

Prospective Student

The Academy of Locksmithing

Our Program consists in 15 courses covering all aspects of the Locksmithing Trade. 2 of these courses are the pre requisites for all the other courses we offer. The total cost of the Tuition Fee is \$4, 475.00. Students are allowed to pay their fees as they go. Please see below for further details about payments.

COURSES
Basic Locksmithing I pre requisite
Basic Locksmithing II pre requisite
Interchangeable Core
Panic Exit Devices
Master Keying
Lock Picking
Access Control
Door Closer Installation
Tips & Tricks of the Trade
Impressioning
Iico Unican
Aluminum Door Servicing
Hardware Installation
Basic Safe
Codes & Code Machines

All courses are part time; the pre requisites are the longest courses, one week each course (20 hrs).

Class hours

Classes are scheduled to start at 7 p.m. and finish at 10 p.m. during the weekdays. On Saturdays class starts at 9 a.m. and finishes at 5 p.m. On Sundays class starts at 10 a.m. and finishes at 5 p.m.

Interested to study with us?

Admissions

The prospective student is required to have completed grade 12 (the Ontario Secondary School Diploma) or its equivalent or Mature Student Status (18 years of age, out of school for more than one year).

Due to the limit of students per class and to avoid waiting list, it is advised to enroll for the classes ahead of time.

Disability Management Organizations/WSIB, E. I., and Insurance Companies

Must have a contract stating the student's information and a payment schedule.

Enrollment Procedures

The prospective student can download the Registration Form from our website www.taol.net and send it via mail or drop by at the office Monday to Friday from 9 a.m. to 5 p.m. to enroll in person (**Please call office to book an appointment – (416) 321-2220**). Enrollment by phone is also acceptable.

By the time of enrollment the minimum of 20% of the Tuition Fee of the respective course is required. The remaining balance has to be paid in full 2 (two) weeks before the starting date of the course.

Payments can be made by Cheque, Money Order, Cash, Credit Card (Visa or Master Card)

*Credit Card – Deductions will be made automatically until be told otherwise up to the deadline. Numbers and expiring dates will be deleted after the Tuition Fee is paid in full.

** Payments made by Cheque – 1st Cheque (**20%**) – **actual date of enrollment**

2nd Cheque (**balance**) – **posted with the deadline date**

or

One Cheque only (**full amount**) – **actual date of enrollment**

Enrollments without, at least, a down payment will be not considered.

Withdrawals, credits and refunds

The deadline to withdrawal with refund is 2 (two) weeks before the starting date of the course the student is originally enrolled. (See Class Schedule on www.taol.net). Or if the school postpones the course more than 2 (two) times (As a minimum of students is required to open the course).

Tuition fee paid by cash or cheque will be refunded by cheque. (For payments made by cheque - the office has to acknowledge the clearance of the cheque first).

Payments made by credit card will be refunded to the credit card.

The student is entitled to transfer her/his credits once to the next available batch of the course s/he originally enrolled or to another course of equal amount (if the pre requisites have been completed) in the case the school has been postponed the original course more than 2 (two) times.

Materials

Manuals, hand outs, and some class materials will be provided to the students by the school.

Students will be required to bring their own set of tools to attend some of the courses. The List of Tools will be provided to the student in advance via e-mail or fax.

Certificates

A Certificate will be awarded after the successful completion of the Program.

Extra copy of the certificate will be provided upon request and mailed out to the student. \$25.00 will be charge for each copy.