

## Student declaration

I understand that this program will be delivered **online** or **hybrid in-person/online**. The private career college has provided me with the following:

- A program delivery breakdown added as an attachment to my contract, with details of the delivery format for each subject, the locations of the training (in- person and online hours), and which subject(s) include synchronous learning (scheduled instruction, live in person or live in an online environment) See example of program delivery chart below.
- Details of the orientation to online/hybrid learning provided by the private career college, any relevant guidance materials to use the online platform(s) and direct contact information for technical support.
- The equipment needed to succeed in the program or a list of the technical standards for the equipment needed, including minimum levels of internet access and speed required.
- Details on how I will verify my identity in the online platform and when completing online evaluations or assessments. I acknowledge that the private career college must confirm my identification for this purpose.
- Details on my obligations with respect to keeping secure any user credentials (usernames, passwords, access codes etc.) issued to me for participation in online or hybrid delivery.
- Details of my obligation not to permit someone else to take part in my lessons or evaluations.
- Details on how the private career college will protect my privacy and personal information when working in the online environment.
- The complete, itemized costs of this program including any fees that are related to online delivery (such as fees for licenses or specialized equipment).
- An explanation of how the private career college's refund, expulsion and complaint policies apply with respect to students enrolled in programs with online and hybrid delivery.

I acknowledge that I received and understand the information provided by the private career college as required by the *Superintendent's policy directive for training programs with online and hybrid delivery formats* and that if I have concerns that the private career college is not meeting those standards, I can file a complaint through the procedure outlined in my student contract.

I am signing this form as part of my Student Enrolment Contract.

Name: \_\_\_\_\_

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

Program: \_\_\_\_\_