



# York Community College Ltd. Student Application for Admission EST



**York Community College Ltd.**

203-14225 57 Avenue Surrey BC  
Phone 604-712-7400

[admissions@yorkcommunitycollege.ca](mailto:admissions@yorkcommunitycollege.ca)  
[www.yorkcommunitycollege.ca](http://www.yorkcommunitycollege.ca)

PTIRU Registration Number **02056**

This Institution is PTIRU Designated:  Yes  
 No

Name, Address, and Telephone Number of Campus to be Attended  
(If different from main location)

Student Number:

## STUDENT INFORMATION

Student Last Name

Student First Name and Initial

Student Previous Last Name (if applicable)

Student Previous First Name and Initial (if applicable)

Student Local Mailing Address (including country)

Postal Code

Student Permanent Mailing Address (including country) (if different from above)

Postal Code

Student Telephone Number

Alternative Telephone Number

Student Email Address

International Student:

Yes  No

Student Alternative Email Address

Date of Birth:

\_\_\_\_\_  
Y Y Y Y M M D D

Gender

Male

Female

Postal code of last permanent residence in Canada

## PROGRAM INFORMATION

**Esthetics and Spa Therapist Combined Distance**

Program Name (PTIRU Designated)

1650

48

Program Duration Hours

Program Duration Weeks

Program Start Date

Program End Date

Credential Issued on Graduation

Diploma

Certificate

Post-Diploma

Other (please specify)

Certificates of Completion

Program Delivery Method

On-Site

Distance

Combined

Language of Delivery if other than English

## PROGRAM OUTLINE AND ADMISSION REQUIREMENTS

*Grade 12 Graduation or 19 years of age as a mature student, or proof of Post-Secondary Education or Training Written student interview with 2 letters of recommendation Resume Government issued identification. International students will provide the General Admission requirements, a valid visa, and follow the policies for Language Proficiency by submitting qualifying test scores from recognized standard ESL Testing. IELTS overall band 6.0 or other equivalent.*

*Applicants for General Admission to York Community College must meet all requirements. No Waivers Apply. EST and CHHSP Students require a Medical Clearances Letter and Criminal Record Check for working in Student Clinic.*

*Payment of application and Registration fee is due upon Application.*

### **Program Outline:**

#### **EST Esthetics and Spa Therapist Diploma:**

**Courses:**Orientation (16 hours); General Sciences/Infection Control (30 hours); Anatomy Part 1 (30 hours); Skin and Nail Sciences (30 hours); Anatomy part 2- Hormones (30 hours); Holistic Connections (70 hours); Esthetics Level 1 (80 hours); Chinese Reflexology Theory (30 hours); Esthetics & Business Skills (40 hours); Advanced Esthetics Level 2 (70 hours); General Sciences Review ( 10 hours); General Anatomy review (10 hours); Holistic Theory, Oriental Body work (210 hours); Ayurveda Theory and Treatments (30 hours); Aromatherapy (30 hours); Complimentary Wellness Management (80 hours); Pathologies and Case Studies (75 hours); Esthetics Practical 1 (240 hours); Esthetics Practical 2 ( 280 hours); Spa Therapist Practical (250 hours)

#### **Learning Objectives:**

- To become knowledgeable in all areas of Esthetics
- Develop confidence and a strong skill set
- Learn the extreme importance of infection control and current standards
- Gain a strong understanding of human anatomy
- Core concepts of wellness, maintaining overall health and managing stress
- Attain hands on experience in a wide range of services for Bodywork, Shiatsu, and Esthetics offered in the industry through a Personal Contact Program.
- Achieve a high standard of Spa Therapy modalities
- Receive relevant training in actual practical spa setting

Students will be evaluated by means of assignments, quizzes, exams, performance demonstrations, clinic and class participation and Attendance.

A completion grade of 72%, Attendance of not less than 90%, Online studies, demonstrated skills in Modalities and Clinic professionalism, completion of Case Studies, and all fees due to York Community College are required for graduation.

Students should expect to add 10+ hours some weeks for homework and reading to complete assignments.

**Qualifying Students will receive title as an Esthetics and Spa Therapist and must continue to maintain practice under the Standards and Code of Ethics maintained by York Community College Ltd. as Member Practitioners of Holistic Health.**

## REFUND POLICY

### Definition of Terms:

1. York Community College Ltd/ Windsong College of Healing Arts is here after referred to as "York Community College Ltd."
2. Certified Holistic Health & Shiatsu Practitioner Diploma and/or Esthetics and Spa Therapist Diploma are here after Referred to as the "Approved Program".

1. If **York Community College Ltd.** Receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the Approved Program with In Class, Combined Distance, Synchronous or Asynchronous Distance Delivery in which the student is enrolled if:
  - i. The institution receives a notice of withdrawal from the student no later than seven days after signing the enrolment contract and before the program Start Date - 100% of tuition and all related fees, other than application and assessment fee. Related fees include administrative fees and fees charged for textbooks or other course materials.
  - ii. More than seven days after the student, or the student's parent or legal guardian, signs the student enrolment contract and before the program Start Date – the institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
  - iii. The institution does not provide all the hours of instruction of the work experience component within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. - 100% of tuition and all related fees, other than application and assessment fees. Related fees include administrative fees and fees charged for textbooks or other course materials.
2. York Community College Ltd. will refund 100% for all tuition and admissions fees of the Approved Program in which the student is enrolled and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, York Community College Ltd. may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through asynchronous distance education.
4. When the Approved Program is provided with In Class, Combined Distance, or Synchronous Distance Delivery, if York Community College delivers a notice of dismissal or receives a notice of withdrawal from student after the contract start date
  - i. No later than seven days after the program start date, the Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
  - ii. and up to or less than 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 10% of the tuition paid or payable under the student enrolment contract.
  - iii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition paid or payable under the student enrolment contract.
  - iv. and after 30% but before 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition paid or payable under the student enrolment contract.

- v. and after 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 100% of the tuition paid or payable under the student enrolment contract and no refunds are due.

5. When the Approved Program is provided solely through Asynchronous Distance Education, if York Community College delivers a notice of dismissal or receives a notice of withdrawal from student after the contract start date and

- i. no later than seven days after the Start Date, the institution may retain up to 10% of tuition to a maximum of \$1,000 paid or payable under the student contract
- ii. up to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 10% of the tuition paid or payable under the student enrolment contract.
- iii. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- iv. after 30% but less than 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 50% of the tuition paid or payable under the student contract.
- v. and after 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 100% of the tuition paid or payable under the student enrolment contract and no refunds are due.

6. If York Community College Ltd. Receives a refusal of study permit for International Students requiring a permit in In Class, Combined Delivery, or Synchronous Delivery

- i. Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:
  - a) The program start date in the most recent Letter of Acceptance
  - b) The program start date in the enrolment contract 100% tuition and all related fees, other than application fee will be refunded
- ii. Student has not requested additional Letter(s) of Acceptance. - 100% tuition and all related fees, other than application fee will be refunded.

7. If an International Student Fails to attend the first 30% of the Approved Program in In Class, Combined Delivery, and Synchronous Distance Delivery after the Start Date and a valid Student Study Visa has been issued and used York Community College Ltd. may retain up to 50% of the tuition paid or due under the student enrolment contract.

8. York Community College Ltd. Will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution Provides notice of dismissal to the student under the required refunds policy #9.

9. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:

- i. Of the date York Community College Ltd. Receives a student's notice ofWithdrawal,
- ii. Of the date York Community College Ltd. Provides a notice of dismissal to the student,
- iii. Of the date that the refusal of study permit notice is received by the institution
- iv. Of the date that the registrar provides notice to York Community College Ltd. that the institution is not complying with section 1, 2, 3, 4, 5, or 7 of this policy resulting from a dispute with the institution and the student or
- v. After the first 30% of the hours of instruction if section 3 or 7 of this policy applies.

10. If an international student delivers a copy of a refusal of a study permit to York Community College Ltd., sections1 (i), 1(ii), 7, and 9 of this policy apply as if the copy of the refusal was a notice of withdrawal, unless:

- i. The international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,

ii. Or the Approved Program is provided solely through distance education.

11. York Community College Ltd. provides an application without enrolment process to student acceptance at the institution and does not require fees other than the application fee and required assessment fee to be paid for Approved Programs prior to the Enrolment Contract which is issued and signed within 7 days of the start date of the program. As such Section 1 (i) and (ii) apply only if the student has signed the enrolment contract prior to the Seven Days or is an international student who requires enrolment for the valid study permit process. Required assessment fee are non-refundable and based on the student meeting admissions requirements prior to being admitted for enrolment.

12. Courses and programs not requiring approval will be refunded as follows:

- i. The institution receives a notice of withdrawal from the student no later than seven days after signing the enrolment contract and Fourteen Days before the program Start Date - 100% of tuition and all related fees, other than application and assessment fee. Related fees include administrative fees and fees charged for textbooks or other course materials.
- ii. More than seven days after the student, or the student’s parent or legal guardian, signs the student enrolment contract and less than Seven Days before the program Start Date – the institution may retain up to 50% of tuition, to a maximum of \$500 paid or payable under a contract.
- iii. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, York Community College Ltd. may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through asynchronous distance education.
- iv. If the institution delivers a notice of dismissal or receives a notice of withdrawal from student after the Program Start Date no refunds are due.

13. There are no refunds on Course Pacs, textbooks, and materials delivered to and used by students.

**PROGRAM COSTS**

Program Costs in Canadian Dollars (\$CDN):	Amount
• Tuition (Full program Tuition Amount)	\$7,000.00
• Registration/Application Fee	\$100.00
• Assessment Fee	\$0.00
• Textbooks (approximate cost of ordering required texts.)	\$400.00
• Distance Course Pac and Materials	\$ 5,500.00
• Supplies and Materials Onsite	Included
Materials	\$ 2,500.00
Other (please specify)	\$
Other (please specify) ____	\$
<b>TOTAL PROGRAM COSTS INCLUDING TEXTBOOKS</b>	<b>\$15,500.00</b>

**PAYMENT PLAN**

Tuition Payment will be made by way of: E-transfer, Certified Cheque, Cash, Or Postal Money order. Credit cards are accepted for Registration Fee, Books and Materials. Tuition through Student Loans is based on a Payment Plan according to Loan Disbursements. Flexible Payment Plans are available for Personal Funds Payment over the 11 months.

Payment Amount(s)		Date(s) Due:	Refund Policy:
Registration Fee	\$100.00	Upon Application	Non-Refundable
Tuition	\$7,000.00	Payment Plan Available	Refund Policy Effective
<b>Texts Supplies</b>	<b>\$2,900.00.00</b>	<b>Ordered by Student</b>	<b>As per Retailer</b>
Part Time Materials	\$	Registration	Non-Refundable
Online Coursepac	\$5,500.00	Upon Acceptance	Non-refundable once Delivered
<b>Total Fees Dueto</b>	<b>\$12,600.00</b>	<b>Paid By</b>	<b>Semester</b>
<b>York Community College</b>			

## Important Information

Before you begin studies at a registered institution you must sign a student enrolment contract. The institution is required to provide you with a signed copy of your enrolment contract and to maintain a copy in your student file. Under the Personal Information Protection Act, you are entitled to access your student file. Further information about storage and access to your student file is contained in the institution's Privacy Policy.

**Before you sign an enrolment contract, there is important information you need to know:**

### Required Information

The institution must provide you with written copies of its: Dispute Resolution / Grade Appeal Policy, Dismissal Policy, Admissions Policy, Privacy Policy, Attendance Policy, and Tuition Refund Policy, plus a copy of the Program Outline for the program you are taking. Ensure you have understood this information before you sign an enrolment contract.

Your enrolment contract must include the institution's tuition and fee refund policy which sets out the amount of tuition that will be retained in the event you withdraw or are dismissed from the program. The institution's tuition and fee refund policy must comply with the minimum requirements established by PTIB's Bylaws, as set out below:

### ***Prohibitions:***

- **The institution is prohibited from guaranteeing a student or prospective student employment, income, or eligibility for a work permit.**

- **Program admission requirements for your program of study cannot be waived.**

<b>DECLARATION</b>	
By signing this form, the student acknowledges having read the information under the heading “Important Information” contained herein prior to executing their enrolment contract.	
_____	
Printed Name of Student	
_____	
Signature of Student	Date Signed