

STUDENT INFORMATION

Last Name(s):		First and Middle Name(s):	
Usual First Name / Nickname: (if applicable)			
Are you an International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No		Birthday (yyyy/mm/dd):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality:	Citizenship:	Personal Education Number: (if applicable)	
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: BC	
Country:		Country: Canada	
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

Which package are you registering for:

Package #1 - Homestay (Must fill out Homestay Information on Page 3 and Homestay Declaration on Page 4.)

Package #2 - No Homestay

- | | |
|---|---|
| <ul style="list-style-type: none"> • Registration Fee (Non-refundable) • High School Preparation (28 Lessons/week) • Material Fee • Administrative Fee • Homestay Placement Fee (Non-refundable) • Homestay Fee for Minors (Single Room + 3 Meals) • Airport Pick-up | <ul style="list-style-type: none"> • Airport Drop-off • Custodian Letter for Minors • Medical Insurance • Teen Activities Charge • VGC Activities • VGC Tour - Rockies (July 19th-22nd, 2018) |
|---|---|

- Registration Fee (Non-refundable)
- High School Preparation (28 Lessons/week)
- Material Fee
- Administrative Fee
- Medical Insurance
- Teen Activities Charge
- VGC Activities
- VGC Tour - Rockies (July 19th-22nd, 2018)

*Minimum 2 week registration Personal Education Number (if applicable):

What is your intended Start Date (yyyy/mm/dd):	Hours of Instruction during Contract Terms: Hours of Instruction for High School Preparation = Number of Weeks x 21	Credential Issued on Graduation: Certificate
Program duration in weeks:		Program Delivery Method: In-Class
What is your intended End Date (yyyy/mm/dd):		Language of Instruction: English

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.

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.)

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.

- Notes:
- 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

Please see the policies below that are specific for the Summer Teen Experience Program. It is in both the student and parents' best interest to read the policies below as well as all policies on the VGC website: www.VGC.ca/policies/

Also, the High School Preparation program outline be found on the VGC website at: www.VGC.ca/policies/

Activity Absence Policy

- If a student who is part of the Summer Teen Experience Program wishes to skip an activity, they must consult their marketer at least two (2) days prior to the activity. They must provide the marketer with written or verbal permission from their parents or legal guardian in Canada.

Activity Refund Policy

- No refunds will be given for missed activities that are part of the Summer Teen Experience Program.

Attendance Policy

- If a student part of the Summer Teen Experience Program is unable to attend class, they should contact their marketer with the phone number provided to them on their first day.
- If a student does not attend class and fails to contact their marketer, they will be contacted and asked to meet with their marketer as soon as possible. If no good reason (example, sickness with a doctor's note) is given for their absence, a warning will be given. If a student continues to miss classes then their parents will be contacted, and a second warning given. If a student continues to miss classes then their parents will be contacted again, this will result in a final warning. If a student continues to miss classes after their final warning, they may be removed from the program and their parents asked to make arrangements for their return to their country.

Vacation Policy

- Students attending the Summer Teen Experience Program are not eligible for vacation time.

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.

PROGRAM OUTLINES AND VGC POLICIES

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.

PRIVATE TRAINING INSTITUTIONS BRANCH

VGC is designated by the Private Training Institutions Branch (PTIB).

All programs do not require approval under the Private Training Act. Students registering for programs that are not approved **will not be covered** by the Student Tuition Protection Fund (STPF). PTIB manages the STPF which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution. For further information about PTIB and the services it provides, students may contact them at:

Tel: +1.604.569.0033 or +1.800.661.7441 • Fax: +1.778.945.0606 • Email: PTI@gov.bc.ca • Website: www.privatetraininginstitutions.gov.bc.ca

HOMESTAY INFORMATION

PACKAGE #1 ONLY

Homestay Type: Single Room + 3 meals		Airport pick-up: Included		Airport drop-off: Included	
Additional Information:	Do you have any allergies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Details:		
	Do you have a special diet?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Details:		
	Do you smoke?	<input type="checkbox"/> No	<input type="checkbox"/> Yes		
Are you comfortable with:	Dogs: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cats: <input type="checkbox"/> Yes <input type="checkbox"/> No	Teenagers/ Children:	<input type="checkbox"/> Yes	<input type="checkbox"/> 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):		
Are you going to purchase the Unaccompanied Minor Service (UM) for your flights? <input type="checkbox"/> No <input type="checkbox"/> Yes (an additional \$80 will be charge for pick-up and additional \$80 for drop-off.)					
*If you purchase the Unaccompanied Minor Service (UM) service and do not inform VGC prior to arrival, there will be difficulties in the airport transfers and it will result in additional cost on the day of the transfer.					
Note: VGC cannot guarantee all of your preferences.					

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 above which are also on the VGC website at: 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.
- By signing this contract, I acknowledge that I am not covered by the Student Tuition Protection Fund (STPF).

Student's Signature _____

Date Signed _____
(yyyy/mm/dd)

Signature of Parent _____
or Legal Guardian

Date Signed _____
(yyyy/mm/dd)

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604-569-0019).

VGC HOMESTAY DECLARATION

PACKAGE #1 ONLY

I have read and understood the VGC Homestay Guidelines and Policies document found on the VGC website at: www.VGC.ca/policies/

Student's Signature _____

Date Signed _____
(yyyy/mm/dd)

Signature of Parent _____
or Legal Guardian

Date Signed _____
(yyyy/mm/dd)

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

[Clear Form](#)

VGC DECLARATION

Do not write in this section, reserved for VGC staff

VGC International College agrees to deliver the program according to the terms of this contract. VGC International College certifies that the student has met the admission requirements for the program of study.

Signature of VGC Representative _____

Date Signed _____
(yyyy/mm/dd)

[Clear Form](#)

This contract is legally binding when signed by the student and accepted by the institution.