

## APPLICATION TO REGISTER A CAMPUS

- Complete all shaded areas by computer, unless marked as optional. Incomplete or handwritten applications will not be accepted.
- Return this application form and attachments outlined in Part V by email to: [rao@gov.mb.ca](mailto:rao@gov.mb.ca)
- Please contact the Registration and Accountability Office (RAO) if you have questions regarding this form or the application process.

### PART I – APPLICANT INFORMATION

Legal business name and name of registered private vocational institution:

Institution address (head office):

Contact person:

Contact phone:

Contact email:

### PART II – CAMPUS INFORMATION

Name of proposed campus:

Full mailing address of campus location:

Physical address (if different from above):

Telephone:

Fax (Optional):

Email (if applicable):

Campus square footage:

Premises are:

☐

Owned

☐

Leased from

Please provide contact information for the manager(s) who will be responsible for the daily operations of the campus location.

Name	Position/Title	Home Address	Phone Number

## PART III – FINANCIAL SECURITY

Registered private vocational institutions in Manitoba are required to post financial security in order to operate. The amount required to be posted is determined based on the peak student enrolment of all locations combined and rounded up to the nearest 25. If the addition of a new campus changes your peak student enrolment, you may be required to post additional security.

### Recalculation of Financial Security

Please complete the following fields to determine whether or not a change is required to your security. Please round estimates up to the nearest 25 students. Some fields will populate automatically.

Highest number of students enrolled at <u>your existing location(s)</u> last year, at any one point in time. (This information can be found on the most recent registration renewal package you submitted to the RAO)	(A)
Highest number of students projected to be enrolled at <u>your new campus</u> in the upcoming year, at any one point in time.	(B)
Highest number of students projected to be enrolled at <u>all locations combined</u> in the upcoming year, at any one point in time,	(C)

Using the following formula, calculate the security amount required to be posted:

$$\boxed{\$5,000 \times C/25}$$

If the total reached above is more than the security amount currently posted, increased security must be received **before** this application can be processed. (Please note the minimum security amount that will be required is \$5,000 and the maximum is \$75,000.) Please contact the Registration and Accountability Office if you require assistance completing this section.

## PART IV – PROGRAMS OF INSTRUCTION

Please identify all previously approved programs you intend to deliver at this campus. The RAO maintains a listing of all programs of instruction being delivered at each separate campus. You are required to advise the RAO of any changes to this list.

Program Name(s)

If these programs are designated for Manitoba Student Loans at your main campus, do you wish to have them designated at this new campus location as well?

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The details of the programs listed above (entrance requirements, cost, duration, fees, syllabus, requirements for successful completion and equipment/facilities) must match exactly what is currently on file with the RAO for your main location. If you wish to make changes to a program specifically for this campus location, you must submit a Program Change Form (Form 10) to request this change after your campus has been registered.

## PART V – INSTRUCTORS

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The RAO maintains a list of approved instructors for each campus. Instructors may be approved at multiple locations however the RAO needs to be notified in writing which campus(es) an instructor will be teaching at.

Please identify any previously approved instructors you intend to employ at this campus.

Instructor Name(s)	Course/Program Name(s)

Please note that you are required to submit an instructor declaration form for any new instructors that will be teaching at this campus. Your instructor declaration forms should specify which campus(es) the instructor will work out of.

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## PART VI – ATTACHMENTS

Please note that the following information must accompany this form in order for your application to be considered complete:

- ☐ Evidence that the campus location complies with all zoning and building by-laws and by-laws relating to the safety, health and sanitation of the institution. In Winnipeg, this would be a copy of an Occupancy Permit; in towns or in rural areas, it may be a letter from the Municipality or a zoning memorandum;
- ☐ A copy of your commercial liability insurance which includes third party liability to cover your students at the campus location: all locations of the institution must carry liability insurance that provides coverage to students both on-site and also, where applicable, participating in on-the-job work experience or other institutional activities away from the premises of the institution.
- ☐ Instructor declaration forms for any new instructors who will be teaching at the new campus;

- ☐ A copy of your new campus's enrolment contract which meets all the requirements outlined in Subsections 15(1), 15(2) and 15(3) of [The Private Vocational Institutions Regulation](#);
- ☐ Copies of any other contracts or documents students will be required to sign, if applicable;
- ☐ Copies of any advertising material for the new campus location that you have available at this time. (e.g. sales literature, brochures, circulars, calendars, and collection forms, mock up of your website).
- ☐ Increased financial security (if applicable)

## PART VI – DECLARATION & SIGNATURE

I, name of signator, am the authorized representative of school name. I hereby certify that this application and the attached contract(s) set out all the terms and conditions binding upon a person applying for and taking a program of instruction. The information provided is true and accurate to the best of my belief.

X

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Name of Signator

Date: