

# *Private Career Colleges Act, 2005*

## **Additional Questions and Answers Flight Training**

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June 2007

### **1. What are the requirements of the *Private Career Colleges Act, 2005 (PCCA)* for student contracts?**

All students who enrol in your vocational programs must sign a written contract that contains the required components (summarized below). The ministry has provided a sample contract for a vocational program on the ministry website. The sample contract can be used as a guide for new institutions; however you are advised to modify the sample contract as determined by your lawyer.

**Please Note:** Contracts used to enrol students in a vocational program must include the terms specified in the regulation. These terms are mandatory and excluding them from student contracts will mean that a private career college (PCC) is in non-compliance and may be subject to penalties. Contracts that do not contain all of the required terms can also be voided at the student's discretion. The PCC would then be required to provide a full refund of all fees paid by the student.

Flight Training Units that are members of the **Air Transport Association of Canada** have developed a **student contract** that complies with the requirements of the regulation. This contract is available to all members of the association.

If you require clarification on any additional contract terms that you are considering, please contact the Private Institutions Branch.

### **Content requirements for contracts for vocational programs**

The written contract must contain all of the following terms, as prescribed in section 20(1) of O. Reg. 415/06:

- the approved program name;
- the address, telephone number and, if applicable, e-mail address of the student;
- the start and expected end date of the program;

- the language of instruction;
- admission requirements – there are no mandatory admission requirements for flight training programs. If your program has admission requirements that students must meet before they begin the program, please specify those requirements in the student contract;
- a schedule of hours of instruction;
- the location of any practicum (e.g., off-site placement);
- the fees in Canadian dollars and a schedule indicating the time and amount of each payment;
- a place for the student to acknowledge they have received a copy of:
  - the Statement of Students’ Rights and Responsibilities issued by the Superintendent of Private Career Colleges,
  - the college’s fee refund policy, and
  - for contracts entered after January 1, 2007,
    - the college’s student complaint procedure, and
    - the college’s policy relating to the expulsion of students,
- a consent section for the collection and use of the student’s personal information; and
- statements, in bold, that:
  - the contract is subject to the *Private Career Colleges Act, 2005* and the regulations made under the Act, and
  - the private career college does not guarantee employment for any student who successfully completes a vocational program offered by the college.

The *Private Career Colleges Act, 2005* Training Manual contains several commonly asked questions about student contracts. Please refer to the ministry website to obtain a copy of the manual.

## **2. How should I report the fees for the program in the student contract?**

We have heard that flight training is unique in that the training may occur over a long period of time and the cost of fuel, etc. may vary significantly over the period.

The objective for the student contract is for students to know, within a range, how much it will cost them to complete the program. You must include the total cost of the program in the student contract. If necessary, the fees can vary within a range to be determined by each flight training unit. The range (e.g., increase of up to 50%) must be stated in the contract and any fee increases cannot exceed the range that has been specified.

You should base the cost of the program on the minimum number of hours required to meet Transport Canada standards and indicate as “Optional” the cost of any additional hours, should they be required by individual students in order to prepare for the licence examinations. The hourly rate for the additional hours must be specified in the student contract and, like the other fees, you may indicate that the rate may increase by the percentage range you choose.

### Example

| CPL Course*                    | Hours      | Rate (\$CDN)         | Total (\$CDN) |
|--------------------------------|------------|----------------------|---------------|
| Ground School                  | 80         | 695                  | 695           |
| Preparatory Ground Instruction | 6          | 60                   | 360           |
| Dual (Cessna 152)              | 27         | 165                  | 4455          |
| Solo (Cessna 152)              | 30         | 105                  | 3150          |
| Simulator                      | 8          | 60                   | 480           |
| Insurance Surcharge            |            |                      | 500           |
| <b>Total</b>                   | <b>151</b> |                      | <b>9640</b>   |
| Optional Additional Hours      |            | Dual 165<br>Solo 105 |               |

\*Note: listed fees may increase by as much as X% over the course of this contract. [If only certain fee categories are subject to increases, you can specify these individually.]

### 3. Am I required to report a fee increase to the ministry?

Yes, you must keep the fees reported to the ministry and posted on the ServiceOntario website up-to-date. Accurate fees must be posted **before** you can charge them to students. You can do this by logging on to the Registration Information for Career Colleges (RICC) application using your username and password, which will be assigned to you once you are registered as a PCC. You can select “Program Changes” from the drop down menu and indicate that you would like to change your fees. It can take up to a week to process a fee change. You must also keep copies of all receipts issued to students for the payment of fees in each student’s file.

#### **4. When should I issue a credential indicating that students have successfully completed the vocational program? What sort of credential should I issue?**

The ministry is currently in discussions with Transport Canada officials to determine the appropriate credential for flight training programs. We will be including detailed instructions about the student credential in an updated version of the Guidelines for Program Approval – Flight Training, which will be posted on the ServiceOntario website by mid-July. Please ensure that you go to the ServiceOntario website in July to download the updated Guidelines for both the Application for Registration and the Application for Program Approval.

#### **5. What do I need to do if I am planning to stop offering vocational flight training programs?**

Should you decide not to be registered and have your vocational programs approved under the Private Career Colleges Act, 2005, you may complete the training of students who were enrolled before September 18, 2007. You must provide the ministry with the names of these students by September 18, 2007. You may not advertise the vocational programs or enrol any new students in vocational programs as of September 18, 2007.

Once you have finished the training for students who were enrolled before September 18, 2007, you must request that Transport Canada remove the certifications for the vocational programs from your Flight Training Unit Operator Certificate. If you do not have any students enrolled in vocational programs as of September 18, 2007, you must immediately request that Transport Canada remove the certifications from your OC. This will help to avoid confusion for students when they are deciding which flight school to attend.

#### **6. What kind of proof do I need to submit to indicate that my premises have passed a fire inspection?**

All premises where students will be attending classes must undergo a fire inspection conducted by the appropriate fire inspection authority. You are responsible for making all arrangements for an inspection by the appropriate fire inspection authority. Evidence of fire inspection can be in the form of a certificate, letter or report from the fire inspection authority responsible for the facilities you operate and should be attached to the Application for Registration – Flight Training.

### **Need More Information?**

If you have questions about the *Private Career Colleges Act, 2005* and regulations, contact the Private Institutions Branch at:

Private Institutions Branch  
Ministry of Training, Colleges and Universities  
10<sup>th</sup> Floor Mowat Block  
900 Bay Street  
Toronto, ON M7A1L2

Telephone: (416) 314-0500 or 1-866-330-3395  
Fax: (416) 314-0499

**OR**

Visit our website at: [www.edu.gov.on.ca/eng/general/private.html](http://www.edu.gov.on.ca/eng/general/private.html)

The full text of the act and regulations can also be downloaded from the Ontario government E-Laws website at:  
[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)