



Government of Newfoundland and Labrador
Department of Education and Early Childhood Development

CONTRACT TERMINATION REPORT SUMMARY

To be completed annually and submitted with your Application for Renewal of Private Training Institution Registration (PTI – 5) form.

Name of Institution: _____

Location of Campus: _____

Reference Year: January 1 to December 31, _____ **Page:** _____ of _____

Please record the names below of all students for which a *Contract Termination Report (PTI – 4)* was issued in the reference year noted above. For the last column, please record the Tuition Refund Amount identified in line 5 of the 'Fee Settlement Particulars' section of the Contract Termination Report. Attach additional sheets if necessary.

Privacy Notice: The information collected on this form is collected under the authority of Section 61(c) of the Access to Information and Protection of Privacy Act, 2015 (ATIPP, 2015) and is used for the purposes of administration of Private Training Institutions as well as for statistical and research purposes. If you have any questions about the collection or use of this information, please contact the Information Management Division of the Department of Education at 709-729-6281.