



# Canadian Academy

## For Health Professionals

5481 Dundas St. West, Suite 201  
Toronto, ON - M9B 1B5

Web: [www.cahp-edu.ca](http://www.cahp-edu.ca)  
Tel: (416) 233-7869  
Email: [info@cahp-edu.ca](mailto:info@cahp-edu.ca)

### Student Registration Form

Registration # (For Office Use)

Last name

First name

Address

Telephone (Cell phone)

E-mail

Course interested

Interested to start on (mm/dd/yyyy)

#### **Freedom of Information and Protection of Privacy Policy**

All personal information collected by the Canadian Academy for Health Professionals (CAHP) forms is in accordance with the sections 21, 39, and 49 of the Freedom of information act and conforms to Ontario regulations, and may be used and/or disclosed for statistical, administrative, and/or research purposes to the relevant ministries or agencies of the Governments of Canada and Ontario. If you have any questions or queries about the collection and use of this information, please contact CAHP privacy office at [info@cahp-edu.ca](mailto:info@cahp-edu.ca) or (416) 233-7869 and mention "privacy inquiry". I have read the above statement, withdrawal, and refund policy and hereby authorize the release of information to the above mentioned.

Yes

No

## **Legal Status of the Canadian Academy for Health Professionals**

The Canadian Academy for Health Professionals (CAHP) is a registered entity under the Ontario Business Corporation Act, R.S.O. 1990. The CAHP is not a private career college. CAHP delivers trainings and courses that are exempted from the Ministry of Training, Colleges, and Universities Act, R.S.O. 1990, and the Private Career Colleges Act of 2005.

### **Rules and regulations**

- 1) The Canadian Academy for Health Professionals (CAHP) does not guarantee any employment to a student who successfully completes the course or training at CAHP.
- 2) Registration and Fees: The student is responsible for registering and payment of fees.
- 3) Withdrawal policy: A student can withdraw from any course for which you have registered at any time. The student must inform CAHP in writing with an acknowledgment receipt 7 days in advance.
- 4) Refunds : All eligible refunds will be issued within 30 days of the withdrawal notice through a cheque. Following rules will be applied based on your withdrawal request date.
  - a) Seven days or before the start of course: 100%.
  - b) Less than seven days before the start of course: \$100 or 20% of course fee if received whichever is less.
- 5) Class location: The location of all courses will be 5481 Dundas St. West, Toronto, ON.
- 6) Course or training certificate: A course completion certificate will be issued by the Canadian Academy for Health Professionals based on attendance (at least 50%) and periodic assessments by the respective course instructor.
- 7) Record keeping: The student records will be kept under lock and key. They will be available for up to 5 years.
- 8) Student complaints: Students can register their complaints by email at [info@cahp-edu.ca](mailto:info@cahp-edu.ca) or on the complaint form provided by the office. Student will be informed (by post) about actions taken on complaints within 30 days.
- 9) Violence, abuse, and harassment policy: CAHP has zero tolerance towards verbal, physical, and sexual abuse and harassment. All received complaints will be discussed in a disciplinary committee for appropriate action. Any student named in the complaint may be suspended during the period that committee reaches a decision.

I have read the above statements, withdrawal, and refund policies, and I agree to the above terms and conditions. (Please type in your full name if you have read and agreed to the above statements)

Signed on (mm/dd/yyyy)