approved programs of study. SFAB also has responsibility for designating post-secondary institutions for student loan purposes. Designation is the process by which a school is recognized as being able to serve students receiving Canada and Saskatchewan student loans.

For information regarding financial assistance programs and/or designation criteria, contact SFAB at:

Student Financial Assistance Branch  
200 - 3303 Hillside Street  
REGINA SK S4S 6P4

Main Inquiry Line: (306) 787-5620  
Fax: (306) 787-1608  
Toll free (outside Regina or within Canada): 1-800-597-8278

For information regarding designation, contact: (306) 787-5620

Website: <http://www.aeei.gov.sk.ca/student-loans>

## **REGISTRATION AS A PRIVATE VOCATIONAL SCHOOL**

Any organization in Saskatchewan offering adult vocational training of more than 30 hours in duration is required to register with the Ministry as a private vocational school. Exceptions to this include organizations offering training which is governed by another Act of the Legislature or the Parliament of Canada or training which is specifically exempted by *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995*.

### **Categories of Registration**

There are two categories of registered private vocational schools:

- **Category I** schools offer vocational training to fee-paying students; and
- **Category II** schools offer vocational training which is contracted for by a sponsor and for which payment is not made directly by the student.

### **List of Registered Private Vocational Schools**

The following web link provides a complete listing of registered private vocational schools in the province of Saskatchewan:

<http://www.sasknetwork.ca/html/Learners/educationtraining/pvs.htm>

## REGISTRATION AS A CATEGORY I SCHOOL

A Category I private vocational school delivers vocational training to fee-paying students.

### Initial Registration

Registration as a Category I private vocational school is a two-part process. The applicant must register the program(s) that the school plans to offer as well as register the school itself. Both processes may be completed at the same time.

Once registered, the school receives a [Certificate of Registration](#) which is valid for the school year September 1 to August 31. The Certificate must be prominently displayed in the school.

To register as a **new** Category I school, the following forms must be submitted to the Ministry:

- [Application for Initial Registration as a Category I School Form](#) (Tab A)
- [Training Completion Plan](#) (for each registered program) (Tab B)
- [Application for Registration of Instructor, Examiner or Facilitator](#) (Tab C)
- Other documentation as required

A complete checklist of requirements is included in the *Application for Initial Registration as a Category I School Form*.

### Business Plan

A new Category I school application must include a Business Plan that describes the operating plan for the school and proposed marketing activities. A financial analysis, including financial forecasts and cash flow projections, must also be provided. Refer to the [Business Plan Outline](#) (Tab A) for further guidance regarding the content of the Business Plan.

### Approval of Facilities

Section 25 of the Regulations requires that an operator of a Category I school shall not offer any program or course unless the premises have been approved by the Minister. The premises, equipment and other facilities used to provide the program/course must comply with all applicable building safety, fire safety, and health/sanitation laws.

As part of the initial registration process, the Ministry requires inspection reports as proof of compliance with facilities requirements. Reports may also be requested when a registered school changes location or when a facilities-related student concern is brought forward to the Ministry.

### Fire Inspections

Fire inspections are required to ensure training facilities adhere to the National Fire Code and are appropriately maintained. School operators should contact their local fire safety authorities (e.g. Saskatoon Fire and Protective Services' Fire Prevention Branch) or a private inspection service to arrange for a fire inspection.

### Building Inspections

Building inspections are required to ensure training facilities adhere to the National Building Code. This inspection may include a fire inspection. The Saskatchewan Building Officials Association (SBOA) provides on its website a listing of licensed building inspectors who can provide inspection services. The following is a link to the SBOA website: [www.sboa.sk.ca](http://www.sboa.sk.ca)

### Health Inspections

Health inspections are required to ensure training facilities meet health/sanitary standards. Regional Health Authorities will conduct health inspections if requested by a school operator or by the Ministry. New school operators are asked to arrange for a health inspection and then provide a copy of the report to the Ministry.

### **Fees for Initial Category I Registration**

The registration fee is based on the number of registered programs the school plans to offer. The base fee is \$300, which includes registration of the school and one program. For each *additional* program, a fee of \$75 is charged.

### **Initial Training Completions Fund (TCF) Contribution**

A contribution to the Training Completions Fund must accompany new Category I school applications. The payment amount will be based on projected enrolment for the school. Refer to [TCF Calculation Form for New Category I Schools](#) (Tab E).

### **Human Resources and Social Development Canada (HRSDC) Certification for Tax Receipts**

HRSDC certifies private educational institutions to enable students to qualify for Tuition, Books and Education Tax Credits. Additional information is available on the HRSDC website at: [http://www.hrsdc.gc.ca/en/hip/cslp/ImportantLinks/04\\_il\\_Certification.shtml](http://www.hrsdc.gc.ca/en/hip/cslp/ImportantLinks/04_il_Certification.shtml)

Newly registered private vocational schools are advised to apply to HRSDC for certification in order to be able to issue tax receipts to their students.

To apply for HRSDC Certification, contact:

Certification of Private Educational Institutions  
Human Resources and Social Development Canada  
Phase IV, 4<sup>th</sup> Floor  
Place du Portage  
140 Promenade du Portage  
HULL QC K1A 0J9  
Phone toll free: 1-866-517-5650  
Fax: (819) 934-6150

## **Annual Renewal of Registration (Category I)**

Category I schools must renew their registration each year. Schools must submit the following form, with appropriate fees, by August 1<sup>st</sup> of each year:

[Application for Renewal of Registration as a Category I School](#) (Tab A)

## **Fees for Annual Renewal of Registration (Category I)**

Similar to initial registration, a base fee of \$300 is charged for annual renewal of the school's registration and one program registration. An additional \$75 is charged for *each additional* registered program the school intends to offer in the following school year.

Upon completion of the renewal of registration process, a new Certificate of Registration will be issued.

## **PROGRAM REGISTRATION**

The Regulations define a program as “a series of courses that leads to employment in a vocation and that comprises more than 30 hours of instruction”.

Program registration involves completion of a [Program Registration Application Form](#) (Tab B). The form includes a checklist of documentation that must be submitted for review and approval by the Ministry.

### **Registering Program Fees**

The *Program Registration Application Form* requires a breakdown of program fees into the following categories:

- Tuition (including Registration Fee\*)
- Books/supplies
- Student fees
- Other fees

\* A school may charge a Registration Fee, which should be included in the Tuition Fee and also itemized separately as indicated on the *Program Registration Application Form*. Once a training program has started (i.e., the school has begun to offer training), the Registration Fee is considered part of the tuition fee payable for tuition refund calculation purposes.

“Other fees” may include, but are not limited to, fees for the following:

- lockers;
- student field trips/shows;
- memberships in professional organizations related to the training program;
- criminal reference checks; and
- examinations from external organizations.

### **Program Options**

A program may offer optional units for specialized study. Each option must be clearly defined as providing additional skills or knowledge to the core program. The total hours of instruction of an option must not exceed 50 percent of hours of instruction of the core program and must not be dependent on other options.

Program options, while registered with the Ministry, are not charged a registration fee.

### **Registration-in-Principle**

Registration-in-principle is the first stage of approval provided by the Ministry when the Ministry has reviewed and is satisfied with the program documentation that has been submitted. Upon receiving registration-in-principle, a school may begin advertising the program; however, student registrations cannot be accepted until final registration is granted.

## **Final Registration**

When the Ministry is satisfied that all registration requirements have been met, it will issue a letter confirming final program registration, at which time the school may begin registering students. Prior to granting final registration, an on-site visit by the Ministry may be required to confirm that instructional facilities/resources are in place.

## **Training Completion Plan**

A [Training Completion Plan](#) (TCP) (Tab B) is a required element of a program application and all Category I schools are required to have a TCP for each program offered.

The purpose of a Training Completion Plan (TCP) is to provide information that will assist the Ministry in identifying alternative training providers in the event that a school is unable to complete the delivery of a training program.

The TCP should either identify alternative programs that are compatible with the program under consideration (e.g. similar programs delivered by other training providers in the province) or flag the fact that the program is unique and that alternative training may not be available or feasible. In situations where a program is unique, the Ministry will require the school to inform students (via the student enrolment contract) of this fact and of how students would be compensated if the program could not be delivered to completion.

## **Program Revisions**

Program revisions may be submitted to Quality Assurance Branch at any time during the year; however, revisions to program tuition fees and program length must be submitted no later than March 31<sup>st</sup> of each year in order for the changes to be reviewed and approved by Quality Assurance Branch and then put into effect by the Student Financial Assistance Branch for the following student loan year (August 1 to July 31).

Program revisions submitted to Quality Assurance Branch after March 31<sup>st</sup> will still be reviewed, and may be approved; however, the approval date will be aligned with the following loan year. For example, a tuition fee increase submitted to Quality Assurance Branch in November 2011, if approved, may only be implemented for students starting programs on or after August 1, 2012.

The program revision approval letter issued by Quality Assurance Branch will clearly indicate the date (e.g. August 1, 20xx) upon which the revisions can be implemented.

The following schedule highlights key dates for the next three years:

<u>Completed application for program revision received at Quality Assurance Branch by:</u>	<u>If approved, revisions may be implemented on (and not before):</u>
March 31, 2012	August 1, 2012
March 31, 2013	August 1, 2013
March 31, 2014	August 1, 2014

To ensure consistency in student contracts for a given time period, the implementation timelines shall apply to all student contracts, regardless of whether or not individuals are receiving student loans.

To apply for program revisions, use the [Program Registration Application Form](#) (Tab B) and check (✓) “Revisions to Existing Program” at the top of the form.

### **Program-Related Fees**

#### Fees for initial program assessment

A fee of \$100 is charged for initial assessment of a program and is payable upon submission of the program application form.

#### Fees for program registration or re-registration

Program registration fees are charged at the time of initial and annual school registration. The fee for initial/annual school registration (\$300) includes registration of one program. For each additional program to be offered in a school year, a fee of \$75 is charged.

#### Fees for program revisions

An assessment fee of \$100 may be charged for substantive program revisions (e.g. significant revisions to curriculum). There is no charge for routine program revisions, such as tuition fee increases.

### **Work Placements/Practica**

If you are applying to register a program that incorporates a work placement (also referred to as a practicum or internship) please consult your Institutions Analyst at the Quality Assurance Branch.

For student loan eligibility purposes please refer to the *Educational Institution Manual for the Canada-Saskatchewan Integrated Student Loans Program and Other Financial Assistance* (available online at [www.aeei.gov.sk.ca](http://www.aeei.gov.sk.ca)) for requirements regarding the provision of student loan funding for such periods of practical training.

The following is an excerpt from the Student Financial Assistance Branch 2007-2008 *Educational Institution Manual*:

- Practicums/internships which are a requirement of a program before the diploma/degree/certificate is granted, and which are essential elements of the program are eligible for assistance providing the practicum/internship is considered by the Educational Institution as full-time post-secondary study and the student earns full-time equivalent credit hours.
- Individuals in periods of practical training required for acceptance in a professional corporation or for the practice of any trade or profession (such as medical/internship/residency, dietetic internship or legal articling) are not full-time students for student loan purposes.

For further student loan related information, please contact your Education Institute Consultant at the [Student Financial Assistance Branch](#).

### **Remedial Education**

A student enrolled in a vocational program may require an enhancement or development of skills not deemed vocational in nature in order to be successful in the vocational program. The acquisition of these skills is generally part of the pre-vocational pre-requisites. Acquiring such skills in the vocational program would be considered remedial. Basic reading, writing and mathematics skills development would constitute the bulk of this remediation.

Developed in consultation with the Private Vocational Schools Advisory Committee, the policy regarding remedial education (refresher, basic skill instruction, employability skills or “occupational upskilling”) as a component of private vocational school programs is as follows:

- Entrance tests and other assessment and placement instruments used must be available and open to review/examination by the Ministry.
- Entrance requirements must be satisfied prior to enrolment in the program.
- Remedial education must be integrated into the program to satisfy a specific deficiency enabling the student to be successful within the vocational program.
- A maximum of 6.25% up to 100 hours of remedial education may be approved by the Ministry for any PVS program. (Note: equates to 2.5 hours per week for a 40-hr/week program, to a maximum of 40 weeks. 40 weeks is generally recognized as a one-year program.)

- For competency-based programming, the amount of remedial education provided to the student must be individualized, but not to exceed 6.25% up to 100 hours, and tuition deemed accordingly as per the previous item.

# INSTRUCTOR/EXAMINER/FACILITATOR REGISTRATION

## Registration of Instructors, Examiners and Facilitators

Section 24 of *The Private Vocational Schools Regulations, 1995* addresses the approval of instructors and examiners employed at private vocational schools. Policy provides for the registration of facilitators.

To clarify the distinction between an ‘instructor’ and a ‘facilitator’ for registration purposes, their respective roles within a private vocational school learning environment are defined as follows:

- An **instructor** is an individual who directly delivers the curriculum content of a program to students, either in person or via technology. An instructor is the primary purveyor of instructional content and must therefore demonstrate competencies that include (i) expertise in the subject matter/curriculum; and (ii) relevant occupational experience.
- A **facilitator** is an individual who supports students as they progress through a curriculum but does not directly deliver the curriculum content of a program. A facilitator typically acts as a learning guide, helping students navigate the learning system. A facilitator does not “teach” in the traditional sense of the word and therefore is not required to have the same curriculum content knowledge or occupational experience as an instructor.

Operators of Category I schools must ensure that instructors, examiners and facilitators are approved by the Ministry **before** they commence their training/examination duties.

To obtain approval, please submit the [Application for Registration of Instructor, Examiner or Facilitator](#) form (Tab C). The form will be reviewed by Quality Assurance Branch to ensure that the applicant meets the educational and occupational experience requirements of the legislation or policy.

An operator is required to notify Quality Assurance Branch (i) if an instructor ceases to teach at the school or ceases to teach a particular program; and (ii) when any of the information originally provided on the *Application for Registration of Instructor/Examiner/ Facilitator Form* changes (e.g. program in which instructor will be teaching).

## Policy for the Registration of Facilitators

The Ministry will accommodate the registration of **facilitators** as follows:

- A facilitator is not required to have the external (i.e. outside the academic setting) labour market experience required of an instructor, as it is assumed that the facilitator’s role is not one of traditional instruction but of guidance to students, providing supplementary support to the primary deliverer of the curriculum. The requirement for 12 consecutive months of occupational experience may be fulfilled with internal, on-the-job facilitation experience.

- A facilitator is required to meet the same educational criteria as currently specified in the Regulations (clause 24(1)) for an instructor; that is:
  - (i) possesses a degree from a university recognized by the Minister in an area of study directly related to the vocation to be taught;
  - (ii) is a graduate of an educational institution recognized by the Minister in an area directly related to the vocation to be taught; or
  - (iii) has at least three years of occupational experience in that vocation.
- Private vocational schools that have their own internal facilitator training and/or accrediting systems are required to submit facilitator credentials with the registration application as supplementary documentation.

### **Maintenance of Staff/Student Ratios**

In all situations, appropriate staff/student ratios must be maintained, based on registered instructors or facilitators available while students are in attendance.

### **Processing of Instructor/Examiner/Facilitator Applications**

In order to expedite the processing of Instructor/Examiner/Facilitator approvals, it is important that application forms be completed in full, be duly signed by both the applicant and the school representative, and clearly indicate how the applicant meets the prescribed academic and occupational experience requirements.

The approval form must indicate the specific programs in which the applicant will instruct, examine, or facilitate. This means that all programs for which the instructor, examiner or facilitator will be responsible must be listed on the form. The statement “all programs” or similar statements should be avoided.

The Ministry will process the approval forms as quickly as is practical and will return to both the school and the applicant a copy of the approval form, signed by a Ministry official, along with a letter confirming final approval. If an application is rejected, a letter will be sent to the school explaining the criteria used in assessing the application and the reason for the rejection.

Normally, the instructor/examiner/facilitator registration process should not require more than one week to complete, assuming complete information is initially provided by the school. In urgent situations (e.g. the sudden departure of an instructor), conditional approval of registration may be granted by fax or by e-mail.

## **GUARANTEE BOND**

In accordance with Section 9 of *The Private Vocational Schools Regulations, 1995*, every operator of a Category I school is required to maintain in force a bond securing the due performance by the school of student contracts entered into by the school.

The bond must be provided by a licensed company pursuant to *The Saskatchewan Insurance Act* and made in favour of the Deputy Minister of Advanced Education, Employment and Immigration for the benefit of the students. See the [Guarantee Bond Template](#) (Tab D) for detailed information on the format and amount of the bond required.

The Ministry monitors bonding provisions. On an annual basis, operators are required to submit documentation confirming that the bond is up to date (e.g. bond renewal cover page or Continuation Certificate) and of the appropriate amount (relative to enrolment).

Subsection 9(4) of the Regulations states that a bond “is forfeited if the Category I school fails to immediately pay any amount owing to any student that arises out of:

- (a) a student contract; or
- (b) a requirement imposed pursuant to the Act or these regulations.”

## TRAINING COMPLETIONS FUND

The Training Completions Fund (TCF) was established under *The Private Vocational Schools Regulation Act, 1995* and provides consumer protection to students attending Category I private vocational schools. The TCF is used to provide financial resources to assist students affected by the closure of a school, either through continued training at an alternate institution or through a refund of the unearned portion of tuition fees paid to the closed school.

The revenue of the TCF consists primarily of contributions that PVS operators are required to provide on an annual basis in accordance with Section 26 of the Regulations. Revenue also includes donations to the Fund and earnings from the investment of the Fund.

The TCF is administered by the Ministry. All Category I schools are invoiced annually by Quality Assurance Branch for TCF contributions. See [Training Completions Fund Sample Invoice](#) (Tab E).

Typically, TCF invoices are issued in January/February and are payable by March 31<sup>st</sup>. The required contribution amount is determined using the following formula (prescribed in Section 26 of the Regulations):

$$\text{Average Tuition} \times \text{Factor} \times \text{Total Enrolment} = \text{TCF contribution}$$

**Average Tuition:** is the sum of registered program tuitions divided by the number of registered programs. For each program, the tuition fee registered as of July 1 of the relevant year is used.

**Factor:** is based on the number of years the current operator has held a Certificate of Registration (0-3 years = 0.75%, 4-7 years=0.50%, 8-15 years=0.25% or 16+ years = 0.15%).

**Total Enrolment:** is the total number of students whose start date at the school occurred in the preceding school year. Total Enrolment is calculated from the Student Statistics forms, which must be submitted to the Ministry by August 1<sup>st</sup> of each year.

New Category I schools are required to provide a TCF payment as part of the school's initial registration process; however, the figure used for Total Enrolment will be an estimate and the factor will always be 0.75%. See the [Training Completions Fund Calculation Form for New Category I Schools](#) (Tab E).

Audited financial statements for the Training Completions Fund are produced annually.

## STUDENT ENROLMENT CONTRACT

In accordance with Section 13 of *The Private Vocational Schools Regulations, 1995*, every operator of a Category I private vocational school is required to ensure that every fee-paying student has a fully executed copy of his or her student contract.

The contract is a legal agreement that establishes the terms and conditions of a student's participation in a program, associated fees, and school policies and procedures. The contract should clearly indicate what is expected of the student and what the student can expect to receive from the school.

Policy requires the student enrolment contract to include certain items, such as contact information for the Ministry, a statement regarding the Training Completions Fund, and a statement prohibiting the school from guaranteeing employment. For assistance with preparing student contracts, see the [Student Enrolment Contract Checklist](#) (Tab F). A [Sample Enrolment Contract](#) (Tab F) is also provided.

## STUDENT RECORDS

### Contents of Student Files

In addition to the school's electronic files, a student file should contain the following documentation:

- Contractual arrangements with the school (e.g. student enrolment contract; list(s) of instructional resources/supplies provided to the student by the school)
- Admissions requirements (e.g. placement tests; evidence of prerequisites)
- Records showing academic progress (e.g. transcripts, assignments, tests/examinations)
- Credentials (e.g. Certificates/Diplomas issued by the school; industry certifications)
- Attendance records; documentation regarding program withdrawal or discontinuation
- Financial matters (payment plan, if any; record of payments made by student to school; record of funds received from third parties)
- Records of complaint, resolution
- Refunds (copies of Refunds and Retention of Fees and Other Payments forms)
- Student loan documentation

Requirements for student files will be reviewed during educational school visits (see [School Visit Checklist](#) - Tab H) as well as monitoring visits (see [Monitoring Checklist](#) - Tab H).

### Retention of Student Records

Section 23 of the Regulations addresses retention of student records as follows:

#### Retention of student records

**23(1)** Every operator of a Category I school shall keep, with respect to each student, a file of all of his or her exams and assignments for at least two years after the student has completed his or her program or course or has left the program or course.

(2) Where an operator's certificate of registration expires and is not renewed or the operator ceases to operate or the operator's certificate of registration is cancelled, the operator shall immediately send to the minister:

(a) all files and other records held by the operator relating to present and former students; and

(b) any other information that the minister may request.

5 Jan 96 cP-26.2 Reg 1 s23.

Generally speaking, the Ministry requires schools to keep academic/financial records indefinitely (i.e., for the life of the school). Schools are also encouraged to maintain off-site back-ups.

Upon closure of a school, records must be provided to the Ministry for archiving.

## **DISPUTE RESOLUTION**

### **School's Internal Dispute Resolution Process**

In accordance with Section 18 of the Regulations, every operator of a Category I school shall establish an internal dispute resolution process by which complaints will be addressed and ensure that students are informed of the process. The dispute resolution process must be registered with the Ministry at the time of initial school registration and should be kept up to date. At a minimum, the resolution process should identify the following:

- the process by which individuals can make complaints;
- the school official to whom complaints should be addressed;
- the process to be followed by the school and the student when complaints are formalized or brought forward;
- the manner in which complaints and their resolution will be recorded.

Subsection 18(3) also requires the operator to maintain a record of all complaints received and the resolution of those complaints. Records must be made available to the Ministry upon request.

### **Ministry Procedure for Responding to Student Complaints**

#### Nature of complaints

The Ministry responds to student complaints within the provisions of *The Private Vocational Schools Regulation Act, 1995* and Regulations. Typically, the following procedure is employed, but circumstances may require alternate procedures.

#### Point of first contact with a student

- The usual first contact from a student is by telephone.
- The complaint is heard and clarified by the Ministry staff.
- If health or safety issues are at stake, the school or another agency (e.g. public health authority) may be contacted directly.
- If the student has not already followed the school's internal dispute resolution process, he/she may be asked to do so prior to further Ministry involvement.
- If the complaint relates to a breach of the Act or Regulations, the student is requested to document the complaint (in writing) and send it to the Ministry.
- If the complaint does not relate to a breach of the Act or Regulations, and the school's internal dispute resolution process has not resulted in resolution of the issue, the student may be advised to seek other options (e.g.; Human Rights Commission, civil action).

### After a Letter of Complaint from a Student is Received by the Ministry

- Through correspondence from the Ministry, the school is presented with the student complaint and is asked to respond in writing to the Ministry with a proposed means of resolution.
- Before and after receipt of the school's letter of response, the Ministry may have further contact with the school and the student to clarify issues. Contact may take the form of telephone conversations, e-mail or other written correspondence, and/or meetings with the school.

### After the review is complete

- The Ministry will determine if the school is in breach of the Act or Regulations and will inform the school and student of its findings.
- The Ministry will require compliance by the school with all sections of the Act or Regulations.

If the school is in breach of the Act or Regulations, the Ministry will inform the school of the provisions of Sections 15 and 16 of the Act, relating to suspension or cancellation of the school's Certificate of Registration. If the school is designated for student financial assistance purposes, the Student Financial Assistance Branch of the Ministry may also be informed of the situation so that the designation status of the school can be reviewed.

## **REFUND AND RETENTION OF FEES**

The Regulations govern the procedures to be used for the refund of tuition fees to students who leave a training program prior to program completion. The Regulations also include provisions for the handling of refunds of books/supplies and other fees and for the cancellation of student contracts.

The refund requirements in the Regulations are lengthy and somewhat complex. The following guidelines are intended to provide an explanation in a simplified form. Please refer to the Regulations for the full legal text governing this subject.

### **Power to Cancel a Student Contract (Regulations: 17)**

Other than a registration fee, a student is not required to pay any fees prior to three months before the start of a training program. (Note: The registration fee must be the lesser of \$75 or 10% of the tuition fee payable. See 14(1).)

A student contract can be cancelled within ten days of its signing, as long as the training program hasn't started. All registration and tuition fees must be refunded; the school may not retain the registration fee.

If the student cancels the contract more than 10 days after its signing but prior to the training program starting, then the school may retain only the registration fee.

### **Refunds and Retaining Fees and Other Payment Refunds (Regulations: 16)**

#### Tuition Fees (Regulations: 16(1), 16(2))

In general, once a training program has started (i.e., the school has begun to offer training), the tuition refund requirements of the Regulations come into effect. The Regulations prescribe the percentage of the tuition fee payable which may be retained by the school, based on instructional hours offered by the school.

It is important to note that the refunds are based on the amount of training that has been offered by the school and not on the actual attendance of the student.

- If a school offers **20% or less** of the instructional hours of a program, then the school may retain 25% of the tuition fee payable for that program.
- If a school offers **more than 20% but 50% or less** of the instructional hours of a program, then the school may retain 60% of the tuition fee payable for that program.
- If a school offers **more than 50%** of the instructional hours of a program, then the school may retain 100% of the tuition fee payable for that program.

### Other Requirements to Keep in Mind

- “Tuition fee payable” refers to the program’s tuition fee **as registered** with the Ministry at the time the contract is signed. Tuition fee payable does not include books and supplies fees or other fees (see below).
- For programs of more than one year in length, the tuition fee payable amount is to be limited to the tuition fee due for the applicable year only, i.e. year-one tuition or year-two tuition, but not both combined.
- As of the first day a program is offered, the registration fee becomes part of the total tuition fee and is therefore to be included in the refund calculation.
- If a student fails to attend the first day(s) of a program, the program start date should still be used as the date for calculating a refund, unless there are extenuating circumstances such as medical reasons. Doing so recognizes that the school has made the program available to the student, even though the student did not attend.
- If the tuition refund calculation (using the Refund and Retention of Fees and Other Payments form) yields a positive ‘balance owing’ (i.e., the amount to be retained by the school is greater than the amount the student has paid to the school), then the student owes the outstanding balance to the school, even if the student is no longer attending the school.

### Refunds for Books and Supplies Fees (Regulations: 16(9))

The calculation of refunds for books and supplies is treated separately from tuition fee calculations.

The school must refund all money paid for books and supplies the student did not receive. The school should keep on file an itemized list which has all items received, initialed by the student and a school official. The student should also be given a copy of this list.

### Other Fees

Fees classified as “Other Fees” may include (but are not limited to) fees for:

- lockers;
- student field trips/shows;
- memberships in professional organizations related to the training;
- criminal reference checks; and
- examinations from external organizations.

Generally, refunds of Other Fees will be dependent on whether the service or item has been delivered to the student. If partially delivered, the refund should be based on the unused portion.

Refunds of Other Fees should not be calculated in conjunction with tuition or books and supplies refunds.

### **Full Refund of Fees (Regulations: 15)**

The student must be given a copy of the fully executed enrolment contract. The contract may be void if:

- the school and/or training program is not properly registered with the Ministry;
- the school has made a “false or misleading statement regarding the program or course contracted for, or the nature of the student contract, which induced the student to enter into the student contract”.

In such circumstances, the student would be entitled to a full refund of all amounts paid to the school.

If the school does not fully deliver a training program, the student is entitled to a pro-rated amount of the tuition fee back (e.g. completed 60%, receives 40% of fee back). Or alternatively, the school may “make up the deficiency” by providing the program in some equivalent way (e.g. provided by another qualified trainer).

### **Communication between Students and Operators (Regulations: 16(3) - 16(8)):**

The Regulations reflect a shared responsibility on the part of students and school operators to communicate with each other regarding program withdrawal/discontinuation and the refund/retention of tuition fees.

#### Students

It is in a student’s best interest to provide written notice to the school when he/she withdraws from a program. This is the only way for the student to ensure that his/her last day of attendance will be used as the end date in determining the length of time the program has been offered by the school.

If a student does not provide written notice to the school, the school may be permitted to add ten days to the end date determination if the school fulfills its obligation to provide written notice to the student. Increasing the number of days that the program has been offered may increase the percentage of tuition fees that the operator is eligible to retain.

#### School Operator

If a student does not give written notice, the school must write to the student (by registered mail to the student’s most recent address) immediately after the student has been absent for ten consecutive days without a reason. The school is to inform the student of the calculated refund, which may include the ten absent days in the determination of the percentage of the program offered to the student.

If the school does not write to the student, it may still discontinue the student but may not add the ten additional days to the calculation of the total length of the program offered to the student. The calculation of the total length of the program offered must then be based on the student's last day of attendance.

If the school does immediately write to the student (after the ten days) and the student receives the letter, the student then has the opportunity to return to the school. To do this, the student must notify the school in writing or in person, within five days of receiving the letter from the school, that he/she is returning. The written notice from the school is "deemed to have been received" by the student five days from the date it was sent.

### **Payment of Refunds**

Payment of a tuition refund by a school must be made within 30 days. Refunds to students with Canada-Saskatchewan Integrated Student Loans must be sent to the National Student Loans Service Centre.

### **Reporting to the Ministry**

When a student withdraws or is discontinued from a program, the [Refunds and Retention of Fees and Other Payments Form](#) (Tab G) must be completed and sent to the Ministry, whether or not there is a tuition refund due or the student owes money to the school.

### **Examples of Tuition Refund Calculations**

The following are some examples of tuition refund calculations. See the [Sample Refund and Retention of Fees and Other Payments Form](#) completed for Example #2 (Tab G).

#### Program Scenario

A student has signed an enrolment contract for a 200-hour (10-week) program that is offered four hours per day, five days per week (20 hours/week). The program is scheduled to begin on September 10, 2007 and end on November 19, 2007. The tuition fee for the program is \$2000; books and supplies are an additional \$300.

#### Example #1 – No Refund

The student begins training on September 10, 2007 and attends until October 24, 2007 at which time he withdraws from the program, providing written notice to the school of his withdrawal. The student paid all fees (tuition, books/supplies) at the outset of the program and received all books/supplies.

Calculation:

Program Hours made available by the school:

September: 15 days @ 4 hours/day = 60 hours

October: 17 days @ 4 hours/day = 68 hours

Total hours made available: 128

Percentage of program made available =  $128/200 \times 100 = 64\%$

School can retain 100% of tuition fee payable. No refund.

Example #2 - Tuition Refund

The student begins training on September 10, 2007 and withdraws from the program (providing written notice) on October 2, 2007. The student has a student loan. The school has received the entire tuition fee payable from the Canada Student Loan Program. The student has paid for and received all books/supplies.

Calculation:

Program Hours made available by the school:

September: 15 days @ 4 hours/day = 60 hours

October: 2 days @ 4 hours/day = 8 hours

Percentage of program made available =  $68/200 \times 100 = 34\%$

School can retain 60% of tuition fee payable =  $.60 \times \$2000 = \$1200$

Tuition paid: \$2000

Refund =  $\$1200 - \$2000 = -\$800$  (negative balance indicates refund; to be sent to National Student Loans Service Centre by November 2, 2007)

See [Sample Refund and Retention of Fees and Other Payments Form](#) (Tab G) completed for this example.

Example #3 - No Tuition Refund.

The student begins training on September 10, 2007 and withdraws from the program on October 2, 2007, without giving notice to the school. The student has a student loan. The school has received the entire tuition fee payable from the Canada Student Loan Program. The student has paid for and received all books/supplies. On October 16, 2007 the school sends a letter to the student advising that a portion of the tuition fee will be retained by the school unless the student advises the school of his intention to return to the program. The school does not hear back from the student.

Calculation:

Hours made available by the school:

September: 15 days @ 4 hours/day = 60 hours

October: 2 + 10 = 12 days @ 4 hours/day = 48 hours

(Note: 10 days may be added because the school sent a letter to the student.)

Percentage of program made available =  $108/200 \times 100 = 54\%$

School can retain 100% of tuition fee payable = \$2000. No refund.

#### Example #4 - Tuition Owed to the School

The student begins training on September 10, 2007. He is paying the tuition in instalment payments of \$200/week. He has paid for and received all books/supplies. His last day of attendance is October 2, 2007. The student does not advise the school of his withdrawal from the program and has no further communication with the school. On October 16, 2007 the school sends the student a letter (by registered mail) informing him that a portion of the tuition fee payable will be retained by the school unless the student advises the school of his intention to return to the program. The school does not hear back from the student.

#### Calculation:

Program Hours made available by the school:

September: 15 days @ 4 hours/day = 60 hours

October: 2 + 10 = 12 days @ 4 hours/day = 48 hours

(Note: 10 days may be added because the school has written to the student after 10 days' absence.)

Total hours made available = 108

Percentage of program made available =  $108/200 \times 100 = 54\%$

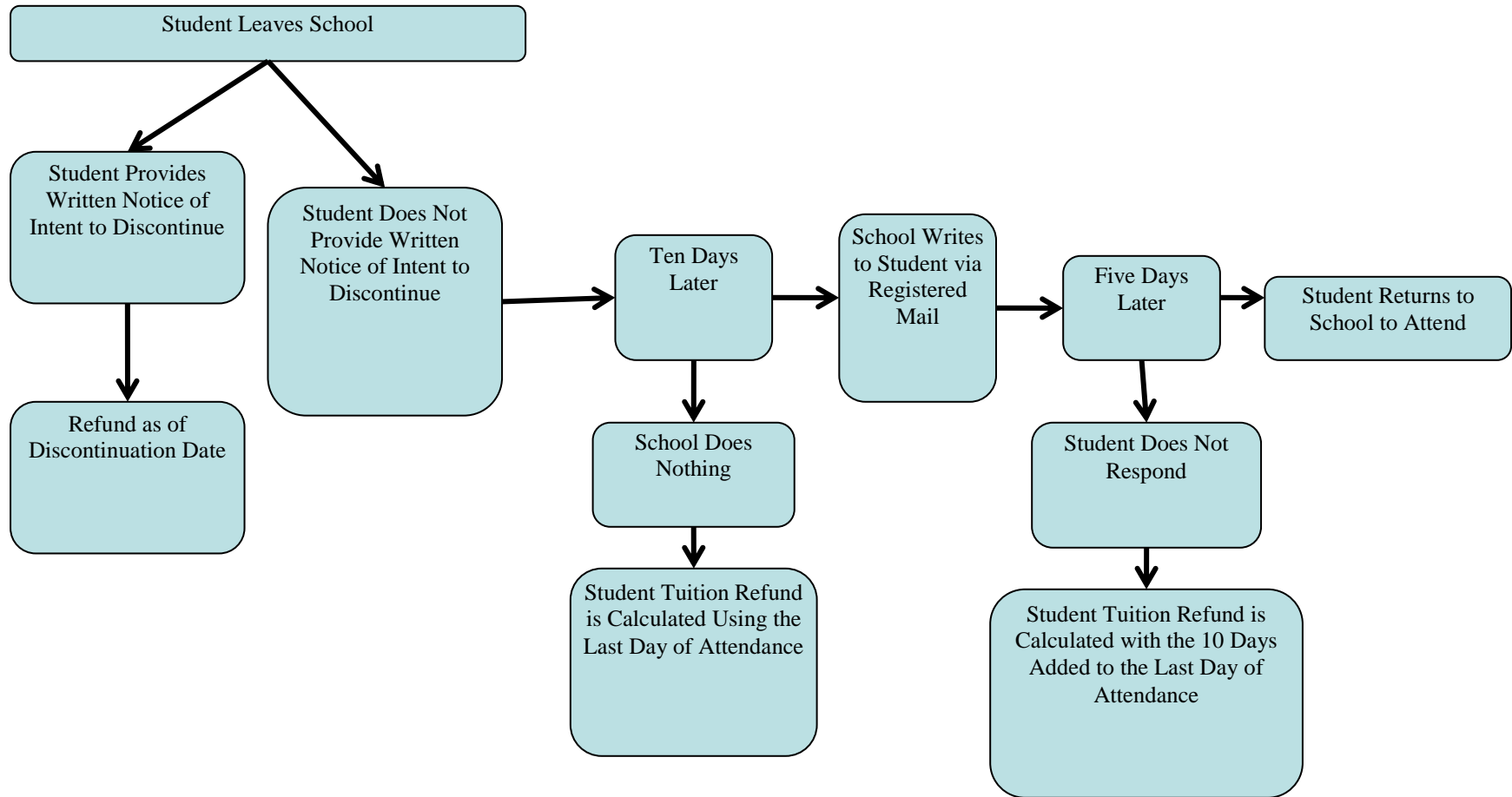
School can retain 100% of tuition payable = \$2000.

Tuition paid by student = \$600.

Balance owing =  $\$2000 - \$600 = \$1400$  to the school.

Refer to the flowchart of the [Tuition Refund Process](#) (page 34) for a graphic overview of the steps involved in tuition refund calculations.

## Tuition Refund Process



## **SCHOOL VISITS**

### **Educational Visits**

Educational school visits are conducted by staff from the PVS Unit of Quality Assurance Branch. The purpose of the visit is to share information and answer questions relative to the requirements of the Act and Regulations.

The [School Visit Checklist](#) (Tab H) is used by staff to review the status of a school with respect to various administrative requirements.

### **Monitoring Visits**

Monitoring visits are conducted by staff from the PVS Unit of Quality Assurance Branch with support from the Ministry's Audit Services Unit, Corporate Services Branch. Monitoring visits involve a more detailed examination of school records (e.g. student files) to determine compliance with regulatory requirements. The [Monitoring Checklist](#) (Tab H) will be used as a guide in reviewing records.

Monitoring visits began in September 2008.

## FINANCIAL REPORTING

The purpose of year-end financial reporting is to provide the Ministry with an indication of a school's financial strength. Monitoring of financial health over time allows the Ministry to assess whether a school may be experiencing financial difficulties and to proactively communicate with a school owner if concerns arise regarding ongoing financial viability.

Requirements for financial reporting are provided in Section 29 of *The Private Vocational Schools Regulation Act, 1995* as follows:

“The Lieutenant Governor in Council may make regulations:  
(w) respecting annual returns, financial statements and the furnishing of other information to the minister by operators, including the deadlines by which the annual returns, financial statements or other information are to be furnished;”

and in *The Private Vocational Schools Regulations, 1995*, Section 21(5) which states:

“Every operator shall provide the minister:  
(a) within 90 days of the end of the school's fiscal year, a copy of the school's financial statements for the previous fiscal year; and  
(b) any other information, in a form satisfactory to the minister, that the minister may request.”

### Confidentiality

Financial information provided to the Ministry will be treated confidentially under the *Freedom of Information and Protection of Privacy Act* as follows:

19(1) Subject to Part V and this section, a head shall refuse to give access to a record that contains: (b) financial, commercial, scientific, technical or labour relations information that is supplied in confidence, implicitly or explicitly, to a government institution by a third party.

(2) A head may give access to a record that contains information described in the subsection (1) with the written consent of the third party to whom the information relates.

### Definitions

The following definitions will aid in understanding the reporting process:

**Accountant:** a person with a designation such as Chartered Accountant, Certified Management Accountant, or Certified General Accountant.

Analysis of Financial Statements: a document made up of financial tests used as a guide to measure the school's financial strength. The results of these tests are summarized on the *Financial Statements Summary Form*.

Financial Statements Summary: a summary report of the *Analysis of Financial Statements*, indicating break-even levels of enrolment and z-factors for the current and previous fiscal years.

Review Engagement Report: a review of the financial statements which is carried out to determine their credibility. A Review Engagement is generally limited to inquiries of management and a review of financial data. It provides some assurances of the reliability of the financial statements.

Auditor's Report: based on an independent verification, it is a study and evaluation of internal controls and tests of records and balances. This report represents the highest level of credibility and reliability that an accountant can express about financial statements.

## **Year-End Financial Reporting Process**

### **Step 1: Information Package**

Approximately two to four weeks prior to a school's fiscal year end, the Ministry will send an information package to the school. The package will include:

- Letter of notice of financial reporting coming due;
- [Selection of Annual Financial Reporting Option Form](#) (Tab I) and [School Summary Statistics Form](#) (Tab I);
- [Analysis of Financial Statements Form](#) (Tab I); and
- [Financial Statements Summary Form](#) (Tab I).

### **Step 2: School Informs the Ministry of Reporting Option and Provides Summary Statistics Report**

There are two options for submitting financial statements:

1. Auditor's Report along with the financial statements are submitted directly to this Ministry. The Auditor's Report must be prepared by a designated Accountant.  
**or**
2. Review Engagement Report along with the financial statements are submitted directly to this Ministry. The Review Engagement Report must be prepared by a designated Accountant. A 'Notice to Reader' Statement is not acceptable.

Schools are requested to select one option and notify the Ministry of their choice within one week of their fiscal year end.

Full and accurate information must be supplied for all options to ensure the completion of the [Financial Statements Summary Form](#) (Tab I). The Minister reserves the right to ask for additional financial information and documentation at any time.

### **Step 3: Submission of Financial Report to the Ministry**

Within 90 days of a school's fiscal year end (as per Section 29(w) of the Act), the required financial documentation (based on the option selected) must be submitted to the Ministry.

### **Step 4: Ministry Review**

The three reporting options culminate with the Ministry conducting an assessment of financial strength based on the *Financial Statements Summary Form*. The use of the same criteria/format for all schools provides an opportunity for a fair and consistent assessment. The Ministry may request additional information as required and may wish to discuss financial matters directly with a school operator if questions/issues arise as a result of the review process.

Annual financial reporting provides one indicator of the financial strength of a private vocational school. The analysis over a period of time may assist schools and the Ministry to provide solutions to potential problems which may threaten the school or the students in the school. However, it must be reaffirmed that no review can consistently predict future financial viability.

## ANNUAL STATISTICS REPORTING

In May of each year, the Student Profile and Student Statistics forms are issued to schools by the Ministry. The forms (usually in Microsoft Excel format) are sent by email to schools that have email addresses and by regular mail (either on disk or paper reports) to schools that do not have email addresses. (See [Sample Student Profile](#) and [Sample Student Statistics](#) forms - Tab J.)

Schools are required to return the completed forms by **August 1st** of each year. Employment updates (to the Student Statistics form) may be submitted to the Ministry up to October 31st.

Once analysis is complete, the Ministry will provide a summary report to each school, along with a roll-up of statistics for the province.

The Training Completions Fund contribution for each school is calculated using some of the information provided on the Student Statistics form.

## CHANGE OF OWNERSHIP

*The Private Vocational Schools Regulation Act, 1995* addresses change of ownership in the following two provisions:

- Section 7 allows for the transfer of a Certificate of Registration of a private vocational school with the prior written approval of the Minister.

**Limitation on transfer of certificate**

7(1) No operator shall transfer the operator's certificate of registration to another person without obtaining the prior written approval of the minister.

(2) The minister shall not unreasonably withhold his or her approval of a transfer of a certificate of registration.

1995, c.P-26.2, s.7.

- Section 10 requires the operator of a private vocational school to inform the Ministry of any fundamental change to the ownership or corporate structure of the school.

**Operator to advise of fundamental change**

10 Every operator that is a corporation shall immediately advise the minister of:

(a) a change in the ownership or share or equity holdings of the corporation;

or

(b) any continuance, amalgamation or other fundamental change involving the corporation.

1995, c.P-26.2, s.10.

If approval is being sought for the transfer of a Certificate of Registration of a private vocational school, both the SELLER and the PURCHASER must meet the requirements set forth in the Ministry's [Change of Ownership Checklist](#) (Tab K).

The first step in the change of ownership approval process is the completion of a [Change of Ownership Application Form](#) (Tab K). This form provides the Ministry with essential information concerning the proposed ownership of the school and the date when a change of control is anticipated.

Please allow adequate time in advance of the transaction closing date for Ministry review and approval. While some change of ownership transactions may be relatively minor and have minimal impact on the day-to-day operations of a school and its students, other transactions may be more involved and require comprehensive review by the Ministry to ensure student protection matters have been adequately and appropriately addressed. Please note that in some instances, the Ministry may seek the assistance of Saskatchewan Justice in reviewing legal documentation associated with the transfer.

## ADVERTISING

Requirements related to advertising are prescribed in Section 26 of *The Private Vocational Schools Regulation Act, 1995* and Sections 10, 11, and 12 of *The Private Vocational Schools Regulations, 1995*.

The following are additional guidelines:

1. All programs advertised by Category I schools are to include the identification of the school and be clearly directed to training.
2. Advertised job expectations must be realistic.
3. All testimonials are to be substantiated within a Saskatchewan context. For example, a school may claim it is “number one”, “the leader” or that a certain percentage of graduates received employment in an area directly related to their field of study; however, such statements must be substantiated with statistical information.
4. Student financial assistance is not to be the primary focus of a school advertisement. The availability of financial assistance is not to be presented as an endorsement of the program value. The following wording may be used to advertise financial assistance: "Financial Assistance may be available to qualified students."
5. Using the Canadian Code of Advertising Standards as a reference, consider the following:
  - Advertising should reflect high standards of honesty, truth, accuracy and fairness.
  - Advertisements may not contain inaccurate, exaggerated or deceptive claims or statements, either direct or implied.
  - In assessing the truthfulness of a message, concern is not with the intent of the sender or the precise legality of the phrasing. Rather the focus is on the message as received or perceived, that is, the general impression conveyed by the advertisement.
6. For new programs, Category I schools may submit advertisements to the Ministry after program approval in principle has been granted.

## **REGISTRATION AS A CATEGORY II SCHOOL**

A Category II private vocational school delivers training only to students whose tuition fees are paid for by a sponsoring agency (e.g. Worker's Compensation Board, First Nations band). If a school delivers training to both sponsored and fee-paying students, it must register as a Category I school.

### **Initial Registration**

For registration as a new Category II School, the applicant must submit the following:  
[Application for Initial Registration as a Category II School](#) (Tab L).

A registered school receives a [Certificate of Registration](#) (Tab L) which is valid for the school year September 1 to August 31. The Certificate must be prominently displayed at the school.

### **Fees for Initial Category II Registration**

A registration fee of \$150 is charged. Category II schools are not required to contribute to the Training Completions Fund.

### **Annual Renewal of Registration**

Registration as a Category II school must be renewed annually. The following form must be submitted by **August 1<sup>st</sup>** of each year:

[Application for Renewal of Registration as a Category II School](#) (Tab L)

### **Fee for Annual Renewal of Category II Registration**

Similar to initial registration, a renewal registration fee of \$150 is charged annually.

Upon completion of the renewal of registration process, a new Certificate of Registration will be issued.

## IMPORTANT DATES FOR ADMINISTRATIVE COMPLIANCE

The following table summarizes key dates/deadlines attached to various administrative requirements.

PVS Activity	Dates
Training Completions Fund Contributions (Category I)	
• The Ministry issues invoices to schools .....	January/February
• Deadline for invoices to be paid by schools .....	<b>March 31</b>
Program revision applications (Category I) .....	
• Deadline for receipt by Quality Assurance Branch in order for revisions to be approved for implementation in the following student loan year (August 1 to September 30) .....	Anytime
	<b>March 31</b>
Annual Renewal of School Registration (Category I and Category II)	
• Registration package sent out to schools .....	May
• Deadline for submission of application to the Ministry .....	<b>August 1</b>
Annual Student Statistics (Category I)	
• Reporting forms sent to schools.....	May
• Deadline for submission of forms to the Ministry .....	<b>August 1</b>
• Deadline for submission of employment status updates.....	<b>October 31</b>
Financial Reporting (Category I)	
• Information package sent to school.....	~ 2-4 weeks prior to school's fiscal year end
Deadline for submission of financial reports to the Ministry .....	<b>No later than 90 days following school's fiscal year end</b>

## **PVS ADVISORY COMMITTEE**

The PVS Advisory Committee (PVSAC) is a Ministry committee with members drawn from both the Ministry and the private vocational schools sector. The purpose of the PVS Advisory Committee is to advise the Ministry on matters relating to the regulation of private vocational schools.

The PVSAC is co-chaired by the Ministry and the President of Saskatchewan Association of Career Colleges (SACC).

Day-long meetings are typically held every few months, usually alternating between Saskatoon and Regina locations.

### **Terms of Reference**

The Terms of Reference of the PVSAC are as follows:

#### Purpose

The purpose of this Advisory Committee is to exchange information with and advise the Ministry on matters related to the operation of private vocational schools, the delivery of vocational programs, the development and implementation of policies and procedures, and the implications of the Ministry initiatives with regard to private vocational schools, students and staff.

#### Composition

The Private Vocational School Advisory Committee shall comprise a maximum of fifteen members.

Sector representation shall be no less than seven and no more than ten, and shall comprise:

- The President/Past President and at least one other member of the Saskatchewan Association of Career Colleges;
- Administrators of Category I private vocational schools from a cross-section of vocational occupations/programs offered by the sector/industry; and
- Administrator(s) of Category II private vocational schools; and

The remaining representatives will be from government.

The Committee shall be co-chaired by the Ministry and the President/and or Past President or designate of the Saskatchewan Association of Career Colleges.

Sector representatives shall be appointed for a term not exceeding three years and/or until a successor is appointed, and are eligible for re-appointment for an additional term of up to three years. Appointments shall be staggered to ensure continuity. Potential representatives may be nominated for appointment. Appointments of sector representatives will be undertaken jointly by the Committee Co-Chairs. In the event that the co-chairs cannot come to agreement on the selection of new members, then the decision will rest with the full Committee.

### Duties

The Advisory Committee shall review and make recommendations on matters related to the operation of private vocational schools, the delivery of vocational programs and the development and implementation of policies and procedures.

### Subcommittees

The Private Vocational Schools Advisory Committee shall establish subcommittees to assist in the review and development of papers/reports to be considered by the larger committee.

Each Private Vocational School member shall chair or co-chair a subcommittee. Subcommittee membership will be at the discretion of the subcommittee chair.

### Organization

- The Private Vocational Schools Advisory Committee shall meet on a bi-monthly basis;
- Meetings shall be convened at the request of the Committee and/or the Ministry;
- Decision-making shall be by consensus and if consensus can not be achieved majority will rule; and
- Remuneration for the Committee shall be for expenses at current government rates.

### Membership

For a current PVSAC membership list, please contact the [Private Vocational Schools Unit of Quality Assurance Branch](#).

## **SCHOOL CLOSURE**

A school closure can occur for various reasons and may be planned or unexpected. In all cases, the Ministry will work with the school, its students, and the PVS sector to ensure that students' interests are addressed.

The Ministry has worked with the PVS sector to develop a Train-out Management Committee Manual that provides guidance in the event of a school closure. The Manual addresses principles to be adhered to and processes to be followed in a school closure situation in order to minimize disruption and anxiety for students, co-ordinate train-out activities in an efficient and timely manner, and address media inquiries.

# **FORMS AND SAMPLE TEMPLATES**



**Registration with Corporate Registry, Information Services Corporation (ISC)**  
*(Please attach a copy of Certificate of Registration)*

- Business/Corporate Name: \_\_\_\_\_
- Registered Owner: \_\_\_\_\_
- Business Address: \_\_\_\_\_
- Date of Corporate Registration: \_\_\_\_\_  
(mm-dd-yy)
- Current Directors (if a corporation): \_\_\_\_\_

**School Information**

- School Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Other School Location(s): \_\_\_\_\_
  - Principal/Manager in Saskatchewan: \_\_\_\_\_
- Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

*(please attach information for any Principals/Managers at other locations)*

**Registration Fee Payable**

- Registration Fee (including first program) \$ 300.00
- \_\_\_\_\_ Additional Program(s) x \$75.00 each + \$ \_\_\_\_\_

= **Total** \$ \_\_\_\_\_ *(please enclose cheque payable to Minister of Finance)*

**Application for Initial Registration as a Category I School September 1, 20xx to August 31, 20xx**

---

**Training Completions Fund Contribution**

- Payment as per *TCF Calculation Form for New Category I Schools* \$ \_\_\_\_\_ (please enclose cheque payable to Minister of Finance)

**Required Documentation**

- Please check (✓) that the following documents are attached:

PVS Guarantee Bond \_\_\_\_\_

Fire Safety Report \_\_\_\_\_

Health Safety Report \_\_\_\_\_

Building Safety Report \_\_\_\_\_

Business Plan \_\_\_\_\_

Student Attendance Record Format \_\_\_\_\_

Internal Dispute Resolution Process \_\_\_\_\_

Certificate of Registration of Business Name \_\_\_\_\_  
(obtain from Corporate Registry, Information Services Corporation (ISC))

School Registration Fee \_\_\_\_\_

Training Completions Fund Calculation Form \_\_\_\_\_

Training Completions Fund Contribution \_\_\_\_\_

Program Registration Form(s) \_\_\_\_\_  
(and accompanying documentation,  
including Instructor Registration form(s) and  
Training Completion Plan(s))

Program Assessment Fee(s) \_\_\_\_\_

**Please read and sign:**

I certify that the information provided is correct and agree to comply with *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995*.

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Date



#### Cover Sheet

- business name, address, telephone and fax numbers
- operator's name
- principal/manager in Saskatchewan
- date

#### Executive Summary

- brief description of product/service, staff, location and facility/facilities
- short history of venture
- highlights of the local/national industry (e.g. markets; customer profile(s); developments; competition; growth potential)

#### Marketing Plan

- should cover scope and results of market feasibility analysis
  - location of operation and market
  - product
  - price
  - promotion/advertisement
  - distribution
  - market monitoring

#### Operating Plan

- scope and results of operation analysis
  - technical aspects of operation
  - legal structure (proprietorship, partnership, corporation)
  - roles of officers (include resumes – listing experience, etc.)
  - directors, officers and key management
  - share options, contracts, agreements
  - labour requirements
  - location of facility
  - floor plan, list equipment and job stations
  - control systems
  - maximum occupancy load (requirements under Fire Regulations)

#### Financial Plan

- outline financial feasibility analysis
  - assumptions used for financial planning
  - financial forecasts (balance sheet, income and expense statement, cash flow projection)



## Private Vocational Schools

### Application for Renewal of Registration as a Category I School September 1, 20\_\_ to August 31, 20\_\_

**Please review the following information and make any necessary changes. This information will appear on your new Certificate of Registration.**

Registered Business or Corporate Name: (information on file with the Ministry)

Registered Business or Corporate Address: (information on file with the Ministry)

President/Owner: (information on file with the Ministry)

Registered School Name: (information on file with the Ministry)

School Location and Mailing Address: (information on file with the Ministry)

Principal/Manager in Saskatchewan: (information on file with the Ministry)

**School Contact Information:**

Telephone: (information on file with the Ministry)

Fax: (information on file with the Ministry)

E-mail (information on file with the Ministry)

Website URL: (information on file with the Ministry)

**Registration Fee Payable:**

Registration Fee (including first program) \$ 300.00

plus: \_\_\_\_ Additional Program(s) x \$75.00 each + \$ .  
\_\_\_\_\_

Total \$ .

*(please enclose cheque payable to Minister of Finance)*

**Application for Renewal of Registration as a Category I School  
September 1, 20xx to August 31, 20xx**

---

Please read, complete and sign the following statement:

In conformance with all requirements of *The Private Vocational Schools Regulation Act, 1995* and Regulations, the undersigned as the registered owner(s) further confirm they:

1. comply with and will comply with all requirements for a private vocational school as prescribed in the Act and Regulations;
2. have in place a Guarantee Bond as prescribed in the Regulations;
3. are not insolvent and are not likely to be insolvent;
4. will employ as applicable under the Regulations only approved instructors;
5. will offer approved programs of study as prescribed by the Regulations.

I/we certify that the information provided above is correct and agree to comply with *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995*.

Signature of Registered Owner(s): \_\_\_\_\_

Please Print Name(s) of above: \_\_\_\_\_

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

Please note: **The application is due by August 1, 20xx.** August 31st is the expiry date of a Certificate of Registration. If any information contained on or attached to this form is incomplete as of the August 1st submission deadline, registration for the next school year (beginning September 1) and issuance of a new Certificate of Registration may be delayed or denied until all information is complete and the school is in compliance with the Act and Regulations.



Saskatchewan  
Ministry of  
Advanced Education,  
Employment and  
Immigration

**Certificate of Registration**  
*The Private Vocational Schools Regulation Act, 1995*  
**Category I**

XXXXXXXXXXXX  
Registered Business Name

XXXXXXXXXXXX  
Address

XXXXXXXXXXXXXXXXXXXX  
*Name and Location of School*

XXXXXXXXXXXX  
President/Owner(s)

XXXXXXXXXXXXXXXX  
Principal/Manager in Saskatchewan

The following training programs are registered in accordance with  
*The Private Vocational Schools Regulation Act, 1995:*

(Registered programs to be listed here)

This Registration expires August 31, 20xx

\_\_\_\_\_  
Director, Quality Assurance Branch

\_\_\_\_\_  
Minister, Saskatchewan Advanced Education, Employment and Immigration



\_\_\_\_\_ New Program

\_\_\_\_\_ Revisions to existing program

**1. Private Vocational School**

School Name: \_\_\_\_\_

Principal/Manager: \_\_\_\_\_  
(in Saskatchewan)

Street/PO BOX: \_\_\_\_\_

Telephone: \_\_\_\_\_

City/Town: \_\_\_\_\_

Fax: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Web site: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**2. Program Title (Core)**

\_\_\_\_\_ Title/Name of program

'Program' means a series of courses that lead to employment in a vocation and comprises more than 30 hours of instruction.

**Program Length**

	Total Hours	Hrs/day	Days/week	Total weeks
Instructional Time (i.e. in the classroom)				
Work Placement/Practicum:				
<input type="checkbox"/> Mandatory (required for program completion)				
<input type="checkbox"/> Optional				
Other time (not charged to student; please specify)				
Total Program Length				

**Program Fees**

Tuition*	\$ _____	* Includes Registration Fee of \$ _____
Books/supplies	\$ _____	
Student Fees	\$ _____	
Other Fees - please specify:	\$ _____	(e.g. lockers, field trips; memberships in professional organizations related to training; criminal reference checks; examinations from external organizations)

## Program Registration Application

---

### 3. Program Option(s)

A program may offer optional units for specialized study. Each option must be clearly defined as providing additional skills or knowledge to the core program. The total hours of instruction of an option must not exceed 50 percent of the hours or instruction of the core program. Options must not be dependent on other options. If there are no program options, advance to section 4 of this form. If more than one option, attach additional pages.

Program Option Title #1 \_\_\_\_\_

#### #1 Option Length

Total hours: \_\_\_\_\_

Total weeks: \_\_\_\_\_

Days per week: \_\_\_\_\_

Hours per day: \_\_\_\_\_

#### #1 Option Fees

Total Tuition: \_\_\_\_\_

Books/Supplies: \_\_\_\_\_

Other Fees: \_\_\_\_\_

### 4. Required Program Information

For **new** program applications: Use each of the following items as a heading and prepare statements on separate sheets providing the required information. Attach sheets to this program application form.

For **program revisions**: Check off only those items that have been revised and attach appropriate information.

- \_\_\_\_\_ a) Goals and objectives (including job title or vocation to which the training leads)
- \_\_\_\_\_ b) Instruction standards and methods
- \_\_\_\_\_ c) Instruction content/curriculum (provide details of hours assigned to major components of curriculum)
- \_\_\_\_\_ d) Student evaluation criteria for successful completion
- \_\_\_\_\_ e) Admission methods and requirements (grade level or equivalent; mature admissions policy; intake process)
- \_\_\_\_\_ f) Maximum number of students per instructor (in the core program or program option)
- \_\_\_\_\_ g) Program length (in hours/weeks; provide breakdown of time in classroom & in practical training)
- \_\_\_\_\_ h) School policy and rules pertaining to the program
- \_\_\_\_\_ i) Registration and tuition (listing cost details and the basis on which the costs are to be calculated and when they are to be paid)
- \_\_\_\_\_ j) Equipment, supplies and textbooks required to be purchased by student (itemized listing by name and price, and the basis on which the costs are to be calculated and when they are to be paid)
- \_\_\_\_\_ k) Instructional texts, materials or equipment to be provided by the school (This list will provide the basis for an on-site evaluation required for final approval of the program)
- \_\_\_\_\_ l) Student contract (Provide sample of document stating contractual arrangement between the school and the student.) See the Ministry guidelines.

## Program Registration Application

---

\_\_\_\_\_ m) Student attendance record format

\_\_\_\_\_ n) Certificate/diploma (Provide sample of certificate/diploma that will be awarded to student upon successful completion of this program)

### 5. Letters of Support

A minimum of **three** letters of support from potential employers who have reviewed the program, attested to its appropriateness, and confirmed the need for the program, must be attached to this form.

\_\_\_\_\_ Attached

### 6. Industry or Professional Association Registration

If an appropriate industry or professional association exists, attach a letter from the association indicating acceptability of the school's program content.

\_\_\_\_\_ Attached

### 7. Evidence of Employment Prospects

Attach documentation that will indicate how many jobs currently exist in the local and provincial marketplace and what is the outlook to absorb graduates of the program.

\_\_\_\_\_ Attached

---

### 8. Training Completion Plan

A Training Completion Plan (TCP) is required for each registered program. See the Ministry guidelines.

\_\_\_\_\_ TCP attached

---

### 9. Instructor/Facilitator Registration

Attach a completed Instructor/Facilitator Registration Form for each individual who will be employed to instruct in this program. See the Ministry policy regarding Instructor/Facilitator registration.

\_\_\_\_\_ Attached

---

### 10. Advertising Registration

Attach samples of advertisements planned for use upon receiving Registration in Principle for this program.

\_\_\_\_\_ Attached

---

### 11. Program Assessment Fee(s) Note: For previously registered schools only. Program fees for new school registration applications are calculated separately.

A fee of \$100 is charged for initial program assessment and is payable upon submission of this application.

An annual registration fee of \$75 is charged for each program to be delivered in a school year. The registration fee is payable upon annual renewal of school registration.

\_\_\_\_\_ Assessment Fee Enclosed (Please make cheque payable to "Minister of Finance".)

## Program Registration Application

---

### 12. Other Program Information

Additional information may be requested if the program is unique.

---

### 13. Signatures

When duly signed, this document constitutes **final** registration.

I certify that the information provided is correct and I agree to abide by *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995* as they apply to this program.

---

Signature of Applicant (School Official)

---

Date of Application by School

FOR MINISTRY USE:

---

Signature of Ministry Official

---

Date of Registration



**1. Private Vocational School**

Name of School: \_\_\_\_\_ Principal/Manager: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Web site: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2. Program Title** \_\_\_\_\_

**3. Program Description**

**Please check  as applicable:**

A description of the program content and the instructional resources (e.g. textbooks, supplies, equipment) used in the program is on file with the Ministry.

A program description is attached.

**4. Training Completion Options**

Please select either (a) or (b) as appropriate:

(a)  The program is generally compatible with the \_\_\_\_\_ program  
(name of program)  
offered by \_\_\_\_\_ located in  
(name of training institution(s))

\_\_\_\_\_  
(city, province)

**OR**

(b)  To the best of my knowledge, the program is not compatible with another program of a post-secondary institution recognized by the Minister.





This form must be completed for each individual who will be instructing, examining, or facilitating in a program in a private vocational school. The applicant must be registered by the Ministry prior to commencing any training/examination duties.

The Ministry registers instructors/examiners based on the provisions of Section 24 of *The Private Vocational Schools Regulations, 1995*, which specify criteria related to education and occupational experience. Policy has been developed for the registration of facilitators.

To clarify the distinction between an ‘instructor’ and a ‘facilitator’ for registration purposes, their respective roles within a private vocational school learning environment are defined as follows:

An **instructor** is an individual who directly delivers the curriculum content of a program to students, either in person or via technology. An instructor is the primary purveyor of instructional content and must therefore demonstrate competencies that include (i) expertise in the subject matter/curriculum; and (ii) relevant occupational experience.

A **facilitator** is an individual who supports students as they progress through a curriculum but does not directly deliver the curriculum content of a program. A facilitator typically acts as a learning guide, helping students navigate the learning system. A facilitator does not “teach” in the traditional sense of the word and therefore is not required to have the same curriculum content knowledge or occupational experience as an instructor.

Please refer to the PVS Administration and Policy Manual for further information on requirements for the registration of instructors, examiners, and facilitators.

**Forms not fully completed may be returned to the school.**

1. **School Name:** \_\_\_\_\_

2. **Program(s)/Courses** for which this applicant will be responsible:

\_\_\_\_\_

**Registration of Instructor, Examiner, or Facilitator**

---

3. **Applicant's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please check  the appropriate choice in the two questions below:

4. The applicant will be working:  Full Time  Part Time  On Contract

5. The applicant will be:  an Instructor  a Facilitator  an Examiner

(Please see definitions on page 1)

6. If this is not an initial application for this applicant, please indicate date of previous registration in Saskatchewan and school: \_\_\_\_\_

7. Applicant's **Educational** Background:

Graduated from: \_\_\_\_\_

Institution

Location

\_\_\_\_\_

Program Area, Subject or Major Achieved

Date

\_\_\_\_\_

Degree, Diploma or Certificate(s) held

\_\_\_\_\_

Professional Designation (if any, including Journeyperson status) Certificate Number

8. Additional Education (other than above):

Please list any additional related program and/or education or experience which qualifies the applicant to instruct the program(s) course(s) listed.

\_\_\_\_\_

**Registration of Instructor, Examiner, or Facilitator**

---

9. **Employment History** (Begin with most recent employment. List below, then use a separate page if necessary. *Please complete this section in full. Attach a resume if providing additional information.*)

Employer #1: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Job or Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

From: Month: \_\_\_\_\_/Year: \_\_\_\_\_

To: Month: \_\_\_\_\_/Year: \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time (%) \_\_\_\_\_

-----

Employer #2: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Job or Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

From: Month: \_\_\_\_\_/Year: \_\_\_\_\_

To: Month: \_\_\_\_\_/Year: \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time (%) \_\_\_\_\_

**Registration of Instructor, Examiner, or Facilitator**

---

10. Employment **References**: Three employment references are required.

#1 Name of Employer: \_\_\_\_\_

Contact Person for Reference: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Held with this Employer: \_\_\_\_\_

#2 Name of Employer: \_\_\_\_\_

Contact Person for Reference: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Held with this Employer: \_\_\_\_\_

#3 Name of Employer: \_\_\_\_\_

Contact Person for Reference: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Held with this Employer: \_\_\_\_\_

Personal employment references checks are the responsibility of the school.

**Registration of Instructor, Examiner, or Facilitator**

---

**To be completed by the Applicant:**

Permission is granted to conduct a reference check with former employers listed.  
I certify that the information supplied in this application is true and correct.

---

Applicant's Signature

---

Date

**To be completed by the School:**

To the Minister:

I expect to employ this applicant to instruct the program(s)/course(s) listed. I have examined this application and am satisfied that the information provided by the applicant is true and correct.

---

Signature and Name Printed

(School Owner/Principal/Manager)

---

Date

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_ where the  
Ministry may contact school with questions about this application.

---

**FOR MINISTRY USE:**

---

**Ministry Approval:**

The applicant described above has been registered by the Ministry for the program/course(s) listed above for the school listed above.

---

Signature of Ministry official

---

Date



## Guarantee Bond Template

---

PROVIDED that if the Surety shall, at any time, give thirty days notice in writing to the Principal and to the Obligee of its intention to put an end to this suretyship, then this Bond shall from and after the last day of such thirty days, cease and determine in respect only of any acts or omissions of the Principal subsequent to such determination, and the Surety shall remain liable for any failure on the part of the Principal, to fulfil its obligations under its student contracts and the Act and Regulations which were incurred before the date of determination.

PROVIDED FURTHER that the obligation of the Surety shall be with respect only to claims made known to the Obligee or the Surety within one year from the date of the determination of this Bond, whether or not an action has been commenced or a final judgment has been obtained on such claims.

SIGNED, SEALED AND DELIVERED

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Principal

Amount of Bond  
(As per Clause 9(3)(e) and Table 1  
of *The Private Vocational Schools Regulations, 1995*)

<u>Number of Students</u>	<u>Amount of Bond Required</u>
0 – 99	\$10,000
100 – 199	\$20,000
200 – 299	\$30,000
300 – 399	\$40,000
Over 399	\$50,000



<b>Name of School</b>	
Date: January 31, 2012	

	Program Name	Tuition	# of Students
1	Training Program One	\$ 1,000.00	10
2	Training Program Two	\$ 2,000.00	20
3	Training Program Three	\$ 1,500.00	5
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
<b>Total</b>	<b>3</b>	<b>\$ 4,500.00</b>	<b>35</b>

Year Current Owner assumed operation:	1986
Number of Years of registration:	27
Factor to be used:	0.15%
Total Tuition	\$4,500.00
divided by # of programs	3
= Average Tuition	\$1,500.00
X Factor	0.0015
X Total Enrolment	35
<b>TCF Total Amount Owing</b>	<b>\$ 78.75</b>

Notes: Programs are those reported for 2010-2011 on the Student Statistics form. Tuition is based on the tuition fee registered with the Ministry as of July 1, 2010. Average Tuition is the sum of individual program tuitions for programs listed above, divided by the number of programs. # of Students is the total of all students who entered a registered program (Start Date from Student Statistics form) between July 1, 2010 and June 30, 2011. Factor is based on the number of years a certificate of registration has been held by the current operator: 0-3 years = .75%; 4-7 years = .50%; 8-15 years = .25%; 16+ years = .15%.

		date:	by:
	prepared	01/28/2012	AB
	checked	01/30/2012	BC



**School Name:** \_\_\_\_\_

**Date of School Registration:** \_\_\_\_\_  
(mm/dd/yy)

The formula for calculating the school's first TCF contribution is as follows:

$$\text{Average tuition} \times \text{Factor} \times \text{Total Enrolment} = \text{TCF contribution}$$

where:

**Factor** for new schools is 0.75%

**Total Enrolment** is the estimated total number of students expected to enter your school between July 1, \_\_\_\_\_ and June 30, \_\_\_\_\_.  
(year) (year)

**Average Tuition** is the sum of all registered program tuition fees divided by the total number of registered programs. List programs and associated tuition fees below:

	<b>Program Name</b>	<b>Tuition Fee</b>
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
	Total Tuition	\$ _____

$$\text{\$} \frac{\text{_____}}{\text{(Total tuition)}} \div \frac{\text{_____}}{\text{(Number of programs)}} = \text{\$} \frac{\text{_____}}{\text{(Average tuition)}}$$

Estimated number of students who will **enroll** between July 1 and June 30: \_\_\_\_\_

$$\text{\$} \frac{\text{_____}}{\text{(Average tuition)}} \times \frac{0.0075}{\text{(Factor)}} \times \frac{\text{_____}}{\text{(Estimated enrolment)}} = \text{\$} \frac{\text{_____}}{\text{(TCF payment)}}$$

\_\_\_\_\_  
*Signature of School Owner or Principal*

\_\_\_\_\_  
*Date*



An enrolment contract is an agreement between the school and a student. The contract specifies what the school is to provide and what conditions the student must meet.

Typical components of an enrolment contract are indicated below. Use the following checklist to ensure that your contract addresses all necessary areas.

**School Information**

- Operating and Registered Corporate Names
- Address

**Student Information**

- Full Name
- Street Address
- Telephone and/or e-mail address
- Birthdate
- Grade level upon entrance; transcript of previous studies

**Program Information (as per program registration)**

- Program title
- Length of program (total hours/weeks)
- Hours/day
- End date
- Training schedule (e.g. indicate school holidays)

**Program Outline (to be attached to contract and to include:**

- Program Title
- Program goals
- Courses in program
- Description of each course
- Hours of instruction (classroom)
- Hours of practical (including off-site practica/work placements)
- Instruction methods
- Evaluation criteria

**Instructional Resources to be purchased by student (As per program registration. Attach itemized list to contract.)**

- Textbooks, manuals
- Kits
- Other learning resources

## Student Enrolment Contract Checklist

---

### **Program Costs (as per program registration)**

- Registration Fee
- Tuition Fee
- Cost of books/supplies
- Other costs (e.g. field trips, examinations)

### **Payment Arrangements**

- Method and terms (e.g. cash, credit card, student loan)
- Payment schedule

### **Refunds**

- State refund provisions in accordance with Sections 14, 15 and 16 of the Regulations.

### **School Policies and Procedures (e.g. attendance, dress code)**

- attach to contract

### **School's Dispute Resolution Mechanism**

- describe process students should follow within the school to resolve concerns (e.g. student council, school counselor, instructor, Principal) – if separate document, attach to contract
- Policy requires the following statement to appear in the contract:  
*“Private Vocational Schools are registered with Saskatchewan Advanced Education, Employment and Immigration, which monitors and serves as a support to both the school and students. Inquiries should be directed to:  
Saskatchewan Advanced Education, Employment and Immigration  
Private Vocational Schools Unit, Quality Assurance Branch  
1945 Hamilton Street, 15th Floor  
REGINA SK S4P 2C8 Telephone (306) 787-5763”*

### **Training Completions Fund**

- Policy requires the following statement to appear in the contract:  
*“In accordance with Section 26 of The Private Vocational School Regulations, 1995, every operator of a Category I school provides the Minister with an annual contribution to the Training Completions Fund.”*

### **Guarantee of Employment**

- Policy requires the following statement to appear in the contract:  
*“(Name of school) is prohibited under Section 11 of The Private Vocational Schools Regulations, 1995 from guaranteeing employment to any student or prospective student.”*

## Student Enrolment Contract Checklist

---

### **Acknowledgements**

- Contract should state that the signer has read, understood and received a signed copy of the contract and related attachments in accordance with Section 13 of *The Private Vocational Schools Regulations, 1995*.

### **Privacy of Information**

- The student should be informed of how the school will collect, use, and disclose personal information (e.g. sharing of information with the Ministry).  
Note: For further information regarding the management of personal information, contact:  
The Office of the Privacy Commissioner of Canada at [www.privcom.gc.ca](http://www.privcom.gc.ca). The site provides an Information Kit for Businesses with respect to the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

### **Signatures**

- Contract requires signatures of both school official and student.
- Date signed



*SCHOOL NAME*  
*ADDRESS*

***ENROLMENT CONTRACT***  
**Category I Private Vocational School**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Grade Level \_\_\_\_\_ Receipt of Transcript \_\_\_\_\_

Program Title \_\_\_\_\_

Total Hours \_\_\_\_\_ Total Weeks \_\_\_\_\_ Hours per Day \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

School Holidays \_\_\_\_\_

Received Program Schedule Yes \_\_\_\_\_ No \_\_\_\_\_

Received Program Outline Yes \_\_\_\_\_ No \_\_\_\_\_

Received List of Resource Materials Yes \_\_\_\_\_ No \_\_\_\_\_

Registration Fee \_\_\_\_\_ Books/Supplies Fee \_\_\_\_\_

Total Tuition Fee \_\_\_\_\_ Other Fees \_\_\_\_\_

Payment Arrangements \_\_\_\_\_

1<sup>st</sup> Payment: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

2<sup>nd</sup> Payment Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

3<sup>rd</sup> Payment Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

4<sup>th</sup> Payment Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

## Sample Enrolment Contract

---

### 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

Refer to Regulations for complete requirements.

Received School Policy/Procedures    Yes \_\_\_\_\_    No \_\_\_\_\_

### Internal Dispute Mechanism:

*(Describe, or attach as separate document, the school's dispute resolution process.)*

Private vocational schools are registered with Saskatchewan Advanced Education, Employment and Immigration, which monitors and serves as a support to both the school and students. Inquiries should be directed to:

Saskatchewan Advanced Education, Employment and Immigration  
Quality Assurance Branch  
1945 Hamilton Street, 15th Floor  
REGINA SK S4P 2C8 Telephone: (306) 787-5763

### Training Completions Fund:

In accordance with Section 26 of *The Private Vocational Schools Regulations, 1995*, every operator of a Category I school provides the Minister with an annual contribution to the Training Completions Fund.

### Placement:

*(Name of School)* is prohibited under Section 11 of *The Private Vocational School Regulations, 1995* from guaranteeing employment to any student or prospective student.

This contract is subject to the provisions of *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational School Regulations, 1995* of Saskatchewan.

I have READ, UNDERSTOOD AND RECEIVED a signed copy of this contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official



## Refunds and Retention of Fees and Other Payments

---

### Step 4. Tuition fees retained/refunded by the school

	Percentage of Tuition fees to be retained	_____ %
Multiplied by ( X )	Total Tuition approved by the Ministry	<b>X</b> \$ _____
Equals ( = )	Tuition to be retained	= \$ _____
Subtract ( - )	Tuition paid by student to school (include Registration fee)	- \$ _____
Equals ( = )	Balance owing (to the student if negative; to the school if positive)	= \$ _____

### BOOKS AND/OR SUPPLIES:

Total cost of books/supplies paid to the school - Total cost of books/supplies received by the student = Balance owing (to the student if positive; to the school if negative).

\_\_\_\_\_ - \_\_\_\_\_ = \$ \_\_\_\_\_

---

### PAYMENT AND REPORTING

Refund(s) provided for: Tuition fee \_\_\_\_\_ Books/Supplies \_\_\_\_\_ Other fees \_\_\_\_\_

Refund(s) sent to:  
 National Student Loan Service Centre \* \_\_\_\_\_ Student \_\_\_\_\_ Other \_\_\_\_\_  
 Box 4030 (specify funding source)  
 MISSISSAUGA ON L5A 4M4

\*Please consult your *Educational Institution Manual for the Canada-Saskatchewan Integrated Student Loans Program and Other Financial Assistance* for further information regarding documentation that must accompany refund payments sent to the National Student Loans Service Centre.

Date Refund(s) was/were sent \_\_\_\_\_

Signature \_\_\_\_\_  
 (owner/operator)

\_\_\_\_\_ (date)

**A copy of this form, along with a copy of the refund cheque(s), must be sent to:**

**Advanced Education, Employment and Immigration** \_\_\_\_\_  
 Quality Assurance Branch  
 Private Vocational Schools Unit  
 15<sup>th</sup> Floor – 1945 Hamilton Street  
 REGINA SK S4P 2C8

**Please ensure that copies of this form are also provided to:**

**The Student** \_\_\_\_\_  
**The Student/School File** \_\_\_\_\_



Name of Student S. Student

Name of School XYZ Training

Location of School Anycity  
(city/town)

Name of Program Office Administration

Program Start Date Sept 10, 2007 Scheduled Program End Date Nov 19, 2007  
(month/day/year) (month/day/year)

Length of Program 200 Student's Last Day of Attendance Oct 2, 2007  
(as approved by Ministry) (hours) (month/day/year)

Date of Discontinuation Oct 2, 2007  
(month/day/year)

Total Tuition (including Registration fee) approved by the Ministry \$ 2000.00

Total Books and Supplies fee(s) approved by the Ministry (attach itemized list) \$ 300.00

Total Other fees approved by the Ministry (attach itemized list) \$ N/A

**REFUND CALCULATIONS**

(Pursuant to *The Private Vocational Schools Regulations, 1995, Section 16*)

**TUITION FEES:**

**Step 1. Number of program hours made available by the school to the student:**

**Exclude:** Weekends, Statutory Holidays and Vacation Days as applicable

**Include:** Mandatory Practicum Hours

Month	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Year									2007	2007			
# of Days									15	2			17
# of hours									60	8			68

**Step 2. Percentage of program made available by the school to the student:**

$$\frac{68}{200} \times 100 = 34\%$$

total number of hours of program made available  $\div$  length of program in hours  $\times$  100 = percentage of program made available

**Step 3. Allowable tuition fees to be retained:**

20% or less of instructional hours made available, school may retain 25%;

More than 20% but 50% or less of instructional hours made available, school may retain 60%;

More than 50% of instructional hours made available, school may retain 100%.

## Refunds and Retention of Fees and Other Payments

### Step 4. Tuition fees retained/refunded by the school

	Percentage of Tuition fees to be retained	<u>60 %</u>
Multiplied by ( X )	Total Tuition approved by the Ministry	<b>X \$ 2000</b>
Equals ( = )	Tuition to be retained	<b>= \$ 1200</b>
Subtract ( - )	Tuition paid by student to school (include Registration fee)	<b>- \$ 2000</b>
Equals ( = )	Balance owing (to the student if negative; to the school if positive)	<b>= \$ -800</b>

### BOOKS AND/OR SUPPLIES:

Total cost of books/supplies paid to the school - Total cost of books/supplies received by the student = Balance owing (to the student if positive; to the school if negative).

<u>\$300</u>	-	<u>\$300</u>	=	\$	<u>0</u>
--------------	---	--------------	---	----	----------

### PAYMENT AND REPORTING

Refund(s) provided for: Tuition fee  Books/Supplies \_\_\_\_\_ Other fees \_\_\_\_\_

Refund(s) sent to:  
 National Student Loan Service Centre \*  Student \_\_\_\_\_ Other \_\_\_\_\_  
 Box 4030 (specify funding source)  
 MISSISSAUGA ON L5A 4M4

\*Please consult your *Educational Institution Manual for the Canada-Saskatchewan Integrated Student Loans Program and Other Financial Assistance* for further information regarding documentation that must accompany refund payments sent to the National Student Loans Service Centre.

Date Refund(s) was/were sent Oct. 12, 2007

Signature J. Owner October 12, 2007  
 (owner/operator) (date)

**A copy of this form, along with a copy of the refund cheque(s), must be sent to:**

**Advanced Education, Employment and Immigration**   
 Quality Assurance Branch  
 Private Vocational Schools Unit  
 15<sup>th</sup> Floor – 1945 Hamilton Street  
 REGINA SK S4P 2C8

**Please ensure that copies of this form are also provided to:**

**The Student**   
**The Student/School File**



**School Visit Checklist**

	Yes	No	N/A	Comments
School operates as part of another business (e.g. beauty salon)? - Facilities are separate? - Student rates for service to the public are posted?				
Site inspection issues?				

**B. SCHOOL POLICIES AND PROCEDURES**

	Yes	No	N/A	Comments
School policy and procedures documented? (e.g. student handbook) - Distributed to students? - Referenced in student enrolment contract? - Addresses school dispute resolution process? - Addresses tuition refund policy?				

**C. STUDENT RECORDS**

	Yes	No	N/A	Comments
Student records stored on site?				
Off-site back-up of student records? - Location?				

**Do student files contain:**

	Yes	No	N/A	Comments
Copy of student enrolment contract? - Signed by student? Signed by school official? - Contract meets requirements (as per PVS Administration & Policy Manual)?				
Admissions documents? - Evidence of prerequisites?				
Attendance records?				
Academic progress report(s)?				

**School Visit Checklist**

	Yes	No	N/A	Comments
Transcript(s)?				
Exams/assignments?				
Did student complete the program? - If yes, is copy of Certificate/Diploma on file? - If no, reason for non-completion? - Date of discontinuation/withdrawal? - Notice(s) in writing by student or school?				
Tuition Refunds - Copy of <i>Refund and Retention of Fees Form</i> on file? - Copy of form sent to the Ministry? - Refund calculated correctly? - Evidence of refund having been sent to student/CSLP/other funding source?				
Financial records? - Payments by student to school? - Student loan documents? - Other financial documents? (e.g. third-party funding arrangements)				
Records of complaint and resolution?				
Documentation related to work placements/practica? - Host employer/location? - Insurance coverage? - Evaluation/assessment?				

**If monitoring visit:**

# student files reviewed? \_\_\_\_\_

**D. PROGRAMS**

	Yes	No	N/A	Comments
Programs being delivered are registered as per current Certificate of Registration?				

**School Visit Checklist**

---

**INSTRUCTORS**

	Yes	No	N/A	Comments
All instructors are registered?				

**E. ADVERTISING**

	Yes	No	N/A	Comments
Obtain copies of any NEW advertising/publications.				

**F. FOLLOW-UP REQUIRED**

---

---

---

---

---

---

---

---



**TO BE COMPLETED FOR EACH STUDENT RECORD REVIEWED:**

Name of Student: \_\_\_\_\_ Social Insurance #: \_\_\_\_\_

School \_\_\_\_\_ Program: \_\_\_\_\_

	Yes	No	N/A	Comments
Copy of student enrolment contract? - Signed by student? Signed by school official? - Contract meets requirements (as per PVS Administration & Policy Manual)?				
Admissions documents? - Evidence of prerequisites?				
Attendance records?				
Academic progress report(s)?				
Transcript(s)?				
Exams/assignments?				
Did student complete the program? - If yes, is copy of Certificate/Diploma on file? - If no, reason for non-completion? - Date of discontinuation/withdrawal? - Notice(s) in writing by student or school?				
Tuition Refunds - Copy of <i>Refund and Retention of Fees Form</i> on file? - Copy of form sent to the Ministry? - Refund calculated correctly? - Evidence of refund having been sent to student/CSLP/other funding source?				
Financial records? - Payments by student to school? - Student loan documents? - Other financial documents? (e.g. third-party funding arrangements)				
Records of complaint and resolution?				
Documentation related to work placements/practica? - Host employer/location? - Insurance coverage? - Evaluation/assessment?				
Other?				



**School** \_\_\_\_\_

**Fiscal Year End** \_\_\_\_\_

Please select a Reporting Option below, complete the attached School Summary Statistics Form, and return both to:

Saskatchewan Advanced Education, Employment and Immigration  
Private Vocational Schools Unit, Quality Assurance Branch  
1945 Hamilton Street - 15th Floor  
REGINA SK S4P 2C8

**REPORTING OPTIONS**

Please select one of the following options:

- Option #1. I will submit financial statements to the Ministry along with an Audit Report.
- Option #2. I will submit financial statements to the Ministry along with a Review Engagement Report.





School Name:

INDEX TO COLUMNS BELOW:	DEFINITIONS & INSTRUCTIONS FOR COMPLETING EACH COLUMN BELOW:
1 Program Name	Full Registered Name of Program (Indicate if 1st or 2nd Year or Semester if applicable). Only report programs 30 hrs. or more in length. Sort this table by Program Name, then by Student Last Name.
2 Last Name	Provide information for ALL students who were in attendance at the school between JULY 1, 2005 and JUNE 30, 2006 in programs 30 hrs. or more in length, regardless of how long they attended or whether their start date and/or end dates were outside of this range. Within each program, sort by Last Name, then First Name.
3 First Name	
4 Start Date	Start Date for each student (If students were in the 2nd year of a two-year program, give the start date of their 2nd year) PLEASE FORMAT AS MO./DAY/YEAR.
5 Exit Date	Each student's exit date from program, only if student has left school or completed. PLEASE FORMAT AS MONTH/DAY/YEAR.
6 Time Completed	Enter one of the following codes for the percentage of full program time student has completed: C1=75-100%, C2=50-74%, C3=25-49%, C4=6-24%, C5=1-5%
7 Completion Status	Enter code for successful completion (if applicable): G1=Qualified for Diploma or Certificate G2=Completed but did not take exams.
8 Reason Left	Enter code for reason for discontinuation (if applicable): D1=Medical or Maternity, D2=Student Withdrawal, D3=Discontinued by School.
9 Employment Status	Enter code for employment status: E1=Employed in related field, E2=Employed in Unrelated field, E3=Unemployable due to medical reasons or maternity, E4=Unemployable - student continuing training.
10 Occupation and Employer	Name of Job, and Name, Address & Phone Number of Employer/Self Employed (if applicable).

Sort by Program	Within program, sort by student last name		Month/Day/Year	Month/Day/Year	C1, C2, C3, C4, C5	G1, G2	D1, D2, D3	E1, E2, E3, E4	Job, Employer Information
1	2	3	4	5	6	7	8	9	10
Program Name	Last Name	First Name	Start Date	Exit Date	Time Completed	Completion Status	Reason Left	Employment Status	Occupation and Employer



<b>REQUIREMENT</b>	
	<b>Requirements of the PURCHASER</b>
	<p><b>Change of Ownership Application form</b></p> <p><i>Upon being notified of a pending change of ownership, Advanced Education, Employment and Immigration (the Ministry) will request the purchaser to complete a Change of Ownership Application form. This form provides the Ministry with information on the nature of the purchasing organization, the proposed date for change of control from seller to purchaser, financial security arrangements (i.e. details of bond), facility inspections, and program/instructor information.</i></p> <p><i>The Change of Ownership Application Form confirms submission of a Business Plan, which the Ministry will review to assess short and long-term financial viability and determine if the purchaser has the financial means to assume and maintain the operation of the school. Please consult the PVS Administration and Policy Manual for an outline of the recommended content of a business plan.</i></p> <p><i>Along with the Change of Ownership Application Form and Business Plan, evidence of business registration and/or incorporation with Corporate Registry, Information Services Corporation (ISC) must be provided.</i></p>
<input type="checkbox"/>	Change of Ownership Application form submitted to the Ministry. Date submitted:
<input type="checkbox"/>	Certificate of Registration with Corporate Registry, Information Services Corporation (ISC) submitted to the Ministry. Date submitted:
<input type="checkbox"/>	Business Plan submitted to the Ministry. Date submitted:
<input type="checkbox"/>	Business Plan includes either a personal net worth statement or corporate financial statements, as appropriate.
	<p><b>Purchase/Sales Agreement or Asset/Purchase Agreement</b></p> <p><i>A copy of either the unsigned purchase/sales agreement or unsigned asset/purchase agreement, along with any attachments and/or amendments, must be submitted to the Ministry. Please ensure sufficient time is allowed for detailed Ministry review prior to the closing date of the transaction.</i></p> <p><i>The agreement should provide details of any conditions on the previous owner/purchaser with regard to outstanding/pending tuition refunds, settlement of outstanding or pending student complaints and responsibility for outstanding debts in general attached to the sale/purchase.</i></p> <p><i>Please note that the Ministry may seek the assistance of Saskatchewan Justice in reviewing the agreement.</i></p>
<input type="checkbox"/>	Purchase/sales agreement submitted to the Ministry. Date submitted:
<input type="checkbox"/>	Agreement specifies date of closure of agreement.
<input type="checkbox"/>	Agreement clearly identifies terms/conditions of the sale and liabilities being assumed by the purchaser.

## Change Of Ownership Checklist

<input type="checkbox"/>	Legal counsel for purchaser (name and contact information):
<input type="checkbox"/>	Legal counsel for seller (name and contact information):
	<p><b>Penal Bond</b></p> <p><i>The Regulations specify the type and value of the bond that must be obtained by a private vocational school owner. The Ministry requires written confirmation that a bond is in place. Confirmation in the form of a "Bond Cover Page" issued by the Surety is acceptable.</i></p>
<input type="checkbox"/>	Bond confirmation received by the Ministry. Date received:
<input type="checkbox"/>	Information on bond documentation is in order (e.g. name and address of Obligee (Deputy Minister) is correct).
	<p><b>Past history/involvement of the purchaser in private vocational school sector</b></p> <p><i>The Ministry requires information regarding the past history of the purchaser with respect to private vocational school ownership/operation.</i></p>
<input type="checkbox"/> Y <input type="checkbox"/> N	Purchaser has previously owned and/or operated a private vocational school? (If yes, provide details.)
<input type="checkbox"/> Y <input type="checkbox"/> N	Purchaser has previously been involved in a private vocational school closure? (If yes, provide details.)
	<b>Financial background of the purchaser</b>
<input type="checkbox"/> Y <input type="checkbox"/> N	Purchaser has previously declared bankruptcy? (If yes, provide details.)
<input type="checkbox"/> Y <input type="checkbox"/> N	Purchaser has pending litigation or other encumbrances (e.g. unexecuted judgments, writs of execution, maintenance orders, garnishment of wages, seizure of property, taxes owing, etc.) (If yes, provide details.)
	<p><b>Awareness of PVS regulatory requirements</b></p> <p><i>It is important that the purchaser be fully aware of the requirements which must be met to fulfill registration under The Private Vocational Schools Regulations Act, 1995 and Regulations. This is particularly critical for owners who may be new to the PVS sector.</i></p> <p><i>The PVS Administration and Policy Manual provides information on many aspects of PVS regulation. The Manual is accessible on-line at <a href="http://www.aeei.gov.sk.ca/pvs-manual-2008">http://www.aeei.gov.sk.ca/pvs-manual-2008</a></i></p> <p><i>A meeting between the purchaser and Ministry staff is required to allow for full discussion of regulatory matters.</i></p>
<input type="checkbox"/>	Purchaser has obtained a copy of the PVS Administration and Policy Manual.
<input type="checkbox"/>	Purchaser has met with Quality Assurance Branch (Private Vocational Schools Unit) to discuss PVS regulatory requirements.

## Change Of Ownership Checklist

	<p><b>Communication with Student Financial Assistance Branch (SFAB)</b></p> <p><i>The Student Financial Assistance Branch (SFAB) of the Ministry designates eligible educational institutions for Canada-Saskatchewan Integrated Student Loans and part-time Canada Student Loans. It is essential that the purchaser contact SFAB to discuss matters related to the designation status of the school.</i></p> <p><i>The purchaser must enter into a Memorandum of Agreement to maintain designated status and where necessary develop a Performance Improvement Plan.</i></p>
<input type="checkbox"/>	The purchaser has informed SFAB of the potential sale of the school.
<input type="checkbox"/>	The purchaser has met with SFAB staff to discuss requirements of the Saskatchewan Designation Policy Framework.
<input type="checkbox"/>	The purchaser has entered into a Memorandum of Agreement with SFAB.
<input type="checkbox"/>	Where necessary, the purchaser has developed and agreed to a Performance Improvement Plan.
<input type="checkbox"/> Y <input type="checkbox"/> N	Are there any unresolved student loan issues? If yes, provide details.
	<p><b>Operational Considerations</b></p> <p><i>The Ministry requires information regarding the impact the sale will have on the day-to-day operations of the school.</i></p>
<input type="checkbox"/> Y <input type="checkbox"/> N	Will the name of the private vocational school change as a result of the change of ownership? If yes, provide new name:
<input type="checkbox"/> Y <input type="checkbox"/> N	Will there be any changes to the school's management personnel (e.g. new Principal)? If yes, provide details, including new management contact information.
<input type="checkbox"/> Y <input type="checkbox"/> N	Will the location of the school change? If yes, provide details.
<input type="checkbox"/> Y <input type="checkbox"/> N	Will there be renovations to buildings and/or classrooms as a result of the sale? If yes, provide details.
<input type="checkbox"/>	Health/building/fire inspection reports have been submitted to the Ministry as required.
<input type="checkbox"/>	All current and historical student records (financial, academic, attendance) have been transferred from the former owner.
<input type="checkbox"/>	Arrangements have been made for records storage/security.
<input type="checkbox"/> Y <input type="checkbox"/> N	Will there be any changes to the equipment/instructional resources inventory of the school? If yes, provide details.
<input type="checkbox"/>	The purchaser has had the opportunity to confirm equipment/instructional resources inventory.
<input type="checkbox"/>	Software licensing agreements have been amended as necessary.

## Change Of Ownership Checklist

	<p><b>Student considerations</b></p> <p><i>The Ministry will seek confirmation from both the purchaser and the seller that students attending the school will not be negatively impacted by the change of ownership. Of particular concern is whether contractual matters (i.e. student enrolment contracts) have been appropriately addressed so there is no confusion on the part of students and/or the seller and/or the purchaser as to students' academic status and students' financial status with respect to payment of fees for tuition, books and supplies, etc. The school's student enrolment contract may also require amending to reflect the new legal entity and/or any changes in programs, tuition fees, school policies, etc.</i></p> <p><i>The Ministry will request information regarding how the change in ownership will be communicated to students and if the purchaser has had the opportunity to meet with students to discuss any implications regarding contracts, training programs, etc. If the transfer of ownership will result in a change to the name of the school, it is important there be discussion regarding the credentials that students will receive upon completion of their training under new ownership.</i></p>
<input type="checkbox"/>	Students/parents have been informed of the change in ownership.
<input type="checkbox"/> Y <input type="checkbox"/> N	Are there any plans for public notification of the change in ownership (e.g. media announcement? Press release?) If yes, provide details.
<input type="checkbox"/>	The purchaser has been given the opportunity to meet with students.
<input type="checkbox"/>	Student enrolment contract has been amended as necessary.
<input type="checkbox"/>	Copy of amended contract submitted to the Ministry. Date submitted:
<input type="checkbox"/>	Students' status (academic and financial) in programs has been clearly established.
<input type="checkbox"/> Y <input type="checkbox"/> N	Will there be any change to the credentials that graduates will receive following the sale of the school (e.g. new name of school?) If yes, provide details.
<input type="checkbox"/> Y <input type="checkbox"/> N	If there will be a change in the credentials that graduates will receive, have students been informed?
<input type="checkbox"/>	The issuance of income tax forms (T2202A) to students has been addressed.
	<p><b>Instructors</b></p> <p><i>The Ministry will need to be informed of any changes to the instructional staff at the school as a result of the sale. New instructional staff may require registration.</i></p> <p><i>The status of instructors' records (e.g. daily logs, lesson plans, attendance records, transcripts, student work) should also be reviewed to ensure the appropriate transfer, as required, of information from outgoing to incoming staff.</i></p>
<input type="checkbox"/> Y <input type="checkbox"/> N	Will there be any changes in instructional staff? If yes, provide details, including names of any instructors leaving and any new instructors.
<input type="checkbox"/>	New instructors have been registered with the Ministry.
<input type="checkbox"/>	All relevant instructor records have been appropriately transferred.

## Change Of Ownership Checklist

<b>REQUIREMENT</b>	
	<p><b>Requirements of the SELLER: Status of Compliance with PVS legislation</b></p> <p><i>The Ministry will review the PVS compliance status of the seller to ensure there are no outstanding requirements which may go unmet after the sale. Unmet requirements will need to be addressed before the Ministry will approve the transfer of the school's Certificate of Registration.</i></p>
<input type="checkbox"/>	All required financial statements/reports have been submitted to the Ministry.
<input type="checkbox"/>	Training Completions Fund contributions are up to date.
<input type="checkbox"/>	Reporting of student statistics is up to date.
<input type="checkbox"/>	Statistical reporting requirements (i.e. submission of annual enrolment statistics to the Ministry) have been addressed by the seller and purchaser.
<input type="checkbox"/> Y <input type="checkbox"/> N	Are there any program applications (revisions and/or new programs) pending? If yes, please list.
<input type="checkbox"/> Y <input type="checkbox"/> N	Are there any program registration fees outstanding? If yes, please list.
<input type="checkbox"/> Y <input type="checkbox"/> N	Any there any instructor registration applications pending? If yes, please list.
<input type="checkbox"/> Y <input type="checkbox"/> N	Are there any outstanding student issues? (e.g. Tuition refunds? Other issues?) If yes, please provide details and documentation.
	Please provide seller's forwarding address/contact information (mailing address, telephone, fax, e-mail):

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Original Owner's Signature

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

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



**Original Information**

School Name: \_\_\_\_\_ President: \_\_\_\_\_  
Address: \_\_\_\_\_ Principal/Manager: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
Web Site: \_\_\_\_\_ E-mail: \_\_\_\_\_

---

**Applicant's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

**Proposed Ownership of School**

Single Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Date Incorporated: \_\_\_\_\_

School Name: \_\_\_\_\_ President: \_\_\_\_\_  
Address: \_\_\_\_\_ Principal/Manager: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
Web Site: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Change of Ownership Application

---

Date Change of Control: \_\_\_\_\_

**Administrative:**

Bond Number: \_\_\_\_\_

Bonding Company: \_\_\_\_\_

Bond Amount: \_\_\_\_\_

Business Plan Attached: (Yes/No) \_\_\_\_\_

Business Fire Certificate: \_\_\_\_\_

Health Certificate: \_\_\_\_\_

Programs to be offered	Hours	Weeks	Tuition	Books/Supplies

Instructors	Status (Full/Part/Conditional)	Program/Course to Instruct	Date Approved

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Original Owner's Signature

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

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



**Registration with Corporate Registry, Information Services Corporation (ISC)**  
*(Please attach a copy of Certificate of Registration)*

- Business/Corporate Name: \_\_\_\_\_
- Registered Owner: \_\_\_\_\_
- Business Address: \_\_\_\_\_
- Date of Corporate Registration: \_\_\_\_\_  
(mm-dd-yy)
- Current Directors (if a corporation): \_\_\_\_\_  
\_\_\_\_\_

**School Information**

- School Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Other School Location(s): \_\_\_\_\_
  - Principal/Manager in Saskatchewan: \_\_\_\_\_
- Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_
- E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

*(please attach information for any Principals/Managers at other locations)*

**Application for Initial Registration as a Category II School  
September 1, 20xx to August 31, 20xx**

---

Check (✓) if the following information/documentation is enclosed:

- Cheque for Registration Fee of \$150.00
- A copy of the contract(s)/proposal(s) between school and sponsoring agency
- The proposed number of students to be enrolled: \_\_\_\_\_

I certify that the information provided is correct and agree to comply with *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995*.

---

Signature of Applicant/Owner

---

Date of Application



**Please review the following information and make any necessary changes. This information will appear on your new Certificate of Registration.**

Registered Business or Corporate Name: (information on file with the Ministry)

Registered Business or Corporate Address: (information on file with the Ministry)

President/Owner: (information on file with the Ministry)

Registered School Name: (information on file with the Ministry)

School Location and Mailing Address: (information on file with the Ministry)

Principal/Manager in Saskatchewan: (information on file with the Ministry)

**School Contact Information:**

Telephone: (information on file with the Ministry)

Fax: (information on file with the Ministry)

E-mail (information on file with the Ministry)

Website URL: (information on file with the Ministry)

**Application for Renewal of Registration as a Category II School  
September 1, 20xx to August 31, 20xx**

---

Check (✓) if the following information/documentation is enclosed:

- Cheque for Registration Fee of \$150.00
- A copy of the contract(s)/proposal(s) between school and sponsoring agency
- The proposed number of students to be enrolled in 20xx/xx: \_\_\_\_\_
- The actual number of students enrolled in 20xx/xx: \_\_\_\_\_

I certify that the information provided is correct and agree to comply with *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995*.

---

Signature of Applicant/Owner

---

Date of Application



Saskatchewan  
Ministry of  
Advanced Education,  
Employment and  
Immigration

**Certificate of Registration**  
*The Private Vocational Schools Regulation Act, 1995*  
**Category II**

XXXXXXXXXXXXX  
Registered Business Name

XXXXXXXXXXXXX  
Address

XXXXXXXXXXXXXXXXXXXXX  
*Name and Location of School*

XXXXXXXXXXXXX  
President/Owner(s)

XXXXXXXXXXXXXXXXXXXXX  
Principal/Manager in Saskatchewan

In accordance with *The Private Vocational Schools Regulation Act, 1995*, this school is registered to offer vocational training programs as contracted between the school and sponsor:

This Registration expires August 31, 20xx.

\_\_\_\_\_  
Director, Quality Assurance Branch

\_\_\_\_\_  
Minister, Saskatchewan Advanced Education, Employment and Immigration

