

Program: ☐ Family ☐ Individual

STUDENT INFORMATION

Last Name(s):		First and Middle Name(s):	
Usual First Name / Nickname (if applicable):		Date of Birth (YYYY/MM/DD):	
Nationality:	Citizenship:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-Binary	
Student Email Address:		Student Phone Number:	
Agency name (if applicable):		Visa Type: <input type="checkbox"/> Student Visa <input type="checkbox"/> Visitor Visa/ETA <input type="checkbox"/> Other	

Home Country Mailing Address

Street Address:		City:
Province:	Country:	Postal Code:

EMERGENCY CONTACT DETAILS

Full Name:	Relationship:	Phone Number:	Email Address:
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STUDENT PROFILE

Profession:	What is your marital status?: <input type="checkbox"/> Single <input type="checkbox"/> Married	Do you drink alcohol?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you speak English at work?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how often?: <input type="checkbox"/> Daily <input type="checkbox"/> Once a week <input type="checkbox"/> Once every 2 weeks <input type="checkbox"/> Rarely	
Favourite foods:	Least favourite foods?:	
Do you have any allergies? If yes, what type:		
Do you have any medical conditions? If yes, what type?:		
Do you have children?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many and how old are they?:	
Do you enjoy cultural events? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate what kind:	
Have you travelled extensively?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where?: If not, where would you like to go?:	
What places are you excited to see in Vancouver?:		
What types of physical activity do you enjoy?:	What are your hobbies?:	
Which of the following skills are most important to you? (Rank 4 - most important, 1 - least important)		
Grammar	Speaking	Listening
		Writing

PROGRAM INFORMATION Select the program you want to register for and provide the start and end dates and duration in weeks

☐ **Package #1 - Homestay** Package #1 includes: Registration Fee - \$200 (Non-refundable), 30+ Adult Camp (17 hours/week), Material Fee, Administrative Fee, Homestay Placement Fee - \$390 (Non-refundable), Full Board Homestay Fee, Airport Pick-up, Airport Drop-off, Applied English Activities.

☐ **Package #2 - No Homestay** Package #2 includes: Registration Fee - \$200 (Non-refundable), 30+ Adult Camp (17 hours/week), Material Fee, Administrative Fee, Applied English Activities.

Are you traveling with a group?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what group are you traveling with?:
Are you traveling with a family member?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who?:
Are they taking classes at VGC?: <input type="checkbox"/> Yes <input type="checkbox"/> No	

All students must do an online assessment (<https://VGC.ca/student-dashboard>), and will be assigned as program based on their English level.

Start Date (yyyy/mm/dd):	Hours of instruction during Contract Terms (VGC STAFF ONLY):	Credential issued on graduation: Certificate
End Date (yyyy/mm/dd):		Program delivery method: In-Class
Program duration in weeks (minimum 2 weeks):		Language of instruction: English

Prepay Options for Activities

Would you like to pre-pay for optional activities?: ☐ Yes ☐ No If yes, please indicate activities and dates:

VGC is designated by the Private Training Institutions Regulatory Unit (PTIRU)

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 the Cloud in order to store and protect students' historical records. VGC does not share this information with any third parties.

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.)

VGC POLICIES AND PROGRAM OUTLINES

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.

- Statement of Student Rights Policy
- 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/

TUITION REFUND POLICY

The registration fees are not refundable.

- The institution must pay the tuition or fee refund within 30 days after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

Circumstances when refund is payable:	Amount of refund:
Before the program start date, institution receives a notice of withdrawal:	
No later than seven days after student signed the enrolment contract, and before the program start date.	100% tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials..
At least 30 days before the later of: a) The program start date in the most recent Letter of Acceptance (LoA) b) The program start date in the enrolment contract	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
More than seven days after the student and institution signed the enrolment contract, and less than 30 days before the later of: a) The program start date in the most recent LoA b) The program start date in the enrolment contract.	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students):	
After the program start date, and up to and including 10% of instruction hours have been provided.	Institution may retain up to 10% of tuition paid or payable under a contract.
After the program start date, and after more than 30%, but before 50% of instruction hours, have been provided.	Institution may retain 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Student does not attend program – "no show" (applies to all students):	
A student does not attend the first 30% of the program.	Institution may retain 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> • Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> a. The program start date in the most recent Letter of Acceptance b. The program start date in the enrolment contract • Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.
Student enrolled in a program without having met the admission requirements for the program:	
If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.	100% tuition and all related fees, including applications fees.

PROGRAM OUTLINES AND VGC POLICIES

ENGLISH ONLY POLICY: VGC International College is an “English only” school. Students receive purple cards for speaking English in shared areas of the school. These go into a prize draw once a week. If students are heard speaking any language other than English in a shared area they are given a red card. If a student receives three (3) red cards in one week, they will be suspended for an afternoon activity the following week. Students will be made aware of which activity is designated every week.

ACTIVITY ABSENCE POLICY: If a student who is part of the 30+ Adult Camp Program wishes to skip an activity, they must consult their student advisor at least two (2) days prior to the activity. Please note that there will be no reimbursements for missed activities.

ACTIVITY REFUND POLICY: No refunds will be given for missed activities that are part of the 30+ Adult Camp.

ATTENDANCE POLICY: If a student part of the 30+ Adult Camp is unable to attend class, they must contact the school. If a student does not attend class and fails to contact the school, they will be contacted and asked to meet with their student advisor 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, a second warning given. If a student continues to miss classes then 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.

VACATION POLICY: Students attending the 30+ Adult Camp are not eligible for vacation time.

PRIVATE TRAINING INSTITUTIONS REGULATORY UNIT (PTIRU)

The program listed in this student enrolment contract does not require approval by the Private Training Institutions Regulatory Unit (PTIRU) of the Ministry of Post-Secondary Education and Future Skills. As such, PTIRU did not review this program.

Students may not file a claim against the Student Tuition Protection Fund in relation to this program.

This institution is certified by the Private Training Institutions Regulatory Unit (PTIRU).

For more information about PTIRU, go to www.privatetraininginstitutions.gov.bc.ca.

HOMESTAY INFORMATION Note: VGC cannot guarantee all of your preferences.

Package #1 - For students requesting homestay

Homestay type: Full Board		Airport pick-up: Included		Airport drop-off: Included	
Additional Information:	Do you have any allergies or medical conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, details: _____				
	Do you have a special diet? ¹ <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, details: _____ ¹ Additional charges for special diet. See Pricelist.				
Are you comfortable with:	Cats? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Preference		Teenagers? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Preference		
	Dogs? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Preference		Children? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Preference		
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): _____		
Arrival date (yyyy/mm/dd): _____		Flight number: _____		Arriving from which city: _____	
Departure date (yyyy/mm/dd): _____		Flight number: _____		Going to which city: _____	

HOMESTAY RULES (IF APPLICABLE)

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

1. Always lock the door in the house.
2. No sleepovers. Students are not permitted to sleepover at anyone else's house, room or bed or vice versa. If students wish to invite a friend to their house for a few hours, they must get permission from their homestay family.
3. Students must call the homestay family and the group leader (if applicable) if they will not go home for dinner. Students must also inform the homestay where they will be and what time they will be home.
4. Underage students' curfew is 10pm. If they are not home at this time 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 group leader and/or marketer from VGC must be notified.
6. Students under VGC Custodianship cannot cancel homestay with VGC.

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

In order to attend classes and activities, students must have the following information signed.

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 or Vape: 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):

CODE OF CONDUCT

- I will participate in all my classes, complete my class assignments and homework.
- I agree to show respect for my fellow students and teachers, and for their cultural values.
- I agree to be polite at all times. I agree that if I am repeatedly late, rude, fight, speak a language other than English, fail to complete homework, etc., this may result in expulsion from the school with no refund of fees.
- I agree to speak only English while in the school, on Applied English Activities and after school activities. If I speak another language I will be subject to the regulations in place. Continued use of a language other than English could result in probation or expulsion from the school.
- I agree to be on time each morning and after each break. If I am going to be late, or if I will be absent, I will phone the school.
- I understand that I may be asked to leave VGC at the school's discretion for inappropriate behaviour or violations of Canadian Law. VGC policy may result in a student being asked to leave VGC permanently, with no refund.
- I will respect VGC property, including the classrooms, student lounge, and computers.
- I understand that each homestay has its own guidelines. If I have any concerns about my homestay I can speak with the Program Director. I am aware that my host family will review the homestay guidelines with me so that I understand them clearly.
- I am aware that VGC may contact my homestay parents about any homestay or school issues.

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):

STUDENT DECLARATION

I declare that:

- I consent to the institution sharing my personal information with the Ministry of Post-Secondary Education and Future Skills 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).
- Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Policy and Institution Certification, Private Training Institutions Regulatory Unit, System Integrity Branch, Post-Secondary Policy & Programs, Ministry of Post-Secondary Education and Future Skills, 310-601 Cordova Street W, Vancouver, BC V6B 1G1 or by telephone at (604 569-0019).
- I consent to the sharing of my personal information with Immigration, Refugees and Citizenship Canada for the purposes of the International Student Program under the authority of section 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

Student's Signature: _____

Date Signed (yyyy/mm/dd): _____

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

TERMS AND CONDITIONS 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: _____

Date Signed (yyyy/mm/dd): _____

Student's Signature: _____

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/

Student's Signature: _____

Date Signed (yyyy/mm/dd): _____

>>>> VGC STAFF ONLY! <<<<

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): _____

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