

☐ New Registration

## 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"/> Working Holiday Visa <input type="checkbox"/> Other |  |
| Home Country Mailing Address                 |              | Mailing Address in British Columbia   |  |
| Street Address:                              |              | Street Address:   |  |
| City:  |              | City:   |  |
| Province:                                    |              | Province: <b>British Columbia</b>   |  |
| Country:                                     |              | Country: <b>Canada</b>  |  |
| Postal Code:                                 |              | Postal Code:  |  |
|  |              | Personal Canadian Phone Number:   |  |

## EMERGENCY CONTACT INFORMATION

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

## PROGRAM INFORMATION Provide the start and end dates of your program

Package includes: Working Holiday Visa Sponsorship Letter, 12 week Plus Intensive English Program, Job Search Class (training on best practices to find a job in Canada, resume editing and interview skills), English in the Workplace Class, and 12 weeks of medical insurance.

Start Date (yyyy/mm/dd): \_\_\_\_\_ End Date (yyyy/mm/dd): \_\_\_\_\_ Duration in weeks: **12**

## PROGRAM ADMISSION REQUIREMENTS

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). 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 Note: It is mandatory to have medical insurance whether it is through VGC or not.

Would you like to purchase additional medical insurance from VGC? (\$21/ week, minimum two weeks - non-refundable): ☐ Yes ☐ No # of extra weeks: \_\_\_\_\_

## 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.

## 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: \_\_\_\_\_

Signature of Parent/ Legal Guardian: \_\_\_\_\_

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

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

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

## 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.

## 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
- Work Experience Policy (if applicable)

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

The registration and Program Handling 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 fees - registration and Program Handling Fees. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials. |
| No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal  | 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:<br>a) The program start date in the most recent LoA<br>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):  |  |
| • Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:<br>a. The program start date in the most recent Letter of Acceptance<br>b. The program start date in the enrolment contract<br>• Student has not requested additional Letter(s) of Acceptance. | 100% tuition and all related fees, other than application fees - registration fee and Program Handling Fees.   |
| 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.  |

## TERMS AND CONDITIONS (General Rules, Student Activity Release & Indemnity Form, 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 or Vaping:** In the province of British Columbia, the legal age for buying tobacco or vapour products is 19. It is illegal to buy cigarettes or vapour products 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. 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, or in VGC accommodation.

**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):**

### STUDENT 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: \_\_\_\_\_

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

Signature of Parent/ Legal Guardian: \_\_\_\_\_

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

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

Do you want to register for: ☐ Homestay OR ☐ VGC Residence OR ☐ No Accommodation

## STUDENT INFORMATION

|   |                           |   |  |
|---|---------------------------|---|--|
| Last Name(s):   | First and Middle Name(s): |   |  |
| Nationality:  | Birthday (yyyy/mm/dd):    | Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-Binary |  |
| How would you describe your personality? (example: shy, outgoing, organized, etc...) And what kind of activities are you interested in? |                           |   |  |

## HOMESTAY INFORMATION

Please choose: ☐ Homestay + 3 meals ☐ Homestay + 2 meals

|   |   |  |
|---|---|--|
| Additional Information:   | Do you have any allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No                   | If yes, details: _____   |
|   | Do you have a special diet? <input type="checkbox"/> Yes <input type="checkbox"/> No                  | If yes, details: _____   |
|   | Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No                                | <sup>2</sup> Additional charges apply. 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: _____<br>Check-in Date (yyyy/mm/dd): _____   | Number of Extra Days: _____<br>Check-out Date (yyyy/mm/dd): _____  |
| Do you require Airport Pick-up? Additional fee. See Pricelist: <input type="checkbox"/> Yes <input type="checkbox"/> No   |   | Do you require Airport Drop-off? Additional fee. See Pricelist: <input type="checkbox"/> Yes <input type="checkbox"/> No                             |
| Do you require the Unaccompanied Minor Service (UM)? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Additional fee. See Pricelist  |   | Do you require a Custodian Letter? (Are you 18 and under?) <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Additional fee. See Pricelist |
| Notes: <ul style="list-style-type: none"> <li>\$35/week surcharge during summer months (May – September).</li> <li>Homestay must be booked for a minimum of two weeks.</li> <li>VGC cannot guarantee all of your preferences and special requests.</li> </ul> |   |  |

## HOMESTAY RULES

In addition to the "Homestay Guidelines, Rules and Policies" document, found on the VGC website at: [www.VGC.ca/policies/](http://www.VGC.ca/policies/), it is important for all students to understand and adhere to the following rules.

- Sleepovers and parties are not permitted on the premises of the host family's home.
- Students must notify their homestay family in advance if they will not be home by dinner. Minor students must inform their homestay family where they will be and what time they will be home.
- If the homestay family invites a minor student to go for a trip or an activity, the student must inform VGC.
- Students under VGC Custodianship cannot cancel homestay with VGC. Minor students requesting VGC Homestay must be under VGC Custodianship.
- Parents of minor students must provide written permission to VGC if the minor student wants to be away from their homestay overnight.
- Minor students must abide by VGC's curfew for minor students.

## 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/) and the homestay rules on this page. If I am a minor, I agree to the homestay rules for 18 and under, including #2-4 above.

Student's Signature: \_\_\_\_\_ Signature of Parent or Legal Guardian: \_\_\_\_\_  
(If 18 and under)

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

## VGC RESIDENCE INFORMATION (18 YEARS AND OLDER)

- Contact VGC for room availability. If your request is not available, VGC will provide other options and dates.
- In order to guarantee a booking, students must pay the placement fee, rent for four weeks, damage deposit, and the amenities fee.

|   |  |
|---|--|
| Shared Residence Type: <input type="checkbox"/> Shared Room <input type="checkbox"/> Shared Room with Ensuite           | Private Residence Type: <input type="checkbox"/> Private Room <input type="checkbox"/> Private Apartment                 |
| Residence Location: _____   | Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Number of Weeks in Residence: _____   | Number of Extra Days: _____  |
| Start Date (yyyy/mm/dd): _____  | End Date (yyyy/mm/dd): _____   |
| Do you require airport pick-up? Additional fee. See Pricelist: <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you require airport drop-off? Additional fee. See Pricelist: <input type="checkbox"/> Yes <input type="checkbox"/> No |

## VGC RESIDENCE DECLARATION

By registering for the residence, you agree to the Policies and Regulations on the website: [www.VGC.ca/policies/](http://www.VGC.ca/policies/)

Student's Signature: \_\_\_\_\_ Date Signed (yyyy/mm/dd): \_\_\_\_\_