

Since 1988



**VanWest
College**

VanWest College Course Registration Form

Second Floor
1016 Nelson Street
Vancouver, British Columbia
Canada V6E 1H8

Telephone: (604) 731-5256
Fax: (604) 739-0913
Email: info@vanwest.com
Web: www.vanwest.com

AGENT NAME

PERSONAL INFORMATION		COMPLETE ALL SECTIONS OF THIS FORM	
First Name		Family Name	
Address		City	
State / Province	Country	Postal Code	
Phone	Fax	E-mail	
Date of Birth (MM/DD/YY)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality	
<input type="checkbox"/> Citizen <input type="checkbox"/> Working Holiday/Visa <input type="checkbox"/> Visitor Visa <input type="checkbox"/> Student Visa <input type="checkbox"/> Landed Immigrant		Is this your first time at VanWest? <input type="checkbox"/> Y <input type="checkbox"/> N	
English Speaking Ability: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		TOEIC Score: TOEFL Score:	
Do you need VanWest Medical Insurance? (Approximately \$60 CDN/Month) <input type="checkbox"/> Y <input type="checkbox"/> N (Medical Insurance is required by law, please read policies on reverse)			

EMERGENCY CONTACT		
Name	Phone	E-mail

SELECTED PROGRAMS	LOCATION: <input type="checkbox"/> VANCOUVER <input type="checkbox"/> KELOWNA			
Course Name:	# of Hours	# Weeks	Start Date (MM/DD/YY)	End Date (MM/DD/YY)
Course Name:	# of Hours	# Weeks	Start Date (MM/DD/YY)	End Date (MM/DD/YY)

HOMESTAY INFORMATION	
Do you want a VanWest Homestay? <input type="checkbox"/> Y <input type="checkbox"/> N	Homestay Start Date: Homestay End Date:
Placement Preference: Please list order of preference from 1 to 3. (VanWest cannot guarantee your first choice.) () Family with Young Children () Family with Teenagers () Adult(s) with No Children	
Do you smoke? <input type="checkbox"/> Y <input type="checkbox"/> N	Do you like animals? <input type="checkbox"/> Dogs <input type="checkbox"/> Cats <input type="checkbox"/> No Pets <input type="checkbox"/> Does not matter
Are there foods you cannot eat? If yes, please specify:	
Do you have any allergies? If yes, please specify:	
Do you take any regular medicines? If yes, please specify:	
Comments or Special Requirements?	

ARRIVAL INFORMATION	ADVISE VANWEST OF CONFIRMED ARRIVAL DETAILS		
Expected Arrival Date	Arrival Time	Flight Number	Airline
Do you want to be picked up at the airport? <input type="checkbox"/> Y - If Yes: <input type="checkbox"/> One Way or <input type="checkbox"/> Return <input type="checkbox"/> No			

Send completed Course Registration Form and Fees to VanWest College. All fees must be paid two weeks prior to your starting date at VanWest.

Please read VanWest Policies and Procedures on the next page.

I declare that the information I have given is correct and accurate. I declare that I have read, understand and accept the policies and procedures of VanWest College.

Signature _____ Date _____ (MM/DD/YY)



VanWest
College

VanWest College Policies and Procedures

Please visit www.vanwest.com for more information about program options and fee structures.

Registration Procedure

It is recommended that the registration documents be sent to the school at least two weeks before the start date of the course. Full payment of all fees is due before the course begins. All fees are calculated on complete weeks of study and any portion of a week is counted as a full week. No compensation is given for public holidays or scheduled days when the school is closed.

1. Fill in the registration form. Please complete all sections and sign the registration form.
2. Give the completed registration form to your agent/counselor or mail, fax or email it to the school together with the non-refundable Registration fee and Homestay Placement fee (if applicable).
3. Upon receipt of the above documents, VanWest College will fax a Letter of Acceptance confirming the dates of your course. The original Letter will be mailed upon request.

Payment Method

Fees may be paid by cheque, money order, or wire transfer. To pay by wire transfer, send Canadian funds to:

For Vancouver Campus

Beneficiary : VanWest College Ltd.

Transit No.: 05680

Bank No. : 003

Account No. : 100-122-1

Bank Name : Royal Bank of Canada

Address : 1497 W. Broadway, Vancouver, B.C., Canada V6H 1H7

Swift Code : ROYCCAT2

For Kelowna Campus

Beneficiary : Kelowna English Centre

Transit No. : 07360

Bank No. : 003

Account No. : 100-043-9

Bank Name : Royal Bank of Canada

Address : 328 - 650 W. 41 Avenue, Vancouver, B.C., Canada V5Z 2M9

Swift Code : ROYCCAT2

All fees must be paid two weeks prior to your starting date at VanWest College. When making a wire transfer to VanWest College, please put "Student's Name" in the column of "Ordering Client". Please do not put the agent's name, or the student's parents name etc.

English Only Policy

Students must follow the strict English Only Policy at all times. This Policy is in effect on school premises and during all field trips and school activities. Students who consistently break the English Only Policy may not advance to the next level and risk suspension or expulsion without refund.

Attendance Policy

Students must attend and participate in all classes. If a student is late more than 5 minutes, the student may not enter the class until the next break. Students missing more than 25% of classes per 4-week session will not be permitted to write the Exit Test and will not advance to the next level.

Medical Insurance

Students are required by law to have medical insurance while staying in British Columbia or traveling in Canada. Students who do not purchase their own medical insurance before leaving their home country must buy insurance on the day they arrive at VanWest College.

Holiday Policy

Students who are enrolled a minimum of three (3) months may apply for a holiday from class. Two (2) weeks' notice must be given before students may leave on vacation. With a three (3) month enrollment, students can apply for up to two (2) weeks of holiday; with a six (6) month registration students can apply for up to four (4) weeks of holiday. Credit will only be given for vacations of four (4) weeks which coincide with course start and end dates.

Level Upgrade Policy

VanWest College offers six levels of English from Beginner to High Advanced. Advancement is based on attendance and the final grade on the Exit Test administered monthly. Students must achieve at least 80% on the Exit Test to advance to the next level. Students who have been absent for more than 25% of their classes without approval from an Administrator may not progress to a higher level. All of the requirements for advancement are given to students in an interview with their AM instructor at the beginning and the end of the month and are made available to the student on request.

Certificates and Progress Reports will be awarded based on attendance, participation, and progress.

Tuition Refund Policy

To apply for a refund, a student must submit a written notice of withdrawal to the Registrar of VanWest College.

If cancellation is received before the program start date:

- a) If a visa is denied, the student will be refunded all fees except the registration fee and the homestay placement fee.
- b) Less than 7 days after registration, the student will be refunded 75% of the total fees.
- c) 30 calendar days or more before start of class, the student will be refunded 75 % of the total fees.
- d) Less than 30 days before the start of class, the student will be refunded 60% of the total fees.

If cancellation is received after the program start date:

- a) Up to 10% of the program's duration time, the student will be refunded 50% of the total fees.
- b) Between 10% and 30% of the program, the student will be refunded 30% of the total fees.
- c) After 30% of the program is finished, there is no refund.

Homestay Refund Policy

Homestay placement fees are non-refundable.

Students wishing to leave their Homestay earlier than their scheduled departure date must give one month's notice to the host family. Students failing to do this will be charged one month's rent.

Students must give notice for any Homestay extension beyond the initial period booked. Extensions cannot be guaranteed and are dependent on family circumstances.

I declare that the information I have given is correct and accurate. I declare that I have read, understand and accept the policies and procedures of VanWest College.

Signature _____ Date _____ (MM/DD/YY)



VanWest
College

VanWest Course Calendar

Please visit www.vanwest.com for more information about program options and fee structures.

 Holidays

 Session Start

 Final Week of Session

(Review/Testing/Graduation – No new students accepted)

2007

SEPTEMBER

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2008

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VanWest College strongly recommends that students begin on Session Start Dates.

Full orientation, Class Selection and Safety Seminars are offered only on Session Start Dates.

Students may begin in Weeks 2 and 3 but will miss part of the program.

Students cannot be accepted in the final week of session.



VanWest College

VanWest Course Calendar

Please visit www.vanwest.com for more information about program options and fee structures.

Holidays **Session Start** **Final Week of Session**
(Review/Testing/Graduation – No new students accepted)

2009

JANUARY

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2010

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