



vanwest

## Program Application Form

### 1. PERSONAL INFORMATION

First Name		Middle Name	Last Name
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>		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 Visitor <input type="checkbox"/> Student <input type="checkbox"/> Working Holiday <input type="checkbox"/> Citizen or Immigrant <input type="checkbox"/> Other <input type="checkbox"/>			Agency Name

### 2. PROGRAM INFORMATION

#### 2.1 Career Training Program - Vancouver Campus Only

Program Name	Start Date (dd/mm/yyyy)
Have you met the English Admission Requirement? If yes, describe it. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you met the Academic Admission Requirement? If yes, describe it. Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### 2.2 ESL Courses

	Location	Course Name	#Weeks	Start Date (dd/mm/yyyy)
1	Vancouver <input type="checkbox"/> Kelowna <input type="checkbox"/>			
2	Vancouver <input type="checkbox"/> Kelowna <input type="checkbox"/>			

### 3. OTHER INFORMATION

Homestay Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, submit a separate application on <a href="https://goo.gl/yaR9uT">https://goo.gl/yaR9uT</a>
Kelowna Student Residence Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, submit a separate application on <a href="https://goo.gl/L6wJU9">https://goo.gl/L6wJU9</a>
Airport Pick-up Yes <input type="checkbox"/> No <input type="checkbox"/>	Airport Drop-off Yes <input type="checkbox"/> No <input type="checkbox"/>
Medical Insurance Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, apply it on <a href="http://inglestudents.com/vanwest">inglestudents.com/vanwest</a>
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](mailto: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 on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:**

- a. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
- b. the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
- 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 end date.

**2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.**

**3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.**

**4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:**

- a. more than seven days after the effective contract date and
  - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000;
  - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
- b. after the contract start date
  - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract;
  - ii. and after 10% but before 30% of the hours of instruction to

be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract, to a maximum of \$1,300.

**5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:**

- a. before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
- b. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.

**6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:**

- 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 provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
- b. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.

**7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.**

**8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:**

- a. of the date the institution receives a student's notice of withdrawal,
- b. of the date the institution provides a notice of dismissal to the student,
- c. of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
- d. after the first 30% of the hours of instruction if section 3 of this policy applies.

**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.

### **Holiday Policy - ESL Program Only**

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.

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

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

Students may apply for a reduction to their study hours after starting their program. Please refer to the table below for eligible holiday length. Holiday time will be credited back to the student's program; however, when a change is made, the above refund policy applies.

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



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## Homestay Application Form

### 1. PERSONAL INFORMATION

First Name	Last Name	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth (DD/MM/YY)	Nationality	First Language
Address _____ Street _____ City _____ _____ Province _____ Country _____ Postal Code _____		
Telephone	E-mail	

### 2. BOOKING INFORMATION

1	Location Vancouver <input type="checkbox"/> Kelowna <input type="checkbox"/>	2	Location Vancouver <input type="checkbox"/> Kelowna <input type="checkbox"/>
<b>Homestay Type</b> 19 years old + <input type="checkbox"/> Single Room with 3 meals per day (\$215 /week) <input type="checkbox"/> Single Room with 2 meals per day (\$195 /week) <input type="checkbox"/> Shared Room with 3 meals per day (\$195 /week) Under 19 years old <input type="checkbox"/> Single Room with 3 meals per day (\$230 /week)		<b>Homestay Type</b> 19 years old + <input type="checkbox"/> Single Room with 3 meals per day (\$215 /week) <input type="checkbox"/> Single Room with 2 meals per day (\$195 /week) <input type="checkbox"/> Shared Room with 3 meals per day (\$195 /week) Under 19 years old <input type="checkbox"/> Single Room with 3 meals per day (\$230 /week)	
Total Weeks of Stay (Min. 4 weeks) _____ weeks		Total Weeks of Stay (Min. 4 weeks) _____ weeks	
Move-in Date (DD/MM/YY)		Move-in Date (DD/MM/YY)	
Move-out Date (DD/MM/YY)		Move-out Date (DD/MM/YY)	

### 3. SPECIFIC INFORMATION

<b>Family Preference (rank 1-4)</b> <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
<b>Pet Preference (rank 1-4)</b> <input type="checkbox"/> I prefer no pets <input type="checkbox"/> I prefer cats only <input type="checkbox"/> I prefer dogs only <input type="checkbox"/> No preference
<b>Do you smoke?</b> No <input type="checkbox"/> Yes <input type="checkbox"/> (Some restrictions may apply as many families are non-smoking)
<b>Please list any allergies, special medications, or health problems:</b> _____
<b>Please describe your hobbies and interest, and etc.:</b> _____
<b>What would you like your host family to know about you?</b> _____
<b>Please explain your placement considerations if you have one:</b> _____

## HOMESTAY AGREEMENT - VanWest Homestay Students Only

1. If you book a shorter homestay period than tuition period, and later decide to extend your homestay, an extension fee will apply. If you do not give enough 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. If you decide to make direct payments to your host family, VanWest College will be released from any liabilities that may occur during this homestay period.
2. If you have any questions or problems, or if you need to make a change, please talk to the Homestay Coordinator. All changes must be made through the Homestay Coordinator within the first week of your class.
3. If you wish to leave the homestay early, you must tell the Homestay Coordinator 4 weeks before you leave. If you do not, you will have to 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 10 am on the 1st day and come back after 10 am on the 8th day). Also, please note that checkout time is no later than 11:00 am on your last day.
4. You will take part in the family's daily life and you should help when possible. For example, by keeping your room clean, helping to clean up after meals etc. You must follow the house rules, such as for smoking, eating, etc. Tell your family if you cannot be home for dinner or if you plan to be out late. Also, 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.
5. 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.
6. If you do not follow this Agreement, you must meet with the Homestay Coordinator and may be asked to leave your homestay without refund.

## HOMESTAY AGREEMENT - VanWest Homestay Students Only

1. Students who cancel the homestay will not get a placement fee back.
2. If a student cancels homestay within two weeks of the course start date, he/she will be required to pay 25% of the first month's homestay fees.
3. Students who book shorter homestay periods must be prepared to find their own accommodation after the confirmed homestay period ends.

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



vanwest

## Kelowna Residence Application Form

### 1. PERSONAL INFORMATION

First Name	Last Name	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth (DD/MM/YY)	Nationality	First Language
Address Street _____ City _____ Province _____ Country _____ Postal Code _____		
Telephone	E-mail	

### 2. BOOKING INFORMATION

Room Type <input type="checkbox"/> Single Room with Private Bath (\$225 /week) <input type="checkbox"/> Single Room with Shared Bath (\$200 /week) <input type="checkbox"/> Shared Room with Shared Bath (\$125 /week)	Total Weeks of Stay (Min. 4 weeks) _____ weeks
	Move-in Date (DD/MM/YY)
	Move-out Date (DD/MM/YY)

\* Note: Please provide your arrival information, such as flight number, time and date to VanWest Kelowna campus at kelowna@vanwest.com at least two weeks prior to your arrival.

### 3. PAYMENT

Administration Fee	\$150 (Non-Refundable)
Damage Deposit	\$500 (Refundable)
Room Fee	_____
Total	=====

### 4. CREDIT CARD INFORMATION

Type of Credit Card	Visa <input type="checkbox"/> Master <input type="checkbox"/>
Card Holder Name	
Credit Card Number	
3 Digit Security Number (Located on the back of card)	Expiration Date (MM/YY)

\* \$150 administration fee and \$500 damage deposit pre-authorization must be collected by VanWest College.

\* The minimum term of a student accommodation agreement is four weeks.

\* This form is subject to room availability (first come first serve basis). ONLY available rooms will be offered to the students.

## DECLARATION

I, \_\_\_\_\_, have read and agreed to all the terms in the VanWest Kelowna Residence Application Form (2 pages). By signing the document, I understand and fully agree:

**1. Payment schedule:** The residence fee for the whole booking period, damage deposit, and administration fee must be fully paid four weeks prior to move-in date.

**2. Assignment policy:** Rooms are assigned based on availability for both new bookings and extensions. VanWest College reserves the right, without notice, to assign or change roommates, to change accommodation assignments and/or to consolidate vacancies by requiring you or other residents to move from one room to another. This may include requiring you to move to a different residence area, floor, building or type of room. If this happens to you, you are required to pay the residence fees stipulated for the new room.

**3. Damage deposit:** \$500 damage deposit will be held by the VanWest College. It is fully refundable if there has been no damage caused by the student. Credit card information for the damage deposit pre-authorization must be collected by VanWest College.

The refund of any portion of the deposit is conditioned as follows:

- a)The student shall perform all obligations in this contract and the Residence Handbook whether the student takes occupancy or not;
- b)The student shall occupy the premises for the above agreed term;
- c)The student shall clean the unit and return it to VanWest College in its original move-in condition, allowing for reasonable wear and tear, upon the termination of this contract;
- d)The student shall return all keys to VanWest College.

**4. Cancellation:** If written cancellation is received four weeks prior to the move-in date, a full refund will be applied except the administration fee. A penalty of four weeks of residence and an administration fees of \$150 will be charged if the student decided to withdraw after four weeks prior to the move-in date. If the student wants to cancel after moving in, a written cancellation must be received four weeks prior to the desired move-out date. A full refund of the room fee for the remaining period will be refunded to the student.

**5. Extension:** Extension is possible depending on room availability but the same room is not guaranteed. A written extension notice should be given to VanWest College four weeks prior to the original move-out date. The full payment for the extension must be paid four weeks prior to the initial move-out date.

**6. Termination of contact by VanWest College:** VanWest College may terminate this contract and cancel the right of occupancy if the student withdraws from the study program at VanWest College or violates the rules and regulations of this contract.

**7. Liability:** VanWest College is not responsible for property belonging to you or any of your guests which may be lost, stolen or damaged in any way, regardless of the cause, whether or not this may occur in your accommodation or on the residence property, including the storage facilities. VanWest College is not responsible for any injury, death, damage or loss whatsoever caused to you or your guests while in your room, common areas, the entire residence property, or while engaged in activities organized or sponsored by VanWest College.

**8.** All residents of student accommodation must adhere to Residence Handbook.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



## Credit Card Authorization Form

Form must be completed in full, signed by an authorized user of the credit card, along with a clear copy of the credit card, front and back.

CREDIT CARDHOLDER INFORMATION					
NAME ON CREDIT CARD					
TYPE OF CREDIT CARD		<input type="checkbox"/> VISA <input type="checkbox"/> MASTER			
COMPANY NAME					
CREDIT CARD NUMBER					
EXPIRATION DATE (M/Y)					
BILLING ADDRESS					
UNIT		STREET		CITY	
PROVINCE		COUNTRY		POSTAL CODE	
EMAIL				PHONE	

AUTHORIZED AMOUNT	
TYPE OF CHARGES	
AUTHORIZED AMOUNT	
DATES OF CHARGES	

AUTHORIZATION OF CARD USE
<p>I certify that I am the authorized holder and signer of the credit card referenced above.</p> <p>I certify that all information above is complete and accurate.</p> <p>I authorize <u>Vanwest College LTD</u> to charge my credit card account for the above amount plus a 3% bank charge. I understand that all credit card transactions (except registration and placement fees) are subject to a 3% bank charge.</p>

CARDHOLDER NAME			
SIGNATURE		DATE	