

Training Initiative Program

Participant information application and payment agreement

What TIP does

TIP lets an approved first-time individual participant attend eligible ACT training after paying 50% of the tuition by the first day. The remaining 50% is paid in six monthly instalments using post-dated cheques supplied before training begins. ACT releases training certificate only after the account is paid in full and all payments have cleared.

The payment pathway

1 Apply	Submit the completed application and guarantor information. Do not send sensitive identity documents by ordinary email unless ACT provides a secure method.
2 Receive a written offer	ACT confirms the course, dates, tuition, deposit, instalment amount, due dates, and payment method. An inquiry is not an approval.
3 Reserve the seat	Sign the agreement, pay the stated registration deposit, and provide all required post-dated instalment cheques. The deposit is credited toward the first 50% payment.
4 Start training	The amount paid must equal 50% of tuition no later than the first day of training.
5 Complete payments	Pay the remaining 50% through the six post-dated cheques in the signed schedule. ACT releases any earned training certificate after the final payment clears.

Basic eligibility

- The participant is enrolling as an individual, not on behalf of an employer or other organization.
- The participant has not previously received ACT training, whether self-funded or employer-funded.
- The selected course has been confirmed by ACT as eligible for TIP.
- The participant has an adult guarantor who ordinarily resides in Canada and agrees to the separate guarantor undertaking.
- The participant and guarantor provide complete, accurate information and sign all required documents before the approval deadline.

TIP application

Complete this form only after ACT has confirmed that the course is eligible

Participant

Legal name	
Preferred name	
Address	
City province postal code	
Telephone	
Email	
Employer if any	
Preferred contact	☐ Email ☐ Telephone

Requested training

Course title	
Course dates	
Published tuition	\$ CAD
How did you hear about TIP?	

Guarantor

Legal name			
Relationship to participant			
Address			
City province postal code			
Telephone		Email	
Employer if any			

Eligibility declarations

- I am applying as an individual and not as a corporate or employer-sponsored participant.
- I have not previously received training from ACT, including training paid for by an employer.
- The information in this application is complete and accurate.
- I understand that this application does not reserve a seat or create a financing agreement.

Participant signature: _____

Date: _____

Printed name: _____

Initials: _____

TIP enrolment and payment agreement

Agreement number _____ Invoice number _____

Financial summary

This is a 0% payment plan for training services. The participant pays 50% of tuition by the first day and provides six post-dated cheques for the remaining 50% before training begins. ACT releases any earned training certificate after the account is paid in full and all payments clear. There is no interest, ACT financing fee, ACT late fee, or prepayment penalty.

1 Parties and course

This agreement is between Renaissance Aeronautics Associates Inc., carrying on business as ACT Advanced Composites Training, the Participant identified below, and the Guarantor identified below.

Participant	
Guarantor	
Course	
Training dates	
Training location	
Agreement date	

2 Cost of training and credit disclosure

Total tuition including applicable taxes	\$	CAD
Registration deposit credited to tuition	\$ 100.00	CAD
Amount required by first training day	\$	CAD
Balance financed after first-day payment	\$	CAD
Cost of borrowing	\$0.00	
Annual percentage rate	0%	
Total amount payable under this agreement	\$	CAD
Number of monthly instalments	6	
Amount of instalments 1 through 5	\$	CAD
Final instalment adjusted for rounding	\$	CAD

The payment dates and mandatory post-dated cheque details appear in Schedule A. Schedule A forms part of this agreement.

Terms of the TIP agreement

1. Approval and seat confirmation

TIP is available only after ACT provides written approval. The Participant must pay a CAD \$100 registration deposit when accepting the TIP offer. The deposit is credited toward the 50% of tuition required by the first training day. Its refund or retention is governed by the ACT Course Cancellation and Refund Policy, except that ACT will refund it if ACT declines the application or cancels the course and the Participant does not accept a transfer. A seat is confirmed only when this agreement is signed, the deposit is received, the identity requirements below are completed, and any separate course-registration requirements are satisfied.

2. Postdated cheque requirement

The Participant must provide ACT with post-dated cheques for all six deferred instalments before training begins. Unless Schedule A states different dates, the first cheque will be dated for the first day of the calendar month following the start of training, and the remaining five cheques will be dated for the first day of each consecutive month. Each cheque must match Schedule A. ACT may accept the CAD \$100 registration deposit and the additional amount required to reach the first-day payment by another approved method. ACT will issue a receipt or written confirmation for every payment. The Participant may pay early without a fee. If an instalment is paid by another approved method before its cheque date, ACT will return or securely destroy the corresponding cheque and record the change in writing.

3. No added credit charges

ACT will not charge interest, a financing fee, an ACT late fee, or a prepayment penalty under TIP. Fees charged independently by the Participant's or Guarantor's bank or payment provider are not charged by ACT and remain that person's responsibility.

4. Training delivery

ACT will provide the course identified in section 1, subject to reasonable scheduling, safety, admission, attendance, assessment, and conduct requirements disclosed for that course. TIP changes only the timing of payment. It does not promise successful completion, training certificate, employment, licensing, or any particular employment outcome.

5. Training certificate release

Completing attendance, examinations, or practical assessments does not entitle the Participant to immediate training certificate while any TIP amount remains unpaid. ACT will record the academic result internally. ACT will not issue or verify a training certificate, wallet card, or duplicate certificate of training until the full account balance has been received and cleared. After financial clearance, ACT will issue any earned credential within five business days. Payment does not guarantee a passing result or training certificate.

6. Cancellation rescheduling and withdrawal

The ACT Course Cancellation and Refund Policy supplied before signing governs cancellations, transfers, substitutions, withdrawals, and refunds, subject to any mandatory legal rights. If ACT cancels the course and the Participant declines the offered transfer, ACT will refund the amount required by that policy and applicable law. Once training begins, the full course fee remains payable and no refund or transfer is available, except where mandatory law or an approved special-circumstances decision requires otherwise. ACT will return or securely destroy any unused post-dated cheque that exceeds the final amount lawfully owing.

7. Missed payments and cure period

If a post-dated cheque is dishonoured, stopped, or otherwise not paid, ACT will send written notice to the Participant and Guarantor. They have 10 calendar days after the notice is sent to pay the missed amount and any actual bank charge incurred by ACT, or ask ACT in writing to consider a revised date. ACT may approve or refuse a change. Any approved change must be recorded in writing and does not change the 0% cost of borrowing. Training certificate remains pending while any amount is overdue.

8. Continuing default

If the missed amount remains unpaid after the cure period, ACT may require the Participant and Guarantor to pay the lawful outstanding balance, refer the account for collection, or pursue other lawful remedies. ACT will provide a written statement of account first. The Participant and Guarantor remain entitled to dispute an error or amount claimed. ACT will not impose an undisclosed fee or collect more than the lawful balance and permitted recovery costs.

9. Guarantor promise

In exchange for ACT allowing deferred payment, the Guarantor guarantees payment of the Participant's lawful obligations under this agreement. The Guarantor's maximum principal liability is the unpaid tuition stated in section 2, reduced by all payments and lawful credits. The guarantee does not cover undisclosed charges. ACT must give the Guarantor the same missed-payment notice and cure period described in section 9 before demanding payment from the Guarantor.

10. Information and privacy

As a condition of final TIP approval, the Participant and Guarantor must each provide a clear copy of one current government-issued photo identification document through ACT's approved secure method or present the original in person for copying. The document must show the person's legal name and photograph. ACT may also request reasonable proof of the Guarantor's current Canadian address. A driver's license, passport, provincial or territorial photo card, or permanent resident card may be used. Do not provide a health card or Social Insurance Number card. ACT will use identity copies only to verify identity, assess and administer TIP, maintain the agreement record, collect lawful amounts, and comply with law. Access will be limited, and copies will be securely retained and destroyed under ACT's approved records-retention practices. ACT will not obtain a consumer credit report or contact an employer or financial reference unless the person concerned gives separate, specific written consent identifying the proposed check. Identity or banking documents must not be sent by ordinary email unless ACT provides an approved secure method.

11. Notices

Notices under this agreement must be sent to the email or mailing address recorded in the application or to an updated address provided in writing. A notice by email is considered sent on the date of transmission unless the sender receives a delivery-failure notice. Either person may request a paper copy.

12. Changes

A change to a payment date, payment method, course date, or other agreement term must be recorded in writing and accepted by ACT and each person whose obligations are affected. A delay by ACT in enforcing a right does not waive that right.

13. Governing law and mandatory rights

Ontario law and applicable federal law govern this agreement. Nothing in this agreement limits a right or remedy that cannot legally be waived. If a term is unenforceable, the remaining terms continue to the extent permitted by law.

14. Entire agreement and copies

This agreement, Schedule A, the ACT Course Cancellation and Refund Policy supplied before signing, and any written amendment are the complete TIP agreement. Each party will receive a completed copy promptly after signing. Electronic signatures and counterparts are permitted to the extent allowed by law.

Acknowledgements and signatures

Participant acknowledgement

- ☐ I read the financial summary, agreement, payment schedule, and course cancellation and refund policy before signing.
- ☐ I understand that the cost of borrowing is \$0 and the annual percentage rate is 0%.
- ☐ I understand the due dates, missed-payment notice, 10-day cure period, and consequences of continuing default.
- ☐ I received an opportunity to ask questions and will receive a completed copy of this agreement.
- ☐ I understand that I must provide all six post-dated instalment cheques before training begins.
- ☐ I understand that ACT will not issue or verify my training certificate until all TIP amounts have been paid and cleared.
- ☐ I understand that I must provide the required government-issued photo identification through ACT's approved secure method or present it in person before final TIP approval.

Guarantor acknowledgement

- ☐ I understand that I am personally guaranteeing the Participant's lawful unpaid obligations under this agreement.
- ☐ My maximum principal exposure is the unpaid tuition shown in section 2, reduced by payments and credits.
- ☐ I will receive notice and a 10-day cure period before ACT demands payment from me following a missed payment.
- ☐ I had an opportunity to obtain independent advice and will receive a completed copy of this agreement.
- ☐ I understand that I must provide the required government-issued photo identification and any reasonable proof of my current Canadian address through ACT's approved secure method or present it in person before final TIP approval.

Participant signature: _____ **Date:** _____

Printed name: _____ **Initials:** _____

Guarantor signature: _____ **Date:** _____

Printed name: _____ **Initials:** _____

ACT authorized representative signature: _____ **Date:** _____

Printed name: _____ **Initials:** _____

ACT representative name and title: _____

Completed copies sent to Participant and Guarantor on: _____ By: ☐ Email ☐ Paper

Schedule A: payment schedule

This schedule forms part of the TIP enrolment and payment agreement

Participant	
Course and dates	
Agreement number	
Invoice number	
Currency	CAD
Post-dated cheques received	☐ Yes Date received: _____ Verified by: _____

Payment	Due date	Amount	Cheque no.	Paid date	Receipt or status
Deposit		\$100.00 CAD			☐ Due ☐ Cleared ☐ Replaced
First day					☐ Due ☐ Cleared ☐ Replaced
1					☐ Due ☐ Cleared ☐ Replaced
2					☐ Due ☐ Cleared ☐ Replaced
3					☐ Due ☐ Cleared ☐ Replaced
4					☐ Due ☐ Cleared ☐ Replaced
5					☐ Due ☐ Cleared ☐ Replaced
6					☐ Due ☐ Cleared ☐ Replaced

Payment instructions

All six post-dated cheques must be payable to Renaissance Aeronautics Associates Inc. and delivered to ACT before training begins. Unless Schedule A records approved different dates, date the first cheque for the first day of the calendar month following the start of training and the remaining cheques for the first day of each consecutive month.

Write the Participant name and invoice number on the memo line of each cheque. ACT will provide a receipt or written payment confirmation after each cheque clears.

Need to change a date?

Contact ACT before the due date at 519-451-3200 or info@raacomposites.com. A request does not change the schedule unless ACT approves it in writing and replaces or returns the affected cheque. Training certificate remains pending until the revised balance is paid and cleared.

Schedule approval

Participant signature: _____

Date: _____

Printed name: _____

Initials: _____

Guarantor signature: _____

Date: _____

Printed name: _____

Initials: _____

ACT authorized representative signature:

Date: _____

Printed name: _____

Initials: _____