Guidelines for:

The Application for Registration of a New Campus of a Private Career College

and

Extension of Approval to a New Campus for a Private Career College Approved for OSAP Purposes

March 4, 2008
NOTICE TO APPLICANTS

INCOMPLETE APPLICATIONS NOT ACCEPTED

USEFUL LINKS

MATERIALS REQUIRED

PART ONE: APPLICATION FOR REGISTRATION OF A NEW CAMPUS OF A PRIVATE CAREER COLLEGE

SECTION I - CAMPUS INFORMATION

LEGAL AND BUSINESS NAME OF PRIVATE CAREER COLLEGE

CAMPUS ADDRESS

WEBSITE ADDRESS

FAX NUMBER

EMAIL ADDRESS

HEAD OFFICE/ MAILING ADDRESS

SECTION II - PROGRAM INFORMATION

VOCATIONAL PROGRAMS

NON-VOCATIONAL PROGRAMS

SECTION III - INFORMATION ON CAMPUS LOCATION

DESCRIPTION OF AVAILABLE SPACE

FIRE INSPECTION

HEALTH INSPECTION

INSURANCE

SECTION IV - CAMPUS ADMINISTRATOR INFORMATION

SECTION V - PROJECTED ENROLMENT

SECTION VI - STUDENT CONTRACTS

CONTENT REQUIREMENTS - CONTRACTS FOR VOCATIONAL PROGRAMS

SECTION VII - STUDENT COMPLAINT PROCEDURE AND EXPULSION POLICY

STUDENT COMPLAINT PROCEDURE

STUDENT EXPULSION POLICY

SECTION VIII - THIRD-PARTY AGREEMENTS WITH RESPECT TO TRANSCRIPT INFORMATION

TRANSCRIPT CONTENT REQUIREMENTS

March 4, 2008

Guidelines for the Application for Registration of a New Campus of a Private Career College

Page 1 of 28
Notice to Applicants

These guidelines will assist you in completing the Application for Registration of a New Campus of a Private Career College and will provide you with information regarding the documentation that must be submitted to the ministry. Please refer to Part One of this document for information on registering a new campus under the *Private Career Colleges Act, 2005* (PCCA).

Part Two of this document outlines the requirements for applying to have an approval for student assistance purposes extended to the new campus. Please refer to Part two of this document only if the existing campuses of a private career college are approved for student assistance purposes.

Incomplete Applications Not Accepted

The ministry will only review complete applications. Incomplete applications will be returned.

Useful Links

A series of supplementary documents and required forms are available through ServiceOntario at <www.serviceontario.ca>

*Private Career College Act, 2005* and regulations are posted on the Ontario government E-Laws website at <www.e-laws.gov.on.ca>

Fact sheets, guidelines and policy directives are available from the Ministry of Training, Colleges and Universities’ website at <www.edu.gov.on.ca/eng/general/private.html>
The *Private Career Colleges Act, 2005* Training Manual is also available on the ministry website at www.edu.gov.on.ca/eng/general/private.html

The private career college or its legal advisors are expected to be familiar with the requirements under the *Private Career Colleges Act, 2005* and the regulations made under that Act.

**Materials Required**

There are several components that need to be submitted in order for the ministry to review an application for registration of a new campus under the *Private Career Colleges Act, 2005*:

1. Application for Registration of a New Campus of a Private Career College and all required supporting documentation (see the checklist attached to the application)

2. Application for Program Approval (including the required Appendices and the Application Checklist) for each vocational program to be offered at the new campus

3. Certified Payment of all fees owing to the Minister (please refer to page 16 for fee details).

Please note that the Superintendent has the authority to request additional information, if it is required in order to process the application.
Part One: Application for Registration of a New Campus of a Private Career College

Section I - Campus Information

Legal and Business Name of Private Career College

Please complete this section using the exact legal and business name (if different from legal name) of the private career college (PCC).

Information for Corporations

For corporations, the legal name of the proposed campus (e.g. 12345 Ontario Inc.) must correspond exactly with the legal name indicated on its Corporation Profile Report and the name on its existing PCC registration(s) and financial security instruments.

If the PCC will be using a business (or operating) name that is different than its legal name (e.g. 12345 Ontario Inc. O/A ABC College of Business and Technology), you may be required to submit a Master Business Licence or a Certified Business Names Report. This documentation will only be required if the business name is different than the business name(s) for the other registered location(s).

If the business name is the same as that of the other campuses, it is not necessary to submit evidence that the business name has been registered with the Ministry of Government Services (MGS), as this has already been checked at the time of initial registration.

However, an applicant must confirm in writing in the space provided that the business name is and continues to be registered with MGS.
Please note that when signing the undertaking and confirmation, the “Name of applicant” must be the exact legal name of the Private Career College.

**Information for Sole Proprietorships and Partnerships**

If the private career college is a sole proprietorship or a partnership, a Certified Business Names Report or current Master Business Licence (MBL) should be attached to the Application for Registration of a New Campus. The Business Names Report or MBL will identify the legal ownership of the private career college, which must be the same as that of the existing campus(es) of the private career college.

**Supporting Documentation**

Copies of the Corporation Profile Report, Certified Business Names Report and/or Master Business Licence must be attached to the application. These documents can be obtained from the Companies and Personal Properties Securities Branch of the Ministry of Government Services or one of their contracted private-sector service providers. More information is available online at [www.gov.on.ca/MGS](http://www.gov.on.ca/MGS).

**Campus Address**

Please indicate the full address of the proposed campus. This will be the street address where the new campus will be located, including any applicable unit numbers.
Website Address

Whether each campus uses a separate website address or the private career college uses a central website for all campuses, you must indicate the PCC’s website address in this space. This information will be posted on the ministry website. Students will be able to link to the institution’s website from the ministry website.

Fax Number

Please indicate the institution’s fax number, if applicable.

Email Address

A valid email address is mandatory. Please note that the email address you provide in this section must be up-to-date and checked regularly as important information from the ministry is often sent out via email.

Head Office/ Mailing Address

Please indicate the mailing address for the head office in this section of the form, if applicable. The head office may be another campus of your private career college or it may be a central office responsible for the administration of all campuses of the private career college. You must also indicate the name, phone number and email address of the person at the head office, authorized to represent the PCC, who can be contacted by the ministry.
Section II - Program Information

Section 3(1) 1 of O. Reg. 415/06 requires an applicant to submit a list of all vocational programs and other programs that the private career college intends to offer.

Vocational programs

For each vocational program to be offered at this campus, please complete an Application for Program Approval and the required appendices and submit it with this application. If you need additional space, please attach a separate sheet to the application.

If the PCC is offering an approved program at its existing campus(es) and wishes to offer the same program at the new campus, you do not need to file all of the Appendices to the Application for Program Approval. Only Appendix A - Employment Profile, Appendix D – Program Delivery Information and Appendix M – Training Completion Plan must be included for all programs. The PCC must also confirm in writing that the programs will be delivered as they were approved by the ministry, including any approved substantial changes.

In the following circumstances, additional appendices may be required:

- If there is a practicum or off-site placement, please submit Appendix I - Practicum/Off-site Placement
- If the program is in a regulated occupation, you must submit copy of Appendix J – Training in a Regulated Occupation (if a previous approval is site-specific)
- If the program is endorsed, accredited or recognized by any other third-party (a government agency, another educational
institution or a professional association, for example), Appendix K – Program Accredited, Certified or Endorsed by a Third-Party must be submitted (if the previous approval was site-specific)

- If the program has been purchased from another institution, individual or organization, a copy of an authorization letter from that person to use the curriculum must also be attached

Please Note: If the application is for a program that is not approved at an existing campus, the complete Application for Program Approval and all appendices must be submitted.

Non-Vocational Programs

You must list the names of all other programs, whether vocational or not, that will be offered at this campus and provide a reason as to why the program does not require the approval of the Superintendent (for example, the course may be designed for professional development or upgrading or it may be exempt by regulation). Please see the PCCA Fact Sheet #1 – Exemptions under the Act, available on the ministry website, for helpful tips on what programs require approval.
Important Information for Institutions Approved for Student Assistance Purposes

If a private career college is currently approved for student assistance purposes and would like to apply to have the approval extended to the new campus, the PCC must submit Appendix L of the Application for Program Approval for each vocational program for which it is seeking approval for student assistance purposes. The information will be reviewed by ministry staff once the program has been approved and the new campus has been registered under the Private Career Colleges Act, 2005 (PCCA).

There are certain circumstances in which a PCC may be required to submit an Institution Eligibility and Program Approval Application in order to have certain non-vocational programs approved for student assistance purposes. Please refer to Part Two of this guideline for more information.

Please note: Registration of a new campus under the PCCA does not mean that extension of the approval of the institution for student assistance purposes has been granted. If such approval is extended, it may be subject to conditions.

Section III - Information on Campus Location

This section is designed to collect information on the physical location of the campus. If the PCC is renting or leasing the premises, you must indicate the name and contact information of the lessor or landlord on the form. In the event of a closure, the Superintendent may need to contact the owner of the building.
Description of Available Space

An applicant must describe the physical premises that will be used for the new campus. The information provided on the form will be confirmed by ministry staff when the facility inspection is conducted. An applicant must also provide a floor plan of the PCC and send it to the ministry along with any other required supporting documentation, such as a fire inspection or health inspection.

If the new campus will have classrooms on different floors of a building, you must provide a floor plan for each floor.

If a new campus is being acquired through an asset purchase of an existing private career college and no changes are being made to the layout, a floor plan does not need to be submitted with the application.

Fire Inspection

All premises where students will be attending classes must undergo a fire inspection conducted by the local fire authority. The PCC is responsible for making all arrangements for an inspection with the local fire department. Evidence of fire inspection can be in the form of a certificate, letter or report and should be attached to the application form.

If a new campus is being acquired through an asset purchase of an existing private career college, evidence of a fire inspection does not need to be submitted with the application unless the PCC will be conducting renovations.
Health Inspection

If the new campus will have a cafeteria facility on the premises, the application must include evidence that the premises have been inspected by the local public health unit. Pursuant to the Health Protection and Promotion Act, all food premises and food service premises are required to have a public health inspection at least annually. The PCC is responsible for making all appropriate arrangements with the local public health unit. A listing of all local public health units is available on the Ministry of Health and Long-Term Care website at <www.health.gov.on.ca>.

Please note that some programs, such as any programs involving the preparation and consumption of food or programs that require contact with human blood or bodily fluids may have specialized health inspection requirements as part of the program approval process.

Insurance

The insurance required under section 5(2) of O. Reg. 415/06 is a condition of registration for all private career colleges. The applicant is required to purchase a commercial general liability insurance that is sufficient to:

- compensate the PCC for any damages to its buildings or equipment; and

- protect the PCC and its officers, employees, agents and any volunteers in the case of any claims made with respect to accidents that occur or personal injuries that are suffered by students while attending the PCC, including accidents that occur at off-campus work placement sites.
You must include documentation from the private career college’s insurer confirming that it has purchased additional commercial general liability insurance to cover the new campus. The insurer must also verify that the terms of the insurance comply with the requirements listed above.

The amount of insurance coverage required will vary depending on the private career college. The PCC’s insurance company will be in the best position to advise on the level of coverage required to meet the requirements above.

Section IV - Campus Administrator Information

Each campus of a private career college is required to identify a Campus Administrator. The Campus Administrator is responsible for the general management and day-to-day operations of the campus and for ensuring all aspects of the *Private Career Colleges Act, 2005* and the regulations made under the Act are observed. The Campus Administrator is to be regularly available during business hours to students, the general public and ministry staff. The Campus Administrator has the authority to accept or cancel student contracts for the private career college and to provide refunds.

It is mandatory that Campus Administrator information filed with the Superintendent of Private Career Colleges is current at all times.
Section V - Projected Enrolment

Subsection 3(1)17 of O. Reg. 415/06 requires an applicant to report the projected enrolment for both domestic and international students in each vocational program. An international student is defined in section 1 of O. Reg. 415/06 as a student at a private career college who applied for or received a temporary resident visa as a member of the student class under the Immigration and Refugee Protection Act (Canada).

In this section of the form, you are required to report projected enrolment for the new campus as well as enrolment figures for the entire private career college (all campuses) for the college’s next fiscal year. The projected enrolment for the new campus should be the total of the projected enrolment information provided on each Application for Program Approval.

If enrolment figures for international students are more than 50% of the total enrolment in vocational programs at the entire private career college (all campuses), the applicant will be required to set up a trust account as per s. 6 of O. Reg. 415/06. If one campus has more than 50% of its total enrolment in vocational programs comprised of international students, but the private career college as whole has less than 50%, a trust account, in most cases, will not be required.
Ministry staff will contact you if it is determined that a trust account is required.

**Section VI – Student Contracts**

A sample of the contract that will be used to enrol students in a vocational program must be attached to the application. If the PCC also intends to offer programs that are not vocational programs, a sample of the contract that will be used to enrol students in non-vocational programs must also be submitted.

The ministry has provided a sample contract for a vocational program, available on the ministry website. The sample contract can be used as a guide; however it is advisable that legal advice is obtained to ensure it includes any modifications required to reflect the applicant’s specific circumstances.

**Please Note:** Contracts used to enrol students in a vocational program must include the terms specified in O. Reg. 415/06. These terms are mandatory. Excluding them from student contracts will mean that a PCC is in non-compliance and may be subject to penalties. Contracts that do not contain all of the required terms can 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, regardless of how much of the program has been delivered.

If you require clarification on any additional terms you are considering, please contact the ministry.
Content requirements - contracts for vocational programs

The written student contract must contain all of the following terms:

- 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;
- the admission requirements;
- 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;
  - 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.
Section VII - Student Complaint Procedure and Expulsion Policy

Student Complaint Procedure

Pursuant to section 3(1)10 of O. Reg. 415/06, every applicant must submit a copy of the college’s student complaint procedure. Please attach a copy of the new campus’ proposed student complaint procedure to this application.

Section 36 of O. Reg. 415/06 prescribes the elements that must be included in each student complaint procedure. These elements include:

- A statement that a student complaint must be made in writing
- The name, position and contact information (address, telephone number, fax number and email address) of the college official(s) who is designated to receive and make decisions about student complaints
- The process to be followed when a complaint is received, including that students will have an opportunity to make oral submissions and are entitled to have another person present throughout the complaint process and/or to make oral submissions on behalf of the student
- A description of how complaints, any submissions received and decisions will be recorded
- The maximum period of time between the date the complaint is submitted by a student and the date a decision will be made by the college
• A statement that the decision, including reasons that the decision is based on, will be delivered to students in writing

• A description of the procedure for reviewing the decision, including the name, position and contact information (address, telephone number, fax number and email address) of the college official or the third party who is responsible for making a decision about the review

• A statement that the private career college will maintain a record of every student complaint at the location where it originated for a period of at least three years from the date of the decision, including a copy of the student complaint, any submissions filed and the decision

• A statement that students will be provided with a copy of the complaint, any submissions filed and the decision made

• A statement that if the student is not satisfied they can refer the complaint to the Superintendent

Any changes to the student complaint procedure must be approved in advance by the Superintendent.

Student Expulsion Policy

Pursuant to section 3(1)15 of O. Reg. 415/06, every applicant must submit a copy of its expulsion policy. Please attach a copy of the new campus’ proposed expulsion policy to this application. The regulations do not specify what should be included in the expulsion policy. Some examples of expulsion grounds that are often found in expulsion policies include drug and alcohol abuse on campus, harassment of other students or staff or a violation of the college’s
attendance policies. It is the applicant’s responsibility to ensure that its expulsion policy is appropriate and legally defensible.

**Section VIII - Third-party Agreements with Respect to Transcript Information**

Private career colleges must provide evidence that there is a third-party transcript agreement in place and that transcript information will be transferred to an off-site location within 90 days of a student leaving a program (regardless of whether or not she/he completed the program). A pre-qualified list of the vendors approved to provide transcript maintenance and/or issuing services has been posted on the ministry website. It is available at [http://www.edu.gov.on.ca/eng/general/vendors.html](http://www.edu.gov.on.ca/eng/general/vendors.html).

If the vendor selected is approved to maintain and issue transcripts, only one vendor will need to be chosen. If the vendor selected to store student transcripts is only approved to maintain student transcripts, the PCC must select a second vendor approved to issue transcripts to students in the event that the private career college closes.

When applying for the registration of a new campus, you must provide evidence that the agreement with the approved vendor(s) covers students attending all campuses of the private career college.

**Transcript content requirements**

As an existing PCC, the applicant is expected to be familiar with the requirements for student transcripts. The content of a transcript is prescribed in s. 35 of O. Reg. 415/06. Sample transcripts submitted by applicants must contain all of the required items.
Student transcripts are required to contain the following information:

1. The registered name of the PCC issuing the transcript and the address of the campus
2. The student’s name and student number, if any
3. The name of and identification code, if any, of the vocational program, each course, subject or module of the program and practicums, if any
4. A description of any credit or advance standing given to the student by the PCC or accepted by the PCC prior to the student’s commencement of the vocational program at the private career college
5. The student’s academic history at the PCC, including his or her period of attendance, the grade received for the vocational program and each course and practicum, if any, and a description of the grading system
6. Any academic awards and honours given to the student by the PCC
7. A description of the credential awarded to the student and the date of the award
8. The date the transcript is issued

All transcripts must be maintained for a period of 25 years after a student leaves the private career college.

Section IX - Sole Proprietor, Partner, Director, Officer, Controlling Shareholder Information

Please complete this section only if the institution is approved for student assistance purposes and it is applying to have the approval extended to the new campus. The applicant must indicate if any of the persons with a controlling interest in the applying PCC hold or
have held similar positions in another institution that is or has been approved for student assistance purposes. Such persons are the owner if the applicant is a sole proprietorship, a partner if it is a partnership, or a director, officer or controlling shareholder if it is a corporation.

**Section X- Fees**

The application must include a certified cheque, bank draft or money order, payable to the Minister of Finance.

The following is a summary of the total fees required for the registration of a new campus:

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration of each campus (includes one program)</td>
<td>$800</td>
<td>1</td>
<td>$800.00</td>
</tr>
<tr>
<td>New facility inspection (including GST)</td>
<td>$336</td>
<td>1</td>
<td>$336</td>
</tr>
<tr>
<td>Approval of each program for the new campus, if the program has already been approved at another campus</td>
<td>$48</td>
<td>X ____</td>
<td></td>
</tr>
<tr>
<td>Approval of any program that has not yet been approved at another campus</td>
<td>$480</td>
<td>X ____</td>
<td></td>
</tr>
</tbody>
</table>
Appendix A - Financial Information

Section I - Fiscal Year-End

In this section, you must indicate the fiscal year end date associated with the operation of the private career college. This date should be consistent with the information previously reported to the ministry.

Section II - Projected Revenue

Projected Revenue from Vocational Programs

Please report the projected revenue from vocational programs for the new campus using the ten fee categories below. The projected revenue must be consistent with the projected enrolment in each vocational program at the new campus and the cost of each vocational program, as reported to ministry on the Application for Program Approval.

<table>
<thead>
<tr>
<th>Fee categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
</tr>
<tr>
<td>Books</td>
</tr>
<tr>
<td>International Student Fee</td>
</tr>
<tr>
<td>Compulsory fees</td>
</tr>
<tr>
<td>Expendable Supplies</td>
</tr>
<tr>
<td>Uniforms and Equipment</td>
</tr>
<tr>
<td>Field Trips</td>
</tr>
<tr>
<td>Major Equipment</td>
</tr>
<tr>
<td>Professional Exam Fees</td>
</tr>
<tr>
<td>Optional Fees</td>
</tr>
</tbody>
</table>

March 4, 2008

Guidelines for the Application for Registration of a New Campus of a Private Career College

Page 22 of 28
Notice Regarding Financial Security

There are circumstances in which a private career college may be requested to provide additional financial security in order to provide adequate protection for students attending the new campus. For instance, if the programs to be offered at the new campus are very expensive, additional financial security may be needed. Section 33 (6)(a) of O. Reg. 414/06 permits the Superintendent to increase the amount of financial security to be provided if an applicant opens a campus or offers a vocational program at a campus that did not previously offer the program. You will be contacted by ministry staff if it is determined the PCC must provide additional financial security.

Unless the PCC is advised by the ministry that it must provide additional financial security, the financial security will not be amended to reflect the addition of a new campus mid-year. Instead, the amount of financial security will be adjusted at your next renewal of registration.

Notice Regarding TCAF Premiums

When applying to register a new campus, a PCC does not need to include payment of additional TCAF premiums with the application. Any necessary adjustments to the PCC’s TCAF premiums will be done at the next renewal of registration.
Part Two: Information for Private Career Colleges Approved for Student Assistance Purposes

Conditions for Extension of Approval to New Campuses

If a PCC is currently approved for student assistance purposes and has indicated on the Application for Registration of a New Campus of a Private Career College that it is also seeking to extend the approval for student assistance purposes to the new campus, the application will be reviewed by Ministry staff to determine whether the PCC is eligible to have its approval for student assistance purposes extended to the new campus.

There are several criteria that a PCC currently approved for student assistance purposes must meet in order to have the approval extended to a new campus. These are summarized below. See http://osap.gov.on.ca/internal/resources.htm for more details.

Note: Pursuant to the policy on extending approvals for student loan purposes to new campuses, the approval may be subject to one or more PCC-specific conditions.

1. OSAP Administration

   • The most recent OSAP compliance audit is satisfactory.

   • The most recent OSAP inspection result, if any, is satisfactory.

   • There are no outstanding issues or liabilities owing to the province regarding the PCC’s administration of OSAP.

   • The controlling persons of the PCC (which includes directors, officers and controlling shareholders if the PCC is a corporation) did or do not hold similar positions in other
institutions with outstanding OSAP administration issues or liabilities owing to province

2. Financial Position

- The most recent financial statements indicate that the PCC is in a sound financial position.

- A credit check of the PCC reveals no significant claims against the institution.

(Note: If persons with a controlling interest in the applicant PCC (i.e., the owner if the PCC is a sole proprietor, a partner if it is a partnership or a director, officer or controlling shareholder if it is a corporation) have controlling interests in another institution approved for student assistance purposes (whether or not they are PCCs), the ministry will extend the credit check to those institutions as well).

3. Key Performance Indicators (KPI)

- The PCC meets the Key Performance Indicator criteria that may be established by the Ministry from time to time.

- The PCC has a published default rate for the most recent year and the rate is at or below the annual default rate threshold established by the Ministry.

Note: If an applicant has more than one campus, or if any persons with a controlling interest in the PCC hold similar positions in other institutions approved for student assistance purposes, the default rate of the other Institution(s) and the applicant institution will be averaged.
4. Record of Compliance with the *Private Career Colleges Act, 2005* (PCCA):

- The new campus has been registered as required under the PCCA.
- The PCC has a satisfactory history of compliance with the requirements of the PCCA over the past 12 months.

5. Duration of OSAP administration before an approval can be extended to new campuses:

- The PCC has been approved for student assistance purposes for at least the past three years.

**Important Information for Private Career Colleges that, in addition to offering vocational programs, are also offering programs that are approved for student assistance purposes but do not require approval under the PCCA**

To have non-vocational programs (e.g. degrees offered under ministerial consent or religious diploma programs) approved for student assistance purposes, submit the Institution Eligibility and Program Approval Application along with the Application for Registration of a New Campus of a Private Career College.

For example, if a private career college that is applying for extension of approval for student assistance purposes to a new campus is offering one vocational program that requires approval under the PCCA, one degree program for which consent has been granted under the *Post-secondary Education Choice and Excellence Act* (PSECEA), and one religious diploma program, the PCC must submit, along with the Application for Registration of a New Campus of a Private Career College, one Application for
Program Approval (for the vocational program) and two Institution Eligibility and Program Approval Applications (one for the degree program and one for the religious program).

The Institution Eligibility and Program Approval Application is available from the Standards Officer, Student Verification and Compliance Unit at 416-325-0446.
Need More Information?

Questions about the Application for Registration of a New Campus of a Private Career College can be directed to the Ministry of Training, Colleges and Universities’ Student Support Branch at:

Student Support Branch
Ministry of Training, Colleges and Universities
9th 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

The full text of the Private Career Colleges Act, 2005 and regulations can also be downloaded from the Ontario government E-Laws website at: www.e-laws.on.ca