

STUDENT ENROLMENT CONTRACT 2021

School of International Business

New Registration Extension Upgrade

STUDENT INFORMATION

Last Name(s):	First and Middle Name(s):		
Usual First Name / Nickname: (if applicable)	Birthdate (yyyy/mm/dd):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X	
Nationality:	Citizenship:		
Student Email Address:	Student 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:		
Agency name: (if applicable)	Personal Canadian Phone Number:		
Visa Type: <input type="checkbox"/> Student Visa <input type="checkbox"/> Visitor Visa/ETA <input type="checkbox"/> Working Holiday Visa <input type="checkbox"/> Other			

EMERGENCY CONTACT INFORMATION

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

PROGRAM INFORMATION

Select the program(s) you want to register for and provide the start and end date(s) and duration in weeks

School of English Language			School of International Business (Check program type and write program name below)			
<input type="checkbox"/> Global English	<input type="checkbox"/> IELTS	<input type="checkbox"/> University Preparation	<input type="checkbox"/> Diploma	<input type="checkbox"/> Diploma + Co-Op	<input type="checkbox"/> Four Week Certificate	
<input type="checkbox"/> TESL Certificate	<input type="checkbox"/> TESL Diploma	<input type="checkbox"/> Afternoon Plus Class	<input type="checkbox"/> Two Week Certificate	<input type="checkbox"/> Afternoon Plus Class		
Start Date (yyyy/mm/dd):	End Date (yyyy/mm/dd):	Duration in weeks:	Program Name:	Start Date (yyyy/mm/dd):	End Date (yyyy/mm/dd):	Duration in weeks:

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

PROGRAM ADMISSION REQUIREMENTS

There are specific requirements for each VGC program, all of the details are on VGC's website at: www.vgc.ca. In addition to these 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 must also be capable of functioning in an academic environment. (Program admission requirements may not be waived by the student or the institution.)

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 on the 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/
- 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 18 and under)

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 six 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 in each program section on the VGC website. 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
- Work Experience Policy (if applicable)

These policies, including additional VGC policies, can be found on the VGC website at: www.VGC.ca/policies/

Tuition Refund Policy

1. The Registration Fee is non-refundable.
2. If the institution receives tuition from student, or a person/ company on behalf of the student, the institution will refund the student, or 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 the 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 the 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.
 - (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.

TERMS AND CONDITIONS (General Rules, Student Activity Release Form & Indemnity and Photo Release Form)

In order to attend classes and activities, students and their parent/legal guardian (if applicable) must sign the following information.

GENERAL RULES

Students are expected to obey all Canadian laws and policies. These rules apply to all students while they are in British Columbia and VGC (school, activities and accommodation).

- No Alcohol:** In the province of British Columbia, the legal drinking age is 19. If a minor student is caught drinking, under the influence, or in possession of alcohol, the authorities (police) can be notified, as well as the student's parents. Depending on the severity, the minor may be sent back to their home country. It is also illegal to buy alcohol for anyone who is under 19.
- No Tobacco:** In the province of British Columbia, the legal age for buying tobacco products is 19. It is illegal to buy cigarettes for anyone who is under 19.
- No Drugs:** Drugs are not tolerated and are taken very seriously in Canada. Police will be contacted if students are caught using, under the influence, or in possession of any illegal drugs. Students may be fined, arrested, or deported by legal authorities.
- No Marijuana:** In the province of British Columbia, the legal age for buying marijuana products is 19. VGC does not tolerate **any** students to be in possession, or be under the influence of marijuana at VGC, on activities, in VGC accommodation and during the Co-Op placement.
- No Fake Identification:** If a minor student is caught in possession of a fake I.D., the student's parents and the authorities will be notified immediately and the minor will be sent back to their home country. Fraud is illegal in Canada.

Initial:
(mandatory)

STUDENT ACTIVITY RELEASE & INDEMNITY FORM

Please accept my application to participate in any or all activities provided by **VGC International College**, hereinafter referred to as the ("School"), as described in the school brochures or other materials, or as may be offered from time to time, by the School, its employees or representatives ("School Activities"). For good and valuable consideration, the receipt and sufficiency of which is acknowledged, the undersigned student (or legal guardian on behalf of the student is under 19), hereby agrees as follows:

1. That many of the School Activities require a certain degree of skill and physical fitness and that participating in such activities exposes me to certain risks of accident or injury.
2. That by signing below I waive any and all claims that I have or may have in the future against the School, its employees, and representatives. This does not include any claims as a result of wrongful, negligent or unauthorized act or omission on part of the school or its employees.
3. I hereby release the School, its employees, and representatives from any and all liability for any loss, damage, expense, personal injury or death, that I may suffer, or that my heirs, next of kin, executors, administrators, families or representatives may suffer as a result of any cause, condition or event whatsoever beyond the direct control of the School.
4. This Waiver shall be effective and binding upon my heirs, next of kin, executors, administrators, families or representatives in the event of my death or incapacity.
5. This Waiver shall be governed by and interpreted in accordance with the laws of the Province of British Columbia.

In entering into this Waiver, I am not relying upon any oral or written statements made by the School or its employees or representatives other than as written in this Waiver. I have read and fully understand this Waiver and I am aware that by signing I am waiving certain legal rights which I or my family, next of kin, executors, administrators, families or representatives may have against the School or its employees or representatives.

Initial:
(mandatory)

PHOTO RELEASE FORM

I hereby grant to **VGC International College** and its affiliates (the "School"), the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of photographic images of me, which may be taken during my attendance at the School, for use in connection with the activities of the School or for promoting, publicizing or explaining the School or its activities.

This grant includes, without limitation, the right to publish such images in the School's PR/ promotional materials, such as social media, marketing admissions publications, advertisements, fund-raising materials, and any other School-related publications. These images may appear in any of the wide variety of formats and media now available to the School and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM, websites, podcasts and other electronic/online media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless the School and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs or video footage, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Initial:
(optional)

TERMS AND CONDITIONS DECLARATION

DECLARATION

I agree to the terms set out in the **General Rules** and **Student Activity Release & Indemnity Form**. I understand that if I break VGC's general rules, there will be consequences which could lead to being dismissed from VGC International College and (if applicable) VGC accommodation. I have provided my initials stating whether or not I agree to the terms in the **Photo Release Form** section.

Printed Student Name _____

Printed Parent/
Legal Guardian Name _____
(If 18 and under)

Student's Signature _____

Signature of Parent/
Legal Guardian _____
(If 18 and under)

Date Signed _____
(yyyy/mm/dd)

Date Signed _____
(yyyy/mm/dd)

Do you want to register for: Homestay or No Accommodation

STUDENT INFORMATION

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

HOMESTAY INFORMATION

Homestay Type: <input type="checkbox"/> Single Room + 3 meals <input type="checkbox"/> Single Room + 2 meals or <input type="checkbox"/> Shared Room* + 3 meals <input type="checkbox"/> Shared Room* + 2 meals			
Additional Information: Do you have any allergies? <input type="checkbox"/> No <input type="checkbox"/> Yes, details: _____		Do you smoke? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Do you have a special diet?* <input type="checkbox"/> No <input type="checkbox"/> Yes, details: _____			
<i>*possibility that there will be additional charges for special diet. See Pricelist.</i>			
Are you comfortable with: Dogs: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't Matter		Teenagers: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't Matter	
Cats: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't Matter		Children: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't Matter	
Do you have any special requests?			
Expected Period of Homestay: Number of Weeks:		Number of Extra Days:	
Check-in Date (yyyy/mm/dd):		Check-out Date (yyyy/mm/dd):	
Do you require Airport Pick-up? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Additional fee. See Pricelist.</i>		Do you require Airport Drop-off? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Additional fee. See Pricelist.</i>	
Do you require the Unaccompanied Minor Service (UM)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Additional fee. See Pricelist.</i>		Do you require a Custodian Letter? (Are you 18 and under?) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Additional fee. See Pricelist.</i>	
Notes: <ul style="list-style-type: none"> • *Shared rooms cannot be shared with strangers, must be with a friend or significant other. • \$25/ week surcharge during summer months (June 1 – September 1). • An additional \$25/ week will apply for students who are 18 and under. • VGC cannot guarantee all of your preferences. • Homestay must be booked for a minimum of one week. 			

Please tell us a little about yourself, for example, what do you like to do in your free time? What kind of activities do you like?

HOMESTAY RULES (FOR STUDENTS 18 AND UNDER)

In addition to the "Homestay Guidelines, Rules and Policies" document, found on the VGC website at: www.VGC.ca/policies/, it is important for minor students and their parents to understand and adhere to the following rules.

1. Always lock the door to the house.
2. No sleepovers.
3. Students must notify their homestay family if they will not go home for dinner. Students must inform their homestay family where they will be and what time they will be home.
4. There is a curfew for minor students. If they are not home before curfew the host family will contact the school immediately and parents will be notified.
5. If the homestay family invites students to go for a trip or an activity, the student must inform VGC.
6. Students under VGC Custodianship cannot cancel homestay with VGC.

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/.
If I am a minor, I agree to the homestay rules for 18 and under.

Student's Signature _____
Signature of Parent or Legal Guardian _____
(If 18 and under)

Date Signed _____
(yyyy/mm/dd)
Date Signed _____
(yyyy/mm/dd)