

Ministry of Advanced Education
and Skills Development

Advanced Education Learner
Supports Division

Office of the Superintendent

Private Career Colleges Branch
77 Wellesley Street West
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Ministère de l'Enseignement supérieur
et de la Formation professionnelle

Division du soutien aux apprenants
au niveau postsecondaire

Bureau du Surintendant

Direction des collèges
privés d'enseignement professionnel
77, rue Wellesley Ouest
Boîte 977
Toronto ON M7A 1N3



PARTICULARS OF A COMPLIANCE ORDER

S. 49 (2) *Private Career Colleges Act, 2005* ("Act")

January 17, 2018

These particulars are posted following the issuance of a Compliance Order against a registered private career college by the Superintendent of Private Career Colleges pursuant to s. 46 (2) of the Act.

Original service date: January 24, 2017

The Harris Institute for the Arts, Inc.

o/a Harris Institute

118 Sherbourne Street

Toronto Ontario M5A 2R2

Contraventions

The Superintendent has ordered The Harris Institute for the Arts, Inc. to:

- Update the Registrant's operating name on the Registration Information for Career Colleges ("RICC") system, as required by subsection 34(2) of the Act;
- Produce and provide to the Superintendent the following documents, records, and other things, pursuant to s. 38 (6) of the Act:
 - Electronic copies of complete Instructor Qualification Forms for all current instructors employed by the Registrant;
 - Copies of all written complaints received by staff from students for the last three years;

- Copies of all submissions filed with respect to a student complaint within the last three years;
 - Copies of minutes of all meetings held with complaining students with respect to a student complaint within the last three years;
 - Copies of decisions provided to complaining students with respect to a student complaint within the last three years;
 - An itemized list of all fees charged with respect to the vocational programs at the Registrant; and,
 - A list of all students (including name, program, and contact details) that have been charged fees not itemized to the Superintendent since 2010.
- Stop charging fees to students that have not been itemized to the Superintendent, contrary to s. 44 (1) of O. Reg. 415/06 made under the Act; and,
 - Provide refunds to all students that have been charged fees not itemized to the Superintendent since 2010, pursuant to s. 25 (1) of O. Reg. 415/06 made under the Act.

Required Actions

By February 7, 2017 The Harris Institute for the Arts, Inc. is required by the Superintendent to provide written confirmation signed by a person with authority to bind the corporation, together with all available supporting evidence, confirming that they:

- A. Updated the Registrant's operating name on the Registration Information for Career Colleges ("RICC") system, as required by subsection 34(2) of the Act;
- B. Produced and provided the following documents, records, and other things, pursuant to s. 38 (6) of the Private Career Colleges Act, 2005:
 - a. Electronic copies of complete Instructor Qualification Forms for all current instructors employed by the Registrant;
 - b. Copies of all written complaints received by staff from students for the last three years;
 - c. Copies of all submissions filed with respect to a student complaint within the last three years;
 - d. Copies of minutes of all meetings held with complaining students with respect to a student complaint within the last three years;
 - e. Copies of decisions provided to complaining students with respect to a student complaint within the last three years;

- f. An itemized list of all fees charged with respect to the vocational programs at the Registrant; and,
 - g. A list of all students (including name, program, and contact details) that have been charged fees not itemized to the Superintendent since 2010.
- C. Stopped charging fees to students that were not itemized to the Superintendent, contrary to s. 44 (1) of O. Reg. 415/06 made under the Act; and,
- D. Provided refunds to all students that have been charged fees not itemized to the Superintendent since 2010, pursuant to s. 25 (1) 7. of O. Reg. 415/06 made under the Act.