

# 2015 COURSE REGISTRATION FORM

Agency/Agent Name
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200 - 1016 Nelson Street,  
Vancouver, B.C., V6E1H8,  
Canada

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## PERSONAL INFORMATION

First Name		Middle Name		Last Name	
Gender <input type="radio"/> Male <input type="radio"/> Female	Date of Birth (dd/mm/yy)	Nationality	Address		
Mobile Phone	Home Phone		Unit #	Street Address	
E-mail			City	State/Province	Zip/Postal Code
Status in Canada <input type="checkbox"/> Visitor <input type="checkbox"/> Student <input type="checkbox"/> Working Holiday <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Other			Country		

## EMERGENCY CONTACT

1	Full Name	Relationship	Mobile Phone	E-mail
2	Full Name	Relationship	Mobile Phone	E-mail

## COURSES

1	Location <input type="radio"/> Vancouver <input type="radio"/> Kelowna	Course Name _____	# of Weeks	Study dates _____ ~ _____
		Hours per week		Start                      Finish
2	Location <input type="radio"/> Vancouver <input type="radio"/> Kelowna	Course Name _____	# of Weeks	Study dates _____ ~ _____

## SERVICE REQUIREMENT

1. Are you a returning student?	<input type="radio"/> No <input type="radio"/> Yes
2. Do you need a medical insurance? (approximately \$60 CAD/month)	<input type="radio"/> No <input type="radio"/> Yes
3. Do you need an airport shuttle service?	<input type="radio"/> No <input type="radio"/> Yes, pick-up <input type="radio"/> Yes, pick-up and drop-off
4. Do you need a homestay?	<input type="radio"/> No <input type="radio"/> Yes
5. Are there any foods you cannot eat?	<input type="radio"/> No <input type="radio"/> Yes, I cannot eat: _____
6. Do you have any allergies?	<input type="radio"/> No <input type="radio"/> Yes, I am allergic to: _____
7. Do you have any medicine that you take regularly?	<input type="radio"/> No <input type="radio"/> Yes, I take: _____
8. Do you like animals?	<input type="radio"/> No <input type="radio"/> Yes, I like: <input type="checkbox"/> Dogs <input type="checkbox"/> Cats
9. Do you smoke?	<input type="radio"/> No <input type="radio"/> Yes

Complete this section only if you have answered "Yes" to question 4

## ARRIVAL INFORMATION

Expected arrival date in Vancouver (dd/mm/yy)	Time	Airline	Flight number
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Must complete if you have answered "Yes" to question 3

## HOMESTAY

Complete this section only if you have answered "Yes" to question 4

Placement preference (ranked in order of preference): <input type="checkbox"/> Family with young children <input type="checkbox"/> Family with teenagers <input type="checkbox"/> Adults with no children <input type="checkbox"/> No preference			
1	Location <input type="radio"/> Vancouver <input type="radio"/> Kelowna	Homestay dates _____ ~ _____ Start                      Finish	English speaking ability <input type="radio"/> Beginner <input type="radio"/> Intermediate <input type="radio"/> Advanced
2	Location <input type="radio"/> Vancouver <input type="radio"/> Kelowna	Homestay dates _____ ~ _____	<input type="radio"/> Beginner <input type="radio"/> Intermediate <input type="radio"/> Advanced

## Registration Procedure

It is recommended that the registration documents be sent to the school at least two weeks before the start date of the course. All fees are calculated on complete weeks of study and any portion of a week is counted as a full week. No compensation is given for public holidays or scheduled days when the school is closed.

1. Fill in the registration form. Please complete all sections and sign the registration form.
2. Give the completed registration form to your agent/counselor or mail, fax or email it to the school.
3. Upon receipt of the above documents, VanWest College will email a Letter of Acceptance confirming the dates of your course. The original Letter will be mailed upon request.
4. **Payment Method**

Fees may be paid by cheque, money order, or wire transfer.

All fees must be paid before a Letter of Acceptance will be issued. When making a wire transfer to VanWest College, please put "Student's Name" in the column of "Ordering Client". Please do not put the agent's name, or the student's parents name etc.

## Medical Insurance

Students are required by law to have medical insurance while staying in British Columbia or traveling in Canada. Students who do not purchase their own medical insurance before leaving their home country must buy insurance on the day they arrive at VanWest College. Students are responsible for all medical costs incurred while they are in Canada. VanWest College is not responsible for any sickness, injury, loss or damage incurred on school premises or on school activities, tours, or in their Homestay.

## Holiday Policy

Students may apply for a holiday from their study program. Please refer to the table below for eligible holiday length.

Program Length	Eligible Holiday Length
4-12 weeks	1 week
13-23 weeks	2 weeks
24-35 weeks	3 weeks
36+ weeks	4 weeks

Holiday time will be credited back to the student's program; however, there will not be any cash refunds for holiday time.

## Tuition Refund Policy

1. Refunds before the program of study begins:
  - a. If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.
  - b. If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.
  - c. If written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition due under the contract to a maximum of \$1300.
2. Refunds after the program of study starts:
  - a. If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition.
  - b. If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition.
  - c. If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

3. Refunds owed to payee will be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.
4. If a student did not complete the Study Permit by the start date in the Letter of Acceptance, the student must notify the institution and the institution may issue a second Letter of Acceptance for a later start date. In that case, the institution may charge an additional \$200 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application. Should a student fail to advise the institution that he/she did not complete the Study Permit application, the refund policy set out in Part 1 above will apply.
5. If a student advises the institution in writing, prior to the start date, he/she was denied a Visitor Visa/Study Permit and provides a copy of the denial letter issued by Citizenship and Immigration Canada, the institution may retain the lesser of 10% of the total fees due under the contract or \$400. Should a student fail to advise the institution, or choose to withdraw for other reasons, the refund policy set out in Part 1 above will apply.

**Refunds owed to students will be paid within 30 days of the institutions receiving a copy of the Study Permit denial letter.**

## Homestay Agreement and Refund Policy

1. Homestay placement fees are non-refundable.
2. If you decide to extend your homestay, an extension fee will apply. If you do not give a minimum of 4 weeks' notice of your plan to extend, VanWest cannot guarantee your host family will be available and relocation may be necessary. When your classes at VanWest finish, you must move out of the homestay. All payment for homestay must be made through the Homestay Department at VanWest. **Direct payments to your host family are not allowed.**
3. **All changes must be made through the Homestay Coordinator within the first week of your class.**
4. If you wish to leave the homestay early, you must tell the Homestay Coordinator **4 weeks** before departure. If you do not, you must pay for the following month even if you have moved out. If you go on a holiday for more than 7 nights, your host family will reimburse you \$6/ night for each night you are away (Leave by 10AM on the 1<sup>st</sup> day and come back after 10AM on the 8<sup>th</sup> day). **Note: checkout time is no later than 11AM on your last day of homestay.**
5. You will take part in the family's daily life, help when possible, and obey house rules; i.e. keeping your room clean, helping to clean up after meals, yes/no smoking, eating etc. For your safety, when you make plans for the evening or weekend, tell them where you will be and what time you will come home. It is very important to communicate clearly with your host family so they don't worry about you.
6. If you break or damage any property of the host family, you must pay for any repair or replacement of that property. VanWest will not be responsible for any lost, damaged or stolen property of the student or host family during the homestay period.
7. If you do not follow this Homestay Agreement, you may be asked to leave your homestay without refund.
8. If a student cancels Homestay within three weeks of the course start date, he/she will be required to pay 25% of the first month's homestay fees. Students who book shorter homestay periods must find their own accommodation after the confirmed homestay period ends.

*\* VanWest College is released from any liabilities that may occur during the homestay period.*

I declare that the information I have given is correct and accurate. I have read and understand this contract and the payment procedure. I understand that while effort will be made to match all my requests, no guarantee can be given to match each one.

\_\_\_\_\_  
Date (dd/mm/yy)

\_\_\_\_\_  
Signature / e-Signature