

## CFSI STUDENT AGREEMENT

\*Applicant's Full Name: \_\_\_\_\_

\*Current Mailing Address: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*Phone: \_\_\_\_\_

\*Date application request made: \_\_\_\_\_

### REGISTRATION & PERFORMANCE EXPECTATIONS

I agree to the following Registration & Performance Expectations:

1. I met CFSI's pre-requisite for registration for the CFSI Food Safety Certification Competency/ Readiness Program or Course(s). That is, I have completed College or University in Basic or Applied Sciences, Food Science and/or equivalent training and have minimum 2 years experience in Food Industry
2. Will complete course assignments from the computer and not share or distribute CFSI course materials while on training at CFSI
3. I agree that the Maximum Time I am allowed to complete each on-line course assignment is 7 Days.
4. Maximum time I am allowed to register of a course or program/course is 12months after which CFSI may cancel my enrolment in the program/course
5. I agree to pay the required fee of \$250.00 CAN plus applicable taxes *to Re-take* the program/course one time if I fail to achieve minimum of 70% or above overall grade in program/course. CFSI may cancel my enrolment in the course or program/course if I fail to achieve the required grade of 70% or above.
6. I agree to use all available resources in developing my answers to assignment questions
7. I agree to comply with all instructions given by the Course Instructor or CFSI for completing a course or program/course.
8. I agree that CFSI may cancel my enrolment in a course or program/course if I plagiarize my assignments or have someone else complete my course or program/course.
9. I agree that this Agreement of Performance Expectation is part of CFSI Student Agreement

## CFSI STUDENT AGREEMENT

### CURRENT COURSE/PROGRAM FEES

I agree to the following program/course/course fees the breakdown of the fees as follows:

1. Program/course Entry Course Fee: \$550.00 (Must take and pass at 70%)
2. 8 Core Program/course Courses: \$3,600.00 (\$450 x 8 Courses)
3. Registration Fee: \$250.00 (Non-refundable)
4. Admin Fee: \$150.00 (Non-refundable)
5. \*Final Exam. Fee: \$250.00 (Exam Proctors & Graders)

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**Estimated Program/course Fee: \$4,250.00 CAN plus Applicable Taxes**

(\*To complete the program, student MUST pass the Final Exam at 70% or above)

6. (Optional) Exam Prep Fee: \$450.00 plus Applicable Taxes

### CANCELLATION REFUND POLICY

*Rejection:* An applicant rejected by the Institute is not required to pay for course or program/course fee. *Three-Day Cancellation:* An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of implementing this agreement is entitled to a refund of all monies paid, *excluding* the \$250.00 non-refundable registration fee.

*Other Cancellations:* An application requesting cancellation more than three (3) days after executing the agreement and making an initial payment, but prior to the first day of studies is entitled to a refund of all monies paid, less a maximum fees fee of 20% of the stated fee for the course.

### Withdrawal Procedure

A. A student choosing to withdraw from the Institute after the commencement of studies is to provide a written notice to the Director of the Institute. The notice must include the expected last date of attendance and be signed and dated by the student.

B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.

C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.

D. All refund requests must be submitted within 45 days of the intended withdrawal date.

Refund is the proportion of the online Program/ Course Paid Fees you will receive by withdrawal date.

## **CFSI STUDENT AGREEMENT**

Fees refunds will be determined as follows:

Less than 25% of the course/program received, you will receive 75% of paid fees

25% up to but less than 50% of the course/program received, you will receive 50% of paid fees

75% of program/course 75% of the course/program received, you will receive 0% of paid fees

**PLEASE NOTE:** Do not sign this agreement before you have read. This agreement is a legally binding instrument. This agreement is binding only when the agreement is accepted, signed, and dated by the authorized official of the Institute. You are entitled to an exact copy of this agreement and any disclosure pages you sign.

This agreement, the Institute's Code of Conduct and the Declaration of Consent to Use Personal Information constitute the entire agreement between the student and the Institute.

The Institute does not guarantee job placement to students or graduates upon completion of a course or program/course. Student should access the list of potential employers from the internet.

The Institute reserves the right to reschedule the course or program/course start and end date

The Institute reserves the right to terminate a students' training for unsatisfactory progress, non payment of fees or failure to abide established Code of conduct.

The Institute does not guarantee the transferability of credits to an Institute, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

### **STUDENT ACKNOWLEDGMENTS**

I hereby acknowledge CFSI as a Food Safety Certification Competency (Readiness) Institute offering courses and program/courses based on the Canadian General Standards Board (CGSB) Request for Proposal for Food Safety Auditors and Standards Council of Canada recognized International Accreditation Forum ISO-IEC 17024:2003and CAN-P-913 standards. \_\_\_\_\_ Student initials

I hereby acknowledge that CFSI online studies and my own efforts prepare me for certification.

Upon completion of my course/program/course, I will receive a transcript and certificate indicating courses completed and my grades for each course. \_\_\_\_\_ Student initials

I have carefully read and received an exact copy of this agreement. \_\_\_\_\_ Student initials

I understand that the Institute may terminate my enrolment if I fail to comply with academic, professional standards and financial requirements or if I fail to abide by established standards of conduct, as outlined in the Institute's STUDENT AGREEMENT while enrolled in the Institute,

I understand that I must maintain satisfactory academic progress as described in the Institute STUDENT AGREEMENT and that my financial obligation to the Institute must be paid in full before a Certificate of Completion is be given. \_\_\_\_\_ Student initials

## **CFSI STUDENT AGREEMENT**

I understand that the Canada Revenue Agency (CRA) and not the Institute determine the eligibility of my online studies fees Income Tax Assessment. \_\_\_\_\_ Student initials

I understand that the Institute does not guarantee job placement to graduates upon program/course completion of the course or program/course \_\_\_\_\_. Student initials

I understand that complaints, which cannot be resolved by direct negotiation with the Institute in accordance to its written grievance policy, may be filed with a Certified Alternative Resolution Specialist at the student's expense. \_\_\_\_\_ Student initials.

I hereby acknowledge receipt of the Institute's Student Agreement dated \_\_\_\_\_, which contains information describing program/courses offered, and materials.

The Institute STUDENT AGREEMENT is included as part of this agreement and I acknowledge that I have received a copy of this STUDENT AGREEMENT. \_\_\_\_\_ Student initials

### **CFSI Code/Standard of Conduct and Ethics**

In fulfilling their responsibilities, students' members are expected to maintain high ethical standards in their personal and professional behaviour and to act in accordance with the Institute values. Every management decision affects the health and well being of individuals, organizations and communities; therefore executives must assess the consequences of their decisions and actions and accept responsibility for their results. Members must speak out and strive for the most ethical course of action, both by themselves and through the organizations they lead. All members of the Institute are required to comply with the Code of Ethics and the related policies and procedures. The Institute is committed to providing members with additional resource and reference material to promote awareness and provide guidance with regard to ethical conduct. Members seeking materials or advice can contact the Institute. Members of the Institute shall maintain a high standard of conduct, and act with fairness, integrity and dignity, and in a manner not detrimental to the interest of the public, their employer, or the Institute. They shall not violate any laws in the performance of their duties.

#### **Students and Members are expected to:**

- a. Report to the Institute any member who they have reasonable grounds to believe may have committed an act or failed to act in contravention of the Institute's Code/Standard of Conduct.
- b. Maintain their competence in food safety and healthcare management through continued professional development.
- c. Support the Institute in its efforts to advance food safety and healthcare leadership.
- d. Conduct an annual self-assessment and attest to compliance to the Institute's Code of Conduct.

## **CFSI STUDENT AGREEMENT**

### **Declaration of Consent to the Use of Personal Information**

The consent set out below will help the CFSI to ensure that current and future students receive the protection provided by the PIPEDA I, \_\_\_\_\_ allow CFSI to give my name, address, telephone number, e-mail address and other contact information for the purposes checked below:

To advise me of my rights under the PIPEDA including my rights to a refund of fees, access to transcripts and a formal student complaint procedure;

To collect information on the performance of CFSI, for example, the percentage of students who graduate from program/courses and the percentage of graduates who find employment;

To determine whether CFSI has met the performance objectives required by the Superintendent for its vocational program/courses. I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to: Privacy Coordinator, CFSI.

I understand that if I refuse or withdraw my consent the CFSI may not be able to contact me to inform me of my rights under the Act or collect information to help potential students make informed decisions about their educational choices. I consent to use of collection and use of personal information as a result of many activities that occur regularly in the college community, such as the use of individual and group photos, the listing of grades and the use of names and pictures in newsletters.

I understand that CFSI reserve the right to change, revise or amend this Student Agreement. Your agreement following any changes to this CFSI Student Agreement will be deemed to constitute your acceptance of such changes, revisions or amendments. Please check this document regularly for any changes.

### **ACCEPTANCE OF THE CFSI STUDENT AGREEMENT**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the Institute. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by the institute. My signature below signifies that I have read and understand all aspects of this agreement and do recognized my legal responsibilities in regard to this contract. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2010 \_\_\_\_\_

(Full Name of Student)\_\_\_\_\_

(Signature of Student)\_\_\_\_\_

Date\_\_\_\_\_

Signature of CFSI Representative \_\_\_\_\_

Date\_\_\_\_\_