

Program:  Family  Individual

### STUDENT INFORMATION

Last Name(s):		First and Middle Name(s):	
Usual First Name / Nickname (if applicable):		Birthdate (yyyy/mm/dd):	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-Binary
Nationality:		Citizenship:	
Student Email Address:		Student Phone Number:	
Parent/Guardian 1 Phone Number:		Parent/Guardian 1 Email Address:	
Parent/Guardian 2 Phone Number:		Parent/Guardian 2 Email Address:	
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:	

### GUARDIAN INFORMATION

FIRST LEGAL GUARDIAN INFORMATION		SECOND LEGAL GUARDIAN INFORMATION	
Full Name:		Full Name:	
Birthdate (yyyy/mm/dd):	Phone Number:	Birthdate (yyyy/mm/dd):	Phone Number:
Address: <input type="checkbox"/> Same as the student OR		Address: <input type="checkbox"/> Same as the student OR	

### PROGRAM INFORMATION Select the program(s) you want to register for, provide the start and end date(s), and duration in weeks.

Which package are you registering for?:  Junior Camp (9-12 years-old)  Teen Camp (13-17 years-old)

#### Package #1 - Homestay

Package #1 includes: Registration Fee - \$200 (Non-refundable), Teen Summer Program (25hours/week), Material Fee, Administrative Fee, Homestay Placement Fee - \$390 (Non-refundable), Full Board Homestay Fee for Minors, Airport Pick-up, Airport Drop-off, Custodian Letter for Minors - \$150 (Non-refundable), Medical Insurance, Teen Activities Charge.

#### Package #2 - No Homestay

Package #2 includes: Registration Fee - \$200 (Non-refundable), Teen Summer Program (25hours/week), Material Fee, Administrative Fee, Medical Insurance, Teen Activities Charge.

Are you traveling with a group?:  No  Yes If yes, what group are you traveling with?:

Are you traveling with a family member?:  No  Yes If yes, who are you traveling with?:

Are they taking classes at VGC?:  No  Yes

Will you attend a high school in Canada after the program?:  No  Yes If yes, which school?:

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

### Prepay Options for Activities

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

### 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.

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

## 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.)

## 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.

## 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 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 IEC processing 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: 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"> <li>• Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: a. The program start date in the most recent Letter of Acceptance b. The program start date in the enrolment contract</li> <li>• Student has not requested additional Letter(s) of Acceptance.</li> </ul>	100% tuition and all related fees, other than application fees - registration fee and IEC processing
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 REFUND POLICY:** No refunds will be given for missed activities that are part of the Junior and Teen Camp.

**ATTENDANCE POLICY:** If a student part of the Junior and Teen Camp is unable to attend class, the homestay or parents 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 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 Junior and Teen 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](http://www.privatetraininginstitutions.gov.bc.ca).

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

Homestay type: <b>Full Board</b>		Airport pick-up: <b>Included</b>	Airport drop-off: <b>Included</b>
Additional Information:	Do you have any allergies? <input type="checkbox"/> No <input type="checkbox"/> Yes, details: _____		
	Do you have any medical conditions? <input type="checkbox"/> No <input type="checkbox"/> Yes, details: _____		
	Do you have a special diet? <input type="checkbox"/> No <input type="checkbox"/> Yes, details: _____		
	<i>*Additional charges for special diet. See Pricelist.</i>		
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): _____	
Do you require the Unaccompanied Minor Service (UM) for your flights? <input type="checkbox"/> No <input type="checkbox"/> Yes (an additional \$300 will be charged)			
<i>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 an additional cost on the day of the transfer.</i>			
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/](http://www.VGC.ca/policies/), it is important for all minor students and their parents 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 under the age of 19 must have the following information signed by their parents or legal guardian.

### 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):**

### 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 detention, probation, or in repeated cases, 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. VGC needs to know the location of all students age 18 and under during school hours. Students with unexcused absences from classes or activities may be placed on probation or expelled from the school.
- I understand that I may be asked to leave VGC at the school's discretion for inappropriate behaviour, violations of Canadian Law, as well for smoking or carrying any type of substance; cigarettes, cigars, vape, marijuana or any illegal substances, or for entering any premises where minors are prohibited. VGC policy may result in a student being asked to leave VGC permanently, and required to return to their home country immediately, with no refund.
- I will respect VGC property, including the classrooms, student lounge, and computers.
- I understand that each homestay has its own guidelines. I understand that my homestay has a 10 pm curfew and I must follow them. If I have any concerns about my homestay I can speak with the Youth 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, my chaperone, and my parent/guardian 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: \_\_\_\_\_

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

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

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: \_\_\_\_\_

Printed Parent/  
Legal Guardian Name: \_\_\_\_\_

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

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

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

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

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

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

## >>>> 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.