



Program Application Form

1. PERSONAL INFORMATION

First Name	Middle Name	Last Name
Gender Male Female	Date of Birth (dd/mm/yyyy)	Nationality
Country of Residence	Email	
Telephone	Mobile Phone	
Permanent Mailing Address Street City		
Province Country		Postal Code
Status in Canada Working Citizen or Visitor Student Holiday Immigrant Other		Agency Name

2. PROGRAM INFORMATION

2.1 Career Training Program Kelowna campus offers Professional Customer Service Co-op Certificate and Cross-Cultural Business Communication Certificate only.

Program Name	Start Date (dd/mm/yyyy)
Have you met the English admission requirement? If yes, describe it. Yes No	
Have you met the academic admission requirement? If yes, describe it. Yes No	

2.2 ESL Courses

	Location	Course Name	#Weeks	Start Date (dd/mm/yyyy)
1	Vancouver Kelowna			
2	Vancouver Kelowna			

3. OTHER INFORMATION

Homestay	Yes No	If yes, submit a separate application on https://goo.gl/nJ0LaT
Kelowna Student Residence	Yes No	If yes, submit a separate application on https://goo.gl/AbJzI
Airport Pick-up	Yes No	Airport Drop-off Yes No
Medical Insurance	Yes No	If yes, apply it on http://vanwest.com/insurance/
Please describe if you regularly take medicine.		

Registration Procedure

1. Please complete all sections and sign the application form.
2. Submit the completed application form and all required documents by email at admin@vanwest.com or drop off in person.
3. A Letter of Acceptance will be issued upon receipt of tuition and other fees.
4. Fees may be paid by cheque, money order, or wire transfer.
Please put "Student's Name" in the column of "Ordering Client"

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.

Tuition Refund Policy

To apply for a refund, a student must submit written notice of withdrawal to Vanwest College.

1. If the institution receives tuition from the student, or a person be provided during the contract term have been provided, the **on behalf of the student, the institution will refund the student,** institution may retain up to 50% of the tuition due under the **or the person who paid on behalf of the student, the tuition** student enrolment contract. student enrolment contract, to a **that was paid in relation to the program in which the student is** maximum of \$1,300. **enrolled if:**

- 5. Unless the program is provided solely through distance a.** the institution receives a notice of withdrawal from the student **education, if the institution provides a notice of dismissal to a** no later than seven days after the effective contract date and **student and the date the institution delivers the notice to the** before the contract start date; **student is:**
- b. the student, or the student's parent or legal guardian, signs the a. before 11% of the hours of instruction to be provided during the student enrolment contract seven days or less before the contract contract term have been provided, the institution may retain up ^{start date} and the institution receives a notice of withdrawal to 30% of the tuition due under the student enrolment contract. from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract ^{b. after 10% but before 30% of the hours of instruction to be} and the contract start date; or provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- c. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract **6. If the institution provides the program solely through distance end date. education and the institution receives a student's notice of**

2. The institution will refund the tuition for the program and all student and: related fees paid by the student or a person on behalf of the

student enrolled in the program if the student is enrolled in a. the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be **the program without having met the admission requirements** provided during the contract term, the institution may retain up **and did not misrepresent his or her knowledge or skills when** to 30% of the tuition due under the student enrolment contract, **applying for admission.** or

3. If a student does not attend any of the first 30% of the hours b. the student has completed and received an evaluation of his **of instruction to be provided during the contract term, the** or her performance for more than 30% but less than 50% of the **institution may retain up to 50% of the tuition paid under the** program, the institution may retain up to 50% of the tuition due **student enrolment contract unless the program is provided** under the student enrolment contract. **solely through distance education.**

7. The institution will refund fees charged for course materials

4. Unless the program is provided solely through distance paid for but not received if the student provides a notice of education, if the institution receives a notice of withdrawal from withdrawal to the institution or the institution provides a notice a student: of dismissal to the student.

a. more than seven days after the effective contract date and

8. Refunds required under this policy will be paid to the student, i. at least 30 days before the contract start date, the institution **or a person who paid the tuition or fees on behalf of the student,** may retain up to 10% of the tuition due under the student **within 30 days:** enrolment contract, to a maximum of \$1,000;

a. of the date the institution receives a student's notice of ii. less than 30 days before the contract start date, the withdrawal, institution may retain up to 20% of the tuition due under the

b. of the date the institution provides a notice of dismissal to the

student enrolment contract, to a maximum of \$1,300. student, b. after the contract start date

c. of the date that the registrar provides notice to the institution

i. but before 11% of the hours of instruction to be provided that the institution is not complying with section 1(c) or 2 of this during the contract term have been provided, the institution policy, or may retain up to 30% of the tuition due under the student

d. after the first 30% of the hours of instruction if section 3 of this enrolment contract; policy applies. ii. and after 10% but before 30% of the hours of instruction to

9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8

of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:

a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or the program is provided solely through distance education.

Students may apply for a holiday from their study program. 4-12 weeks, 13-23 weeks, 24-35 weeks, and over 36 weeks program length allows student's holiday 1, 2, 3, and 4 week(s) respectively. Holiday time will be credited back to the student's program; however, there will not be any cash refunds for holiday time.

Students may apply for a reduction to their study hours after starting their program. Reductions may only be made from 30 lessons to 25 lessons programs; reductions from 25 lessons to 20 lessons are not permitted. When a change is made, the above refund policy applies.

4-12	1
13-23	2
24-35	3
36+	4

Holiday Policy - ESL Program Only

Amendments to the study program after the start date - ESL Program Only

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/yyyy)

Signature/e-Signature