



# **PACIFIC DESIGN ACADEMY**

## **STUDENT APPLICATION FORM**

Institution's PTIRU Registration Number: 702  
200-8 Bastion Square, Victoria, BC V8W 1H9  
Telephone: (250) 383 - 3631  
[registrar@pdaeducation.com](mailto:registrar@pdaeducation.com)

## Admission Requirements & Submission Procedures

- **Application Form & Fee:** A completed application form and \$200 application fee.
- **Education Background:** Provide proof of high school completion or its equivalent (e.g., GED). This must include official transcripts, or diploma, or post-secondary degree. Non-English original documents must be accompanied by a certified English translation.
- **English Proficiency:** Applicants must meet at least one of the following English language proficiency requirements:
  - Completion of grades 9-11, including English 11 with a grade of 'C' or higher from a country where English is one of the principal languages, or
  - Completion of 2 years of full-time post-secondary education at an accredited institution where English is the language of instruction, or
  - Submission of verified results for one of the English language proficiency tests listed on our website:  
<https://pacificdesignacademy.com/admissions/>
- **Letter of Intent:** Submit a letter detailing your background, interests, and future goals. The letter should explain why you wish to pursue the program and how it aligns with your career objectives.
- **Identification:** Attach a copy of a valid government-issued photo ID or birth certificate.
- **Signature of a parent or guardian:** Required only for students under the age of 19.

## Personal Information (Please attach copy of identification and print in bold clear letters)

Last Name	First Name	Middle Initial	Preferred Name		
Date of Birth (DD/MM/YYYY) / /	Preferred Pronouns <input type="checkbox"/> She/her/hers <input type="checkbox"/> He/him/his <input type="checkbox"/> They/them/theirs <input type="checkbox"/> Others:				
Social Insurance Number	Citizenship <input type="checkbox"/> Canadian <input type="checkbox"/> Landed Immigrant or Permanent Resident <input type="checkbox"/> International Student Nationality:				
Telephone Number	Email Address				
Mailing Address	Street Address	Apt/Unit #	City	Province	Postal Code
Emergency Contact	Emergency Contact Relation		Emergency Telephone Number		
Do you have any allergies, medical conditions, or special needs that require accommodations? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please explain:					

## Educational Background

Last Secondary School Attended	Last Year Attended		Specify Any Degrees, Diplomas and/or Certificates  Completed? <input type="checkbox"/> yes <input type="checkbox"/> no
Post-Secondary Institution Attended	Year(s) Attended	Area of Study	

## PTIRU: Mandates & Regulations

The Private Training Institutions Regulatory Unit (PTIRU) is a branch of the BC Ministry of Education that regulates all private post-secondary institutions in British Columbia. PTIRU provides consumer protection by managing the Student Tuition Protection Fund (STPF), which provides tuition refund protection in the case of institutional closure. Registration of the institution and its programs is provided by PTIRU and is mandatory for institutions providing training or instruction in programs which exceed \$1,000 in tuition and 40 hours in duration.

Information about PTIRU may be found on the web at <https://www.private-training-institutions.gov.bc.ca> including a list of all registered institutions and their approved programs. For further information about the Agency, students may contact PTIRU at:

Telephone: (604) 569-0033  
Email: [PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)

Fax: (778) 945-0606  
Toll Free: 1-800-661-7441

310-601 Cordova St W  
Vancouver, BC V6B 1G1

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

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

All sections of this application must be completed, and a signed copy will be kept in the student's 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 the student's 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 Requirements for more information)

Program	First Year (3 terms)					Second Year (3 terms)				
	Tuition	Equipment Fee	Student Service Fee	Student Record Archiving Fee	Total Fees	Tuition	Equipment Fee	Student Service Fee	Student Record Archiving Fee	Total Fees
Interior Design	\$12,950	\$0	\$100	\$4	\$13,054	\$12,950	\$0	\$100	\$4	\$13,054
Graphic Media Design	\$13,950	\$0	\$100	\$4	\$14,054	\$13,950	\$0	\$100	\$4	\$14,054
Professional Photography & Imaging	\$12,950	\$1,000	\$100	\$4	\$14,054	\$12,950	\$1,000	\$100	\$4	\$14,054
Application & Web Development	\$12,950	\$0	\$100	\$4	\$13,054	\$12,950	\$0	\$100	\$4	\$13,054
Fashion Design	\$12,950	\$1,000	\$100	\$4	\$14,054					
Architectural Building Technology	\$13,950	\$0	\$100	\$4	\$14,054					
Motion Picture Production	\$15,950	\$1,000	\$100	\$4	\$17,054					

International Students please see International Application for tuition costs.

## Program Information

PROGRAM TITLE:

START DATE (MM/YYYY):

## Fees Payable to Pacific Design Academy (Summarize Pacific Design Academy-only fees)

TOTAL FEES OWED UNDER THIS CONTRACT: \$

## Tuition Payment Options

**Deposit** - A deposit of \$1,000 is to be paid to the institution upon signing the enrolment contract.

**Full Payment** - Payable, each year, three (3) weeks prior to the start date of the program.

**Half Payment** - The first half is due three (3) weeks prior to the commencement of the first term; the remaining half is due three (3) weeks prior to the commencement of the second term.

**Student Loan** - Students are encouraged to submit proof of assessment documentation to the Registrar as soon as possible.

In accordance with our payment policy, please note that a surcharge of 2.4% will be applied to all transactions made via credit card.

## Additional Expenses (Fees NOT Payable to Pacific Design Academy, Additional Expenses, Supplies & Books)

### 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 lists will be distributed on the first day of classes).

Program	First Year (3 terms)	Second Year (3 terms)
Interior Design	\$1,500	\$1,600
Graphic Media Design <sup>1</sup>	\$1,500	\$1,900
Professional Photography & Imaging	\$3,400	\$2,400
Application & Web Development <sup>1</sup>	\$2,400	\$2,400
Motion Picture Production <sup>2</sup>	\$500	
Fashion Design	\$1,400	
Architectural Building Technology	\$1,500	

<sup>1</sup> It is recommended that Graphic Design and Application & Web Development Students have a laptop computer (this is not included in listed expenses)

<sup>2</sup> MPP Students are required to take WHIMIS, Set Orientation & Traffic Control \$350

## Registration and 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. PDA reserves the right to merge or cancel any class or program in the event of insufficient enrolment.

**Tuition Tax Receipts:** As per Revenue Canada Regulations, Pacific Design Academy issues T2202 tax receipts for each calendar year attended.

**Financial Aid:** PDA will, when requested, provide assistance to those students arranging financial aid packages. Students in our diploma 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 Design 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. **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.

REFUND POLICY	
APPROVED PROGRAMS	REFUND DUE
<b>Before program start date, institution receives a notice of withdrawal:</b>	
No later than seven days after student signed the enrolment contract, and Before the program start date.	100% tuition and all related fees, other than application fee. Related fees include administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
More than seven days after student signed the enrolment contract, and Before the program start date.	Institution may retain up to 10% of tuition, to a maximum of \$1,000, paid or payable under a contract.
<b>After the program start date, the institution provides a notice of dismissal or receive a notice of withdrawal:</b>	
No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal.	Institution may retain up to 10% of tuition, to a maximum of \$1,000, paid or payable under a contract.
After the program start date, and up to and including 10% of instruction hours have been provided.	Institution may retain up to 10% of tuition.
After the program start date, and after more than 10% but before 30% of instruction hours have been provided.	Institution may retain up to 30% of tuition.
After the program start date, and after more than 30% but before 50% of instruction hours have been provided.	Institution may retain up to 50% of tuition.
After the program start date, and 50% or more of the hours have been provided.	No refund due.

## 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 on this form is true and 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 Design Academy requires students to sign a contract prior to accepting tuition payments.

Printed Name of Applicant: \_\_\_\_\_ Printed Name of Parent/Legal Guardian: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Signature of Parent/Legal Guardian: \_\_\_\_\_

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

How did you hear about us:

☐ Friend/Family ☐ Signage ☐ Website ☐ Career Fair Other: ☐ \_\_\_\_\_

Please save this completed PDF file to your computer, then attach it to an email and send it to [registrar@pdaeducation.com](mailto:registrar@pdaeducation.com).  
If you would rather print a paper copy, please drop it off or mail it to PDA, 200-8 Bastion Square, Victoria BC, V8W 1H9