



<b>Quantum College</b>
<b>6650-8181 Cambie Rd. Richmond BC V6X3X9 604-279-6889</b>
Quantum College is designated by the Private Training Institutions Branch
<b>STUDENT INFORMATION</b>

Last Name _____	First Name & Middle Name _____
Usual First Name _____	Personal Education Number (if available) _____
Mailing Address _____	
Mailing Address in Canada (if available and different from above) _____	
Student Telephone Number _____	Student Email Address _____
International Student: <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are an international student: Citizenship: _____
Do you have a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Date of Birth:</b>		<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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<b>Voluntary Disclosure</b>
<b>*You may voluntarily provide the personal information listed below:</b>
Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered "Yes", please indicate if you are: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit



Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis?  Yes  No

**PROGRAM INFORMATION**

Program Title **Hospitality Management with Co-op**

840 Hours      42 Weeks Course +  
42 Weeks Co-op

Hours of Instruction during Contract Term      Program Duration in Weeks      Contract Start Date      Contract End Date

Credential Issued on Graduation       Diploma       Certificate

Program Delivery Method (select all that apply)       In-class       Distance       Combined

Language of Instruction:      English

Required course materials and technological resources not provided by the institution (if applicable):  
N/A

**PROGRAM ADMISSION REQUIREMENTS**

**Students who wish to apply needs to finish language assessment and an interview before attaining admission from Quantum.**

**PROGRAM OUTLINE**

**Course Title:** Hospitality Management Diploma Program

**Course Code:** HMDP

**Course Description:**

The Hospitality Management Program offers a first hand look at most of the components required for a successful career in the Hospitality industry, students learn the role of various positions and departments in the hospitality industry including the details of each department operations and understanding these departments' role in a successful Hospitality operation.

**Required Textbook and Workbooks:**

*AHLEI Books (or E-Books) in the following subjects:*

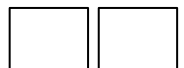
*Hospitality Today: An Introduction*

*Management of Food and Beverage Operations*

*Supervision in the Hospitality Industry*

*Hotel and Restaurant Accounting*

*Hospitality Facilities Management and Design*



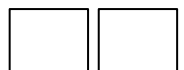
*Managing Front Office Operations*  
*Managing Housekeeping Operations*  
*Managing Hospitality Human Resources*  
*Security and Loss Prevention Management*  
*Hospitality Sales and Marketing*  
*Planning and Control for Food and Beverage Operation*  
*Revenue Management: Maximizing Revenue in Hospitality Operations*  
*Managing Technology in Hospitality Industry*  
*Convention Management and Service*

**Assignments and Method of Evaluation:**

Daily assignments (from the Workbook) 15%  
 In-class Participation 10%  
 Weekly Quiz 25%  
 Mid-term Exam 25%  
 Final Exam 25%

**Topics Covered:**

<b>Title of Course/Work Experience Component</b>	<b># of Hours</b>
<i>103 Hospitality Today: An Introduction</i>	60
<i>241 Management of Food and Beverage Operations</i>	60
<i>250 Supervision in the Hospitality Industry</i>	60
<i>261 Hotel and Restaurant Accounting</i>	60
<i>281 Hospitality Facilities Management and Design</i>	60
<i>333 Managing Front Office Operations</i>	60
<i>338 Managing Housekeeping Operations</i>	60
<i>357 Managing Hospitality Human Resources</i>	60
<i>374 Revenue Management: Maximizing Revenue in Hospitality Operations</i>	60
<i>387 Security and Loss Prevention Management</i>	60
<i>464 Planning and Control for Food and Beverage Operations</i>	60
<i>468 Managing Technology in Hospitality Industry</i>	60
<i>472 Hospitality Sales and Marketing</i>	60
<i>478 Convention Management and Service</i>	60
<i>Work Experience Co-op 1- Co-op 1 Report</i>	420
<i>Work Experience Co-op 2- Co-op 2 Report</i>	420



**PROGRAM COSTS**

Total tuition payable during contract term	\$ 25,450
Non-refundable registration fee for International student	\$ 150
Scholarship	\$
Administrative Fee	\$ 200 (included)
Material and book fee	\$
<b>TOTAL PROGRAM COSTS</b>	<b>\$</b>

**PAYMENT TERMS**

Method of payment:

Cash  Cheque  Credit Card  Other: \_\_\_\_\_

You can pay the tuition fee in 3 installments as dated below (The first payment includes registration fee, material and book fee):

Date: \_\_\_\_\_ (\$ )      Date: \_\_\_\_\_ (\$ )

Date: \_\_\_\_\_ (\$ )

**REFUND POLICY**

1. If the institution 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 program in which the student is enrolled if:
  - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program 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.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:



- (a) more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - (b) after the contract start date
    - i. but before 11% 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 due under the student enrolment contract.
    - ii. 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 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - (a) before 11% 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 due under the student enrolment contract.
  - (b) 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.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution 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 a notice of dismissal to the student.
8. 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:
  - (a) of the date the institution receives a student's notice of withdrawal,
  - (b) of the date the institution provides a notice of dismissal to the student,
  - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
  - (b) the program is provided solely through distance education.



**PRIVATE TRAINING INSTITUTIONS BRANCH**

Tel. (604) 569-0033 or 1-800-661-7441  
Fax. (778) 945-0606  
[www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)  
[PTI@gov.bc.ca](mailto:PTI@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.

**STUDENT DECLARATION**

I consent to the Institution sharing my personal information with the Ministry of Advanced Education, Skills and Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between Quantum College and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, Skills and Training 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

**INSTITUTION SIGNATURE**

Signature of Institution Representative

Date Signed



Item	Things to Include	Page Number
<b>INSTITUTION INFORMATION</b>		
1.	Full (legal) name and, if different, operating name	
2.	Mailing address, telephone number, email address and, if applicable, fax number for the location where the institution provides the program being contracted for	
3.	Whether the institution holds a registration, interim designation or designation certificate	
<b>STUDENT INFORMATION</b>		
4.	Full legal name and, if applicable, usual first name	
5.	Personal Education Number, if available	
6.	Mailing address, telephone number and email address	
7.	Mailing address in Canada for international students, if available and different from above	
8.	Whether the student is an international student (though not a contract requirement, this information must be provided in student data reports and is therefore a suggested inclusion)	
9.	Date of birth	
10.	Gender	
11.	(Optional) Voluntary disclosure: whether student is aboriginal, if so what kind; whether student has disability	
<b>PROGRAM INFORMATION</b>		
12.	Program title	
13.	Number of hours of instruction provided during the contract term	
14.	Number of weeks of instruction during the program	
15.	Start and end date of the program or part of the program provided during the contract term	
16.	Credential granted upon completion	
17.	Method of delivery	
18.	Language of instruction	
19.	Required course materials and technological resources not provided, if applicable	
20.	Admission requirements	
21.	Program outline	
22.	Information about the work experience component, if applicable	
23.	Regulator's requirements for employment in the career occupation, if applicable	
<b>TUITION AND FEES</b>		
24.	Amount of tuition payable during the contract term	
25.	List of all administrative, application, assessment and course material fees	
26.	List of any other mandatory fees the institution may require a student to pay other than in respect of an approved program	
27.	Method of payment by which the student must pay tuition and other fees	
<b>POLICIES AND SIGNATURES</b>		
28.	Tuition refund policy	
29.	PTIB's email address, telephone number and website address	
30.	Statement: "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."	
31.	Statement: "I consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between [name of institution] and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program."	
32.	Signature of student or, if under the age of 19, their parent or legal guardian	
33.	Signature of person with legal authority to act on behalf of the institution	

