



**VANCODERM
ACADEMY**
OF AESTHETIC MEDICINE & WELLNESS

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ID#04528

Student Statement of Rights

Vancoderm Academy is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

- You have the right to be treated **fairly** and **respectfully** by the institution.
- You have the right to a **student enrolment contract** that includes the following information:
 - Amount of tuition and any additional fee for your program
 - Refund policy
 - If your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
 - Whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.