



## INTERNATIONAL 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 & Application Procedures

- **Application Form & Fee:** A completed application form and non-refundable \$500 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 print in bold clear letters)

Last Name	First Name	Middle Initial	Preferred Name <small>(if different from legal name)</small>	
Date of Birth (DD/MM/YYYY) / /	Preferred Pronouns <input type="checkbox"/> She/her <input type="checkbox"/> He/him <input type="checkbox"/> They/them <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Others:			
Citizenship Nationality:				
Telephone Number	Email Address			
Current / Living Address				
Street Address		Apt/Unit #	City	Province Postal Code
Mailing Address <small>(if different from current address)</small>				
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

Highest level of education completed:

- ☐ High school diploma or equivalent (e.g., GED) ☐ Post-secondary certificate or diploma ☐ Bachelor's degree ☐ Master's degree or higher

Name of secondary, or post-secondary (if applicable), institution attended	Year of completion (or expected)	Country
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## Private Training Institutions Regulatory Unit

Pacific Design Academy is certified by the **Private Training Institutions Regulatory Unit (PTIRU)** of the British Columbia Ministry of Post-Secondary Education and Future Skills. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIRU, go to [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

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

## Tuition & Lab Fees Information: INTERNATIONAL STUDENTS

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)				Total Program Fees
	Tuition	Equipment Fee	Administrative Fee	Total Fees (First Year)	Tuition	Equipment Fee	Administrative Fee	Total Fees (Second Year)	
Interior Design	\$16,835	\$0	\$104	\$16,939	\$16,835	\$0	\$104	\$16,939	\$33,878
Graphic Media Design	\$18,135	\$0	\$104	\$18,239	\$18,135	\$0	\$104	\$18,239	\$36,478
Professional Photography & Imaging	\$16,835	\$1,000	\$104	\$17,939	\$16,835	\$1,000	\$104	\$17,939	\$35,878
Application & Web Development	\$16,835	\$0	\$104	\$16,939	\$16,835	\$0	\$104	\$16,939	\$33,878
Motion Picture Production	\$20,735	\$1,000	\$104	\$21,839					

Program (15 months)	Term 1 - 3				Term 4 - 5				Total Program Fees
	Tuition	Equipment Fee	Administrative Fee	Total Fees (Term 1 - 3)	Tuition	Equipment Fee	Administrative Fee	Total Fees (Term 4 - 5)	
Fashion Design	\$16,785	\$1,000	\$104	\$17,889	\$9,150	\$0	\$0	\$9,150	\$27,039
Architectural Building Technology	\$18,143	\$0	\$100	\$18,243	\$7,800	\$0	\$0	\$7,800	\$26,043

## 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: \$

## International Student Payment Requirements

### Tuition Deposit and PAL Issuance:

1. After receiving confirmation from the Registrar, international students are required to submit payment to the school's bank account before the **Provincial Attestation Letter (PAL)** is issued, which includes the following:

**a. A tuition deposit of \$5,000.00**

- This amount will be fully refunded within 30 days if the study permit is refused, upon receipt of official written proof of refusal.
- If the student withdraws after the PAL has been issued, \$4,000.00 of the tuition deposit will be refunded within 30 days, in accordance with the institution's Tuition Refund Policy.

**b. Wire Transfer Service Charge**

Please note that Vancity deducts a \$15.00 service charge from all incoming wire transfers. Students must add \$15.00 to their total payment amount to ensure the correct fees are received.

2. The remaining tuition balance is due no later than three (3) weeks prior to the program start date.

In accordance with our payment policy, please note that a **2.4% surcharge** 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-available* basis. To ensure consideration for admission, 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 in which a student is enrolled.

### 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. **Study Permit Refusal**
  - a) If the institution receives official written proof of refusal of a study permit, and the student does not attend the program, the institution will refund 100% of tuition and all related fees, other than the non-refundable application fee, provided the refusal is received before 30% of the instruction hours would have been provided, had the student started the program on the later of:
    - (i) the program start date in the most recent Letter of Acceptance; or
    - (ii) the program start date in the enrolment contract.
  - b) Refunds will be issued within thirty (30) calendar days of receiving proof of refusal.
3. **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.
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.

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.
<b>Student does not attend – “no show”:</b>	
A student does not attend the first 30% of the program.	Institution may retain up to 50% of the tuition paid under a contract.

## 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: \_\_\_\_\_

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