



### STUDENT INFORMATION

Last Name(s):		First and Middle Name(s):	
Usual First Name / Nickname: (if applicable)			
Nationality:	Citizenship:	Birthdate (yyyy/mm/dd):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Email Address:		Phone Number:	
<u>Home Country Mailing Address</u>		<u>Mailing Address in British Columbia</u>	
Street Address:		Street Address:	
City:		City:	
Province:		Province: <b>BC</b>	
Country:		Country: <b>Canada</b>	
Postal Code:		Postal Code:	
Visa Type: <input type="checkbox"/> Student Visa <input type="checkbox"/> Visitor Visa/ ETA <input type="checkbox"/> Work Permit <input type="checkbox"/> Other		Agency name: (if applicable)	

### VOLUNTARY DISCLOSURE

Do you have a long-term physical, mental health condition or a learning disability that limits the kind of activity that you can perform on a daily basis?  Yes  No

If yes, please explain in more detail:

### EMERGENCY CONTACT INFORMATION

Contact Full Name:	Relationship:
Email Address:	Phone Number:

### PROGRAM INFORMATION (Fill in the program(s) you want to register for)

Program Title:	Duration in weeks:	Contract Start Date (yyyy/mm/dd):	Contract End Date (yyyy/mm/dd):

Do you want to add Afternoon Plus Class?  Yes  No

Are you interested in VGC's University Pathway Program?  Yes  No  Undecided If yes, which institution:

### PROGRAM ADMISSION REQUIREMENTS

Students must be the appropriate age and be able to prove that they can study legally in Canada on their first day at VGC. Students also must be capable of functioning in an academic environment. (Program admission requirements may not be waived by the student or the institution.) There are specific requirements for each VGC program, all of the details are on VGC's website at: [www.vgc.ca](http://www.vgc.ca)

### MEDICAL INSURANCE

Would you like to purchase medical insurance from VGC? (\$15/ week, minimum two weeks)  Yes  No Note: It is mandatory to have medical insurance whether it is through VGC or not.

### PRIVACY

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes. VGC filing and student information is kept in a Cloud in order to store and protect students' historical records. VGC does not share this information with any third parties.

### STUDENT DECLARATION

I DECLARE THAT:

- All of the information given in this application is true and correct. I have read, understood and agreed to VGC's policies including the policies mentioned on page 2 which are also on the VGC website at: [www.VGC.ca/policies/](http://www.VGC.ca/policies/)
- I consent to the Institution sharing my personal information with the Ministry of Advanced Education for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).
- I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between VGC and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Student's Signature _____	Date Signed _____ (yyyy/mm/dd)
Signature of Parent or Legal Guardian _____ (If under the age of 19)	Date Signed _____ (yyyy/mm/dd)

## PAYMENT PLAN

Please send VGC the non-refundable registration fee and a \$2,000 deposit. When payment is received, VGC will provide you with a Letter of Acceptance. If your contract is longer than six months, you have the option of paying in full or paying the first half of your tuition before classes begin and then pay the remaining tuition halfway through your program.

- Notes:
- If your contract is less than 6 months, you must pay all of your tuition before the start of classes.
  - The payment types that are accepted at VGC are: Wire Transfers, Debit Cards, Credit Cards, Cheques and Cash.

## PROGRAM OUTLINES AND VGC POLICIES

**Program Outlines:** For your reference, all of VGC's Program Outlines can be found on the VGC website at: [www.VGC.ca/policies/](http://www.VGC.ca/policies/). In addition to the website, the program outline for the program registered will be attached to this contract and sent to you.

It is mandatory to read the Tuition Refund Policy as well as the policies listed below before signing this contract.

- Student Attendance Policy
- Student Dismissal Policy
- Respectful and Fair Treatment of Students Policy
- Dispute Resolution Policy
- Student Grade Appeal Policy

These policies, including additional VGC policies, can be found on the VGC website at: [www.VGC.ca/policies/](http://www.VGC.ca/policies/)

### Tuition Refund Policy

1. The Registration Fee is non-refundable.
2. If the institution receives tuition from the student, or a person/ company on behalf of the student, the institution will refund the student, or the person/ company 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 (7) 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 (7) 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.
3. The institution will refund the tuition for the program and all related fees paid by the student or a person/ company 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.
4. 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.
5. Unless the program is provided solely through distance education, if the institution receives a written notice of withdrawal in English from a student:
  - (a) more than seven (7) 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 11% 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. Unless the program is provided solely through distance education, if the institution provides a written notice of dismissal in English 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 11% 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.
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/ company 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 2(c) or 3 of this policy, or
  - (d) after the first 30% of the hours of instruction if section 4 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 2(a), 2(b), 5, 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.
  - (b) the program is provided solely through distance education.
10. A bank transaction fee of \$45 will be deducted from all refunds sent by International Wire Transfer.

Do you want to register for:  Homestay (fill out Section A) or  VGC Residence (19 years and older) (fill out Section B) or  No Accommodation

**STUDENT INFORMATION**

Last Name(s):		First and Middle Name(s):	
Birthdate (yyyy/mm/dd):	Nationality:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	

**HOMESTAY INFORMATION**

**SECTION A**

Homestay Type:  Single Room + 3 meals  Single Room + 2 meals (breakfast and dinner)  Shared Room\* + 3 meals  Shared Room\* + 2 meals (breakfast and dinner)

Additional Information: Do you have any allergies?  Yes  No Details: \_\_\_\_\_  
 Do you have a special diet?  Yes  No Details: \_\_\_\_\_  
 Do you smoke?  Yes  No

Are you comfortable with: Dogs:  Yes  No Cats:  Yes  No Teenagers/ Children:  Yes  No

Do you have any special requests? \_\_\_\_\_

Expected Period of Homestay: Number of Weeks: \_\_\_\_\_ Number of Extra Days: \_\_\_\_\_

Start Date (yyyy/mm/dd): \_\_\_\_\_ End Date (yyyy/mm/dd): \_\_\_\_\_

Do you require airport pick-up?  Yes  No Do you require airport drop-off?  Yes  No

Do you require a Custodial Letter? (Are you 18 or younger?)  Yes  No

Notes: 

- \*Shared rooms cannot be shared with strangers, must be with a friend or significant other.
- \$25 weekly surcharge during summer months (July and August).
- An additional \$25/ week will apply for students under 18.
- VGC cannot guarantee all of your preferences.
- Homestay must be booked for a minimum of one week.

SECTION A

**VGC HOMESTAY DECLARATION**

I have read and understood the VGC Homestay Guidelines and Policies document found on the VGC website at: [www.vgc.ca/policies/](http://www.vgc.ca/policies/)

Student's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_  
(yyyy/mm/dd)

Signature of Parent or Legal Guardian \_\_\_\_\_  
(If 18 or younger)

Date Signed \_\_\_\_\_  
(yyyy/mm/dd)

In order to book/pre-book a homestay family, the student and parent/legal guardian (if applicable) must sign and send this document to VGC.

**VGC RESIDENCE INFORMATION (19 YEARS AND OLDER)**

**SECTION B**

Residence Type:  Single Room or  Shared Room\*  with a friend/significant other from VGC \_\_\_\_\_  
 to be paired with VGC student (name of friend/significant other)

Do you smoke?  Yes  No

Residence Dates: Number of Weeks: \_\_\_\_\_ Number of Extra Days: \_\_\_\_\_

Start Date (yyyy/mm/dd): \_\_\_\_\_ End Date (yyyy/mm/dd): \_\_\_\_\_

Do you require airport pick-up?  Yes  No Do you require airport drop-off?  Yes  No

Notes: 

- \*Students will have the option of sharing a room with a friend/significant other who will be studying at VGC or they can be paired with another VGC student of the same sex.
- Availability for private and shared rooms depends on the season. Please contact VGC directly and request information on room availability.
- There is a \$25 weekly surcharge during the summer months (July and August).
- Students must to pay their security deposit before they arrive.

SECTION B

**VGC RESIDENCE DECLARATION**

I have read and understood the VGC Residence Rules, Regulations and Policies document found on the VGC Website at: [www.vgc.ca/policies/](http://www.vgc.ca/policies/)

Student's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_  
(yyyy/mm/dd)

In order to book a room in the residence, the student must sign and send this document to VGC.