



Student Information & Application Elements of Farrier Science



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Contents

Program Outline.....	3
Program Module Breakdown.....	4
Costs and Payment Schedule.....	10
Prerequisites , College Rules and Policies.....	11
Program Completion Requirements.....	11
Policies.....	12
Student Application.....	20

Program Outline

Elements of Farrier Science is a course designed to introduce students to the basic skills needed to shoe a horse using both theory and practical applications. Students will foster an understanding of both the mechanics and anatomy of the horse as well as the care and use of the tools related to the job. This activity based program is a 8 week course of study, allowing the student to participate in and practice shoeing and trimming methods. The program is taught by a recognized, AFA certified farrier who also holds a Bachelor of Education teaching degree and has owned and operated his own business (apart from farrier work) for 25 years.

Skills Objectives

This deals with a basic understanding of farrier science and applying the knowledge to everyday practical situations. The student will be expected to effectively and safely handle a horse, conduct themselves in a professional manner, trim a horse's hooves, shoe it appropriately for its use, understand the parts and overall workings of a horse, while recognizing irregularities in movement and making appropriate adjustments for different situations. Successful students will proceed to their own desired work placement/self-employment opportunities.

Unit Objectives

Upon successful completion of the Elements of Farrier Science Course, students will have demonstrated machine/tool and horse safety; appreciation for farrier science and the role it plays in the horse's well-being; and proper trimming and shoeing procedures.

Evaluation

Assignments and Quizzes	10%
Practical Work	20% (effort, attitude, attendance and journal)
Portfolio	20%
Final Exam	50% (written and practical)

A mark of 70% in the final exam is necessary for passing and no less than 60% in all other components. A certificate will be presented to successful students.

**Note: If a student fails to pass the final exam he/she may redo any or all aspects of it at \$300 per attempt. Students will be expected to attend all school activities unless excused by the instructor.*

Training Location Description

The majority of the work will be done at Camden Stables. Camden Stables is a riding facility where both english and western lessons are taught and horses are boarded and trained. It is complete with indoor and outdoor riding rings, a metal and woodworking shop, a shoeing room, and 24 horse stalls. The students will also be traveling to other facilities as the opportunities arise. Traveling with or bringing in other local and experienced farriers will also be part of the course. Travel arrangements will be made by the school.

Module 1: Introduction to Occupational Health & Safety (OHS 101)

Length: 6 hours

Prerequisites: None

Description:

Module subjects include horse handling safety, propane forge safety, welding safety, forging safety, protective wear for shop work and shoeing.

Objectives:

Students will be able to safely lead a horse, pick up and hold the foot, start and operate a propane forge, list the safety gear needed for shop work and horseshoeing.

Textbooks: Principles of Horseshoeing

Evaluation: Must pass written quiz but no % value toward final mark.

Location: The material and quiz will be covered on site.

Teaching Method: Lecture, instructor led practical, classroom/lab practicum.

Module 2: Introduction to Horseshoer's Craft (FAR 101)

Length: 48 hours

Module Prerequisite: None

Description:

Module subjects include heritage of farriers, farrier tools and use, horse handling, safety and terms, balance, bones and joints of the leg, tendons and ligaments of the leg.

Objective:

Students will be able to choose well made suitable tools for his/her farrier needs; handle a horse safely; list the procedures assessing a new horse and owner; illustrate the three axis of the balanced foot; illustrate and identify the bones, tendons and ligaments of the leg.

Textbooks: Principles of Horseshoeing

Method of Evaluation:

- Assignments 5%
- Quizzes 5%
- Practical 20%
- Portfolio 20%
- Exam 50%

For a total of 100%. The module itself is worth 20% of the total course mark. The Portfolio and exam for all modules will be done at the end of the course for all modules.

Location:

The quizzes will take place on site, the practical work will be at various barns.

Method:

Lecture, instructor led practical, classroom/lab, practicum and video.

Module 3: Basic Skills of the Horseshoer's Craft (FAR 102)

Length: 54 hours

Module Prerequisite: Module 2 (FAR 101)

Description:

Module will cover foot physiology, foot anatomy, machine made shoe selection, shoe fitting and nailing, pad types and applications, common foot problems

Objectives:

The student will be able to describe the actions and reactions of the foot as the horse is in motion; identify a well made and well fit shoe; choose the appropriate pad for the shoe and determine the necessity; draw; identify and describe the proper shoeing or trimming procedures for common foot problems.

Textbook: Principles of Horseshoeing

Method of Evaluation:

- Assignments 5%
- Quizzes 5%
- Practical 20%
- Portfolio 20%
- Exam 50%

For a total of 100%. The module itself is worth 20% of the total course mark. The Portfolio and exam for all modules will be done at the end of the course for all modules.

Location:

The quiz will take place on-site, the practical work will be done at various barns and the on-site blacksmith shop.

Method:

Lecture, instructor led practical, classroom/lab, practicum and video.

Module 4: Intermediate Skills of the Horseshoer's Craft (FAR 103)

Length: 54 hours

Module Prerequisite: Modules 2, 3 (FAR 101 and FAR 102)

Description:

Module includes shoeing front limbs; public relations/business management; health and fitness; forge fire/tool use; shoe-making/metallurgy; corrective shoeing/therapeutic shoeing principles, shoeing for navicular.

Objectives:

The student will be able to apply shoes to the front foot; shape shoe to fit foot; develop their own basic fitness plan; forge shoe from bar stock; identify various gaits and faults of gait; list the principles therapeutic shoeing; explain in layman's terms what navicular is, the prognosis, and how to shoe for it.

Textbook: Principles of Horseshoeing

Method of Evaluation:

- Assignments 5%
- Quizzes 5%
- Practical 20%
- Portfolio 20%
- Exam 50%

For a total of 100%. The module itself is worth 20% of the total course mark. The Portfolio and exam for all modules will be done at the end of the course for all modules.

Location:

The quiz will take place on-site, the practical work will be done at various barns and the on-site blacksmith shop.

Method:

Lecture, instructor led practical, classroom/lab, practicum and video.

Module 5: Specialized Skills of the Horseshoer's Craft (FAR 104)

Length: 27 hours

Prerequisite: Modules, 2, 3, 4 (FAR 101, 102 and 103)

Description:

Module covers shoeing for laminitis; foal and weanling foot care; shoeing the hind limb, shoeing performance horses.

Objectives:

Students will be able to describe and illustrate in layman's terms what laminitis is, its prognosis and how to shoe for it; balance the hind foot; shoe the hind foot; identify and describe how to shoe the different disciplines of performance horses.

Textbook: Principles of Horseshoeing

Method of Evaluation:

- Assignments 5%
- Quizzes 5%
- Practical 20%
- Portfolio 20%
- Exam 50%

For a total of 100%. The module itself is worth 20% of the total course mark. The Portfolio and exam for all modules will be done at the end of the course for all modules.

Location:

The quiz will take place on-site, the practical work will be done at various barns and the on-site blacksmith shop.

Method:

Lecture, instructor led practical, practicum and video.

Module 6: Specialized Skills of the Horseshoer's Craft (FAR 105)

Length: 27 hours

Prerequisite: Modules 5 (FAR 104)

Description:

Module covers shoeing the running race horse; shoeing the harness race horse; shoeing the gaited horse; shoeing draft horses; mules and cattle.

Objective:

Students will be able to identify the types of running racehorse shoes; identify the types of harness racehorse shoes; identify the types of gaited horseshoes; and identify the types of draft horse shoes.

Textbook: Principles of Horseshoeing

Method of Evaluation:

- Assignments 5%
- Quizzes 5%
- Practical 20%
- Portfolio 20%
- Exam 50%

Location:

The quiz will take place on-site, the practical work will take place at various barns and the on-site blacksmith shop.

Method:

Lecture, instructor led practical, classroom/lab, practicum and video.

Course Cost & Supplies List

Eight Week Course Tuition	\$ 6500.00
Textbook: <i>The Principles of Horseshoeing III</i> by Doug Butler	300.00
Trimming and shoeing tools (approximately \$2,000 prices STC)	
2 Rasp Handles \$18.81 each	37.62
14" Kahn Forge Racetrack Nippers	280.00
Rasp	40.00
14" Kahn Forge Pull-offs	140.00
13 ½" Curved Jaw Clincher Kahn Forge	220.00
Mustad Clinch Block	40.88
10 oz Driving Hammer (Horsehead)	138.42
1 ¾ lb Mustad Rounding Hammer	101.36
Hoof Jack Hoof Stand	263.93
Canadian Stall Jack	198.00
Ward & Story Hoof Gauge	86.95
12" Kahn Forge Crease Nail Puller	160.00
Hall Loop Knife	46.20
Hall Drop Blade Knife	42.76
Yoder Shorty Shoeing Box	429.00
Shoeing Apron	149.00
Sub-total	\$9,174.12
HST (15%)	\$1,376.12
TOTAL	\$10,550.24

Other materials needed: pen, pencil, notebook, binder, safety glasses, steel-toe work boots, gloves optional.
Prices are subject to change.

Tuition Payment Plan

Payment for books and equipment is due upon registration. There is a \$100 non-refundable registration fee to be deducted from the tuition cost. A tuition payment of \$3,250 (+HST) is due upon registration with the balance of \$3,250 (+HST) to be paid after the first six weeks.

Program Prerequisites

Grade 12 or equivalent, copy of certificate must be sent with application.

College Rules & Policies

- The student must have a Grade 12 or equivalent.
- The mature student may qualify if they meet the *Private Career Colleges Regulation Act* admission requirements.
- The school reserves the right to dismiss the student for the following reasons:
 - Fails to make payment on the date it is due.
 - Abuses a horse, another student, school staff or horse owner verbally or physically.
 - Fails to attend all classes or sessions without school consent.
 - Fails to complete homework in a timely manner as outlined by the school.
 - Shows lack of respect to owners, fellow students or school staff.
 - Shows lack of respect of property belonging to fellow students, staff or owners (barn and horse)
 - Attends class under the influence of alcohol or drugs.
 - Dresses inappropriately for assigned work.
 - Shows up 10 minutes late on more than 3 occasions.

Program Completion Requirements

A mark of 70% in the final exam and no less than 60% in all components.

Evaluation

Assignments and Quizzes	10%
Practical Work	20% (effort, attitude, attendance and journal)
Portfolio	20%
Final Exam	50% (written and practical)

Attendance and Dismissal Policy

Subject to exceptions allowed by the Regulations, Maritime Farrier School will immediately dismiss from a program any student who misses 3 consecutive weeks of classes or 10% of the total hours of the program, whichever occurs first.

Maritime Farrier School will not count any of the following missed hours for the purpose of the aforementioned mandatory immediate dismissal:

- (a) any missed hours that the student intends to make up under a formal arrangement that is made by the college with the student.
If the formal arrangement is not part of the college's attendance and dismissal policy it must be approved by the Director of the Private Career Colleges division;
- (b) if the college's attendance and dismissal policy allows for medical exemptions, Maritime Farrier School will not calculate any hours missed for medical reasons, as explained in medical documentation submitted by the student.

On dismissing a student from a program for any reason, Maritime Farrier School will provide the student with a written notice of dismissal that includes the reason for the dismissal and the effective time and date of the dismissal.

In dismissing a student from a program, Maritime Farrier School will act in accordance with the Act and the Regulations, any conditions attached to the program approval, the student contract and the college's policies, rules and regulations.

1. Methods that a student must use to give advance notice of an absence or explanation of previous absences; in person, phone call, text or email
2. Procedures for Maritime Farrier school to give a student written notice of an attendance policy violation or a written warning of an impending violation; in person, phone call, text or email
3. Standard procedures for students to make up missed hours of a program; evenings, weekends or extension of program (incurring addition costs applicable.)
4. Any program hours missed by a student for medical reasons, as explained in medical documentation submitted by the student, are not counted for the purposes of a mandatory immediate dismissal;
5. Students in all programs must attend and satisfactorily complete the occupational health and safety training required by clause 22(a) of the Occupational Health and Safety Act, including a student evaluation.

Bully and Harassment Policy Statement

This defines the harassment policy of Maritime Farrier School

The most productive and satisfying work and learning environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

All students have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or non-use of lawful products away from work is expressly prohibited under this policy.

This policy will be issued to all current students.

Definitions

In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:

- The repeated making of unsolicited, inappropriate gestures or comments;
- The display of offensive sexually graphic materials not necessary for our work;
- Harassment on any basis (race, sex, age, disability, etc.) exists whenever:
- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's continued enrolment.
- Submission to or rejection of such conduct is used as the basis for an expulsion decision affecting an individual.
- The conduct interferes with an students work or creates an intimidating, hostile or offensive learning environment.

Recognizing Harassment

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behaviour that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men;

Women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients or vendors.

Some examples:

Verbal:

Jokes, insults and innuendos (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favours.

Non-Verbal:

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

Grievance Procedure

Any student who believes he or she is being harassed, or any student, who becomes aware of harassment, should promptly notify his or her supervisor. If the student believes that the supervisor is the harasser, the supervisor's supervisor should be notified. If a student is uncomfortable discussing harassment with his or her supervisor, the student should contact Private Career Colleges of Nova Scotia. Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with students who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

Non-retaliation

This policy also expressly prohibits retaliation of any kind against any student bringing a complaint or assisting in the investigation of a complaint.

Disciplinary Action

The Maritime Farrier School views harassment and retaliation to be among the most serious breaches of work place behaviour. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

Privacy and Distribution Policy

Use of the data that you provide us, or which is collected by use on our website, is governed by our Privacy Policy.

Maritime Farrier School (www.maritimefarrierschool.com) provides information about the school, its programs, and its services. Maritime Farrier School respects the privacy of its online visitors and does not sell or rent any information obtained from its web site to any other organization or third party.

If it is necessary for you to register, you will have to give us access to personal information, such as name, specialty, address, phone number, e-mail address, and other contact information. (We do not otherwise collect personal information)

We will not share personal information gathered with any other parties, except as we may reasonably determine is required by law or by governmental authority.

It is Maritime Farrier School's intention to protect against improper use of your personal information. Access to your information is limited exclusively to people required to process that information.

A student may request a copy of their student files at a cost of \$5 and will receive a copy no less than 3 business days after receiving students written request.

This privacy statement is intended to reflect the sites maintained by Maritime Farrier School and it is subject to change.

If you have any questions about or issues with our privacy policy, please contact us by e-mail at peter@maritimefarrierschool.com

Risk Assessment Policy

This Policy is to address the student in the context of outside site situations. “Outside site” means any site outside Maritime Farrier School where a student is required to perform activities related to the program the student is enrolled in.

- (a) An instructor, member of the personnel, operator, or agent of the Maritime Farrier School will have previously inspected the outside site before sending the student to the outside site, or will be in attendance with the student while the student is at the outside site.
- (b) A written risk assessment will be made of the outside site, including any college-organized travel to or from the outside site and the student activities proposed to take place at the outside site;
- (c) A copy of the written risk assessment under clause (b) and any risk management requirements will be provided to the student before the student attends the outside site;
- d) The student will sign an acknowledgment on the copy of the written risk assessment provided under clause (c) and the copy must be kept in the student’s student file;
- (e) A person at the outside site will be designated and identified as the contact for the student when college personnel are not present;
- (f) the student will receive an orientation to health and safety requirements appropriate to the outside site before or as soon as possible after the student arrives at the outside site.

Student Complaint Policy

Purpose

The purpose of this policy is to provide a method for prompt and equitable settlement of complainant-initiated issues for which no other policy driven forum is available.

Definitions

Complaint: An oral or written statement of a student's or students' dissatisfaction with a college service, college employee or a student's teaching and learning experience.

Complainant: A registered student(s) or graduate

Respondent: A staff member with whom a student has expressed dissatisfaction.

Administrator: The supervisor of the respondent.

Application/Scope

Maritime Farrier School, Students and former students

Policy Statements

A complaint may be made by a registered student or Maritime Farrier School graduate (the Complainant) with the owner of the school. Complaints made by a current student must be made within thirty (15) calendar days of the circumstances giving rise to the complaint. Any complaint made by a Maritime Farrier School graduate must be made within thirty (15) calendar days from the date of graduation.

Every effort shall be made by complainants and staff to resolve the issue or complaint through the informal procedure; however, complainants may opt to invoke the Formal Complaint Procedure at any time.

This policy is not applicable where the issue or complaint in question is covered by another Maritime Farrier School policy, complaint, grievance or appeal procedure.

Should the complainant require assistance to navigate the formal complaint procedure, informational support may be provided by a representative from Director Private Career Colleges of Nova Scotia. Representatives of the College responsible for investigating complaints shall not be involved in a complaint that places the individual in a conflict of interest in relation to the complainant or the subject matter of the complaint.

A complaint may be denied at any time if the complainant objectively appears to have failed to co-operate in the full and timely processing and advancement of the complaint.

A complaint under this procedure that involves false accusations, malicious intent or is otherwise made in bad faith, as determined by the investigation, may be considered a violation of the Code of Conduct and the Student Procedures for Misconduct.

Appeals

Complainants who have reason to believe they have been treated unjustly in relation to the recommended action for a complaint made have the right to appeal. Maritime Farrier School is committed to the provision of a fair and timely appeal process through which the complainant's concern can be addressed.

Grounds for Appeal

The grounds for appeal are:

- New information has come to light that would have an impact on the final decision regarding the complaint.
- The complainant is appealing the decision due to lack of impartiality in the formal complaint process.

Informal Appeal

Meet with staff to review complaint

Student/Graduate

At meeting, state complaint clearly, preferably in writing. If complaint is put in writing, retain a copy.

Student/Graduate

Listen to the concerns of the students and seek clarification, if needed.

Staff

Explore ways to resolve the concerns.

Staff and Student/Graduate

Agree on a way to resolve the concerns and write down the solution for reference and for action/distribution as appropriate.

Staff and Student/Graduate

If unable to resolve the issue, proceed to Formal Complaint Procedure.

Formal Complaint Procedure

If unable or unwilling to approach the appropriate school staff, or if concerns have not been resolved informally with the staff member as described in Section 1 above, meet with the Director Private Career Colleges Division and proceed under its Act and Regulations.

Tuition Refund Policy

Schedule "A" - Tuition Refund Policy, Private Career Colleges Regulation Act

1. Pursuant to Section 11 of the regulations, the operator of a Private Career College may charge a student registration fee for each program in an amount not to exceed 5% of the tuition or \$100.00, whichever is the lesser amount.
2. Pursuant to Section 11 of the regulations, the student registration fee paid by a student or a third party sponsor shall be credited to the tuition fee for the program.
3. Where a student gives a Private Career College notice prior to the commencement date of a program of the student's intention not to commence the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except the student registration fee referred to in Section 1.
4. Where a student gives a Private Career College notice after the commencement of a program, but within the first 20 school days, of the student's intention to cease taking the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except
 - (a) the student registration fee referred to in Section 1; and
 - (b) the proportion of the tuition instalments paid that the part of the program taken to the date of termination bears to the part of the program that is covered by the paid instalments.

Clause 4 (b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.

5. Where a student gives a Private Career College notice after the first 20 school days have been completed of the student's intention to cease taking the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except
 - (a) the student registration fee referred to in Section 1; and
 - (b) the proportion of the tuition instalments paid that the part of the program taken to the date of termination bears to the part of the program that is covered by the paid instalments; and

Clause 5 (b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.

- (c) 10% of the difference between the tuition fee for the whole program and the amount calculated under clause (b).
6. Despite Section 5 where a student completes 2/3 or more of a program in accordance with the terms of a student contract, the operator of the Private Career College is not required to refund any fee or part thereof.
7. Where an operator of a Private Career College provides material to a student for a program and the Private Career College receives a notice under Sections 3, 4 or 5, or the operator dismisses a student, the operator of the Private Career College may charge the student for the material and deduct it from the amount of any refund otherwise payable in an amount not exceeding the cost to the Private Career College of the material, except where the student returns all of the material to the Private Career College unopened or as issued.
8. Where an operator of a Private Career College dismisses a student and the operator satisfies the Minister that the dismissal is for just cause, the operator of the Private Career College may retain a portion of the fees calculated in the following manner:
 - (a) the student registration fee referred to in Section 1;
 - (b) the proportion of the tuition instalments paid that the part of the program taken to the date of dismissal bears to the part of the program that is covered by the paid instalments; and

Clause 8 (b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.

- (c) 10% of the difference between the tuition fee for the whole program and the amount calculated under clause (b).
9. All refunds are to be made 30 days after receiving notice in writing from the student or dismissal.
10. Pursuant to Section 45 of the regulations, notice shall be in writing and by
 - (a) mail, postage prepaid; or
 - (b) courier or other means of hand delivery.



Instructions to Students:

A contract is to be completed by all students enrolling in a Private Career College program registered with the Department of Labour and Advanced Education. The contract sets out program details, terms and conditions of enrolment. The contract must be signed by the applicant and by an authorized career college staff member prior to the program start date. The college is required by the Private Career Colleges Regulations Act to provide to the student, prior to signing a contract, 1) an outline of the content of the program; 2) a breakdown of the duration of the program by subject; 3) a program cost breakdown and payment schedule and; 4) a copy of the college's policies, rules and regulations, and a copy of the Tuition Refund Policy detailed in the General Regulations of the Private Career Colleges Regulation Act. All sections of this contract must be completed. The signed contract must be copied to the student file and the original provided to the student within five days of commencing the program.

Applicant Information

Name of Student: _____

Date of Birth: _____

Mailing Address: _____

E-mail Address: _____ Phone: _____

Education and Experience

Public school attended/location: _____

Grade level achieved: _____

Post secondary education: _____

(If prerequisite verification is not provided)

Name of standardized test: _____ Grade achieved: _____

Work experience: _____

NOTE: Applicants are required to provide verification of prerequisites and such verification is to be placed in the applicants student file.

Contact Person

In case of emergency, school is to contact:

Name of person: _____ Telephone #: _____

Name of doctor: _____ Telephone #: _____

Does student have any medical condition, disabilities or allergies which will restrict their participation in this program?

☐ Yes ☐ No

If yes, briefly explain:

Program Information

Program Name: Elements of Farrier Science

Program Prerequisite: None

Start Date: _____ End Date: _____

Total Hours of Instruction: 216 hours

Total Days of Instruction: 40 Days (8 Weeks)

Summary of Fees

Tuition	\$ 6500.00
Text Book	\$ 300.00
Tools	\$2374.12
TOTAL	\$9174.12 +HST

Tuition Payment Plan

Payment for books and equipment is due upon registration. There is a \$100 non-refundable registration fee to be deducted from the tuition cost. A tuition payment of \$3250 (+HST) is due upon registration with the balance of \$3250 (+HST) to be paid after the first six weeks.

Equipment Student Uses During the Program

See student equipment and tool list on [page 10](#) of this document.

College Rules and Policies

Information may be found on [page 11](#) of this document.

Program Completion Requirements

Requirements may be found on [page 11](#) of this document.

Declaration of Maritime Farrier School

I hereby certify that:

1. The student has been, prior to signing this contract, provided with; a) an outline of the content of the program; b) a breakdown of the duration of the program by subject; c) a program cost breakdown; d) a copy of the colleges policies, rules and regulations; e) a copy of Tuition Refund Policy (Schedule A of the General Regulations); and f) historical employment / placement statistics.
2. This contract has been fully explained to the applicant and the applicant has acknowledged full understanding of all terms, conditions, policies, rules, and regulations associated with the fulfillment of all contractual obligations of both parties.
3. I understand that the Minister of Education will undertake periodic audits of Private Career Colleges files to ensure that all student contracts meet the requirements of the Act and Regulations.
4. I understand this contract is subject to the *Private Career Colleges Regulation Act* and its General Regulations.
5. A student having graduated from the program will receive their certificate / diploma no later than 30 days following the registered end date.

Name of operator/college official (print)

Signature of operator/college official (signature)

Dated at _____

This _____ day of _____ in the year _____

Declaration of Applicant

I hereby certify that:

1. I have been, prior to signing this contract, provided with; 1) an outline of the content of the program; 2) a breakdown of the duration of the program by subject; 3) a complete program cost breakdown; 4) a copy of the colleges policies, rules and regulations and; 5) a copy of Tuition Refund Policy detailed in the *General Regulations of The Private Career Colleges Regulation Act*.
2. I fully understand and agree to the terms, conditions, policies, rules and regulations of the College which are described in the body of this contract or as attached annexes to this contract.
3. I understand that by signing this contract I have not been guaranteed employment upon completion of the program requirements.
4. I understand this contract is subject to the *Private Career Colleges Regulation Act* and its General Regulations.
5. I understand that financial assistance in the form of a loan may be available and it is my responsibility to repay the loan as determined by the lender.

Name of applicant (print)

Signature of applicant (signature)

Dated at _____

This _____ day of _____ in the year _____



www.maritimefarrierschool.com

Policies are subject to change according to the Private Career Colleges Act.

Revised July 2020