



KVES Student Statement of Rights

Kitamaat Valley Education Society (KVES) is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enroll at a Certified Private Training Institution, you should be aware of your Rights and Responsibilities as a participant of training.

As a participant of training with KVES, you have the right to be treated **fairly** and **respectfully** by the institution, as outlined in the **Respectful & Fair Treatment of Students Policy** (P229).

You have the *right* to a **Student Enrollment Contract** that includes the following information:

- The amount of tuition and any additional fee(s) required for your training course or program
- A copy of KVES' **Training Tuition Refund Policy** (P206)
- The requirements for participation in work experience and the geographic location where it will be provided, *if your program includes a work experience component*
- Whether the program was approved by PTIB or does not require approval

You have the right to access KVES' **Dispute Resolution Policy** (P215) and to be **protected against retaliation** for making a complaint or report.

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

- KVES has ceased to hold a certificate before you completed an approved course or program
- you were misled about a significant aspect of your approved course or program

Please refer to KVES' **Training Tuition Refund Policy** (P206) for more detailed information. You must file the claim within **one year** of completing, being dismissed or withdrawing from your course or program.

If you have any questions or concerns with any of the information contained in this document or your Student Enrollment Contract, please contact KVES' Corporate Training Manager for clarification *before signing your contract*. Kitamaat Valley Education Society must provide you with a signed copy.

Related Documents:

- P205 – **Training Dismissal Policy**
- P222 – **Training Participant Withdrawal Policy**

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>.