

Pacific Film & New Media Academy

Student Application



Institution's PCTIA Registration Number: 26

Institution Branch or Location:

1252 Wharf Street

Victoria, BC

Canada V8W-1T8

Telephone (250) 381-3032

Fax: (250) 388-7349

registrar@vicfilm.com

Admission Requirements

The minimum admission requirement at Pacific Film & New Media Academy is completion of grade 12, or mature student status (age 19 at the start of program). Students under the age of 19 will require their parent or guardians signature. The following information is required and cannot be waived:

A completed Application Form | Non Refundable application fee of \$150.00 (\$250.00 for International Students) | Copy of valid Photo Identification; drivers license, passport or province/state issued identification.

Resume | Official Transcripts from the last academic institution you attended.

A statement of personal interest explaining in detail, in your own word, your reasons for applying to PFMA, any past skills you feel are related, your future goals and ambitions once you've completed the program. (Your letter of interest should be a minimum of one page, typed.)

Please note that the Pacific Film & New Media Academy reserves the right to refuse entry into the school. Each application is assessed on a case-by-case basis, and successful completion of the application package does not guarantee acceptance. It is the applicant's responsibility to ensure that all supporting materials are received within 10 business days of submission of the application.

It should not be assumed that admission has been granted until official notification has been received in writing from the Academy.

Personal Information (please attach copy of photo identification)

Last Name		First Name		Middle Initial	E-mail Address
Social Insurance Number 		Citizenship Canadian / Landed Immigrant or Permanente Resident / International		Gender M / F	Date of Birth / / DD MM YYYY
Mailing Address					
Street		Apt/Unit#		Province	Postal Code
Telephone Number () -			Emergency Contact		Emergency Contact Number () -
Do you have any allergies, medical conditions or special needs that require accommodations? Y / N					
If yes, please explain:					
Educational Background					
Last Secondary School Attended			Last Year Attended		Please select one for completion Y / N
Post Secondary Institution Attended			Year(s) Attended		Degree / Certificate / Diploma Yes / No

Initial ____ / ____

PCTIA: Mandates & Regulations

The Private Career Training Institutions Agency (PCTIA) is a provincially-run regulatory agency that oversees Private post-secondary institutions in British Columbia. PCTIA provides consumer protection by managing the Student Training Completion Fund (STCF), which provides tuition refund protection in the case of institutional closure. Registration of the institution and its programs is provided by PCTIA and is mandatory for institutions providing training or instruction in programs that exceed \$1,000 in tuition and 40 hours of instruction.

Information about PCTIA may be found on the following website at <http://pctia.bc.ca> including a list of registered institutions and their approved programs. For further information about the Agency, students may contact PCTIA at:

300-5172 Kingsway Burnaby, BC V5H-2E8
 Telephone: (604) 660-4400
 Fax: (604) 660-3312
 Toll Free: 1-800-661-7441
 Email: info@pctia.bc.ca

This application contains a refund policy, which defines the maximum amount of tuition, which may be retained by the institution in case of withdrawal or dismissal from the program.

Employment cannot be guaranteed for any student who successfully completes a career-training program offered by the institution.

Sections of this application must be completed and a signed copy will be kept in the students file at the institution. Upon completion of the program of study or after withdrawal or dismissal from the program, an electronic copy of this application along with transcript, certificate or diploma must be stored off-site for a period of 55 years.

Tuition & Lab Fees Information

All fees payable in Canadian funds; Application fees must be submitted with Application (see Admission Requirement for more information).

Domestic Students				International Students		
Program Name	Tuition	Lab Fees	Equipment Fees	Tuition	Lab Fees	Equipment Fees
Acting for Screen	\$9,500	\$700	\$0	\$11,400	\$700	\$0
Motion Picture Production	\$17,950	\$950	\$950	\$21,540	\$950	\$950
3D Animation	\$9,950	\$0	\$0	\$11,940	\$0	\$0

Supplies

Materials and supply costs are the responsibility of the student and are estimations. All books and supplies may be purchased from sources other than the School; please speak with your instructor to locate these materials (supply list will be distributed on the first day of classes).

Additional Expenses (fees NOT payable to Pacific Film & New Media Academy)

Program Name	Additional Expenses & Supplies
Acting for Screen	\$200
Motion Picture Production	\$400
3D Animation	\$0

Tuition & Fees Payable to Pacific Film & New Media Academy

Tuition Fee:	\$
Student Services Fees (AFS/MPP only)	\$ 100.00
Lab & printing Fees (AFS/MPP only)	\$
Traffic Control (MPP Only)	\$ 200.00
WHIMS (AFS/MPP only)	\$ 50.00
Set Orientation (AFS/MPP only)	\$ 100.00
Student Record Archiving Fee	\$ 4.00
Total Fees Owed Under this Contract	\$

Program Information

Program Title:

Start Date:

End Date:

Total Program Cost: (see "Tuition & Fees Information")

Credential of Program:

Payment Schedule

Due Date: Amount Due:

Due Date: Amount Due:

Tuition Payment Options

Full Payment - Payable, each year, three (3) weeks prior to the start date of the program. When full Payment method is selected, save 3% off each year's tuition.
Student Loan - 60% of total tuition fees is deducted from the first disbursement, and 40% will be allocated Over the remainder of the year. Students are encouraged to submit proof of assessment documentation to the Registrar as soon as possible.
Post-Dated Cheques - 2 post-dated cheques necessary: the first is due three (3) weeks prior to the Commencement of the first semester; the second is due three (3) weeks prior to the commencement of class Initial ____ / ____

Registration & Refund Information

Students are accepted on a space being available basis. To ensure registration students should apply well in advance of the program's start date.

Tuition Tax Receipts: As per Revenue Canada Regulations, Pacific Film & New Media Academy issues T2022 tax receipts for each calendar year attended.

Financial Aid: PFMA will, when requested, provide assistance to those students arranging financial aid packages. Students in our certificate programs may be eligible for assistance under Canada Student Loans (forms are available online and at the Admissions Office) or through sponsorship (Workers' Compensation, Social Services or Employment Canada). Please contact the school or refer to the Pacific Film & New Media Academy brochure for additional details.

Refund Policy:

Refunds in Cases of Withdrawal or Dismissal

1. Written Notice

a) To initiate a refund, written notice must be provided:

- (i) By a student to the institution when the student withdraws, or
- (ii) By the institution to the student where the institution dismisses a student.

2. Refund Entitlement

a) Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable application or registration fee. Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

3. Refund policy for students:

a) Refunds before the program of study begins:

(i) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total fees due under the contract or \$250.

(ii) Subject to subsection 24.1(1) a) i), if written notice of withdrawal is received by the institution 30 calendar days or more before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract, or \$750.00

(iii) Subject to subsection 24.1(1) a) i), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 20% of the total fees due under the contract, or \$1000.00

b) Refunds after the program of study starts:

(i) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the period of instruction specified in the contract, the institution may retain 30% of the total fees due under the contract.

(ii) If written notice of withdrawal is received by the institution, or a student is dismissed, after 10% and before 30% of the period of instruction specified in the contract, the institution may retain 50% of the total fees due under the contract.

(iii) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract, no refund is required.

4. Other Refund Policy Requirements

a) Where a student is deemed not to have met the institutional and/or program specific minimum requirements for admission, the institution must refund all fees paid under the contract, less the applicable non-refundable application or registration fee.

b) Where an institution provides technical equipment to a student, without cost to the student, and the student withdraws or is dismissed, the institution may charge the student for the equipment or use of the equipment on a cost recovery basis, unless the student returns the equipment unopened or as issued within fourteen (14) calendar days.

c) Refunds owing to students must be paid within thirty (30) calendar days of the institution receiving written notification of withdrawal and all required supporting documentation,

or within thirty (30) calendar days of an institution's written notice of dismissal.

d) Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates specific to Part IV I. 4(b) of the PCTIA Bylaws

Student Declaration

I hereby certify that I have read, understood and agree to the terms and conditions of this application form. The information provided by me is accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian has also signed this application.

*Please note that Pacific Film & New Media Academy requires students to sign a contract upon payment towards tuition.

Printed Name _____ Printed Name _____

Signature of Applicant _____ Signature of Parent/Legal Guardian _____

Date _____ Date _____

For Office Use Only

Application Fee Enclosed: Yes / No Date:

Payment Method: Cheque/Money Order Debit Visa M/C

Card Number: _____ Expiry Date: _____

Authorized By: _____

Initial ____ / ____