

## Student Personal Information

Last name \_\_\_\_\_

First name \_\_\_\_\_

Middle name \_\_\_\_\_

Usual First Name \_\_\_\_\_

If Applicable:

Previous Last Name \_\_\_\_\_

Previous First Name \_\_\_\_\_

Gender  Male  Female

Nationality \_\_\_\_\_

Passport no. \_\_\_\_\_

B.C Address (If applicable) \_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

Postal code \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Birthdate(MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

First Language \_\_\_\_\_

Name of Agent (if applicable) \_\_\_\_\_

International Student  Yes  No

## Program Information

Starting date \_\_\_\_\_

End date \_\_\_\_\_

Duration in Weeks \_\_\_\_\_

Duration in Hours \_\_\_\_\_

Full Time  Part Time

English speaking ability

High Beginner Lower Intermediate

High Intermediate Advanced

## Program Choice

- General English  
 Business English  
 IELTS Preparation

Certificate and Final Achievement report will be issued on completion

All programs are delivered on-site.

Language of Instruction: English

## Visa Classification

- Student visa  Visitor visa  
 Working holiday visa  SWAP  
 other  
(please specify) \_\_\_\_\_

PRIVACY: Under the Personal Information Protection Act students are entitled to access their student file. The personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student consents to other use.

**Accommodation\***

If you have your own accommodation, please provide the full address:

\_\_\_\_\_

\_\_\_\_\_

Host family accommodation required information

From (mm/dd/yyyy) \_\_\_\_\_ to \_\_\_\_\_

single room     shared room

three meals     two meals

What are your homestay preferences?

family with children     family with teenagers

family with no children     it doesn't matter

Pets     yes     no

Do you smoke?     yes     no

Any food restrictions?     yes     no

If yes, please give details \_\_\_\_\_

Do you have allergies?     yes     no

If yes, please give details \_\_\_\_\_

**Additional Services**

Insurance

Would you like ILI medical insurance?

yes     no

From (mm/dd/yyyy) \_\_\_\_\_ to \_\_\_\_\_

(if not, please arrange your own and supply a copy to ILI on arrival)

Airport Pick up and Drop off

Airport pick up required     yes     no

Airport drop off required     yes     no

Arrival information

flight # \_\_\_\_\_ airline \_\_\_\_\_

Time \_\_\_\_\_     am     pm

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

**Payment Options**

**Bank transfer:** please contact us directly for our banking information

I have enclosed a money order or bank cheque payable to Anterior Education Systems LTD.

**Credit card** Check one below:

Visa     Master Card     American Express

Cardholder's name exactly as shown on card

Card number

\_\_\_ / \_\_\_

Expiry Date (MM/YY)

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CVC\* number

Signature

\*What is **CVC number**? It is a 3-digit number printed on the back of your card Visa or Master Card or a 4-digit number that appears after and to the right of your card number for your American Express.

If you registered through an Agent, please disregard this section. Your application will be processed upon receipt of the full payment. Payment in full is required to be issued a Letter of Acceptance.

Discount: \_\_\_\_\_

Bursary: \_\_\_\_\_

**Student's Consent**

I have read and understood all policies and procedures which are available on the ILI website.

I also understand that I will not be allowed to start my studies at ILI until I have signed this notice acknowledging my own liability and responsibility regarding health insurance coverage.

Signature: \_\_\_\_\_

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

\*Payments due for homestay accommodation should be paid at school 2 weeks prior to your last day at homestay. If you want to extend your current homestay, please notify us after the orientation. This is to ensure the homestay family has space for you.

### PROGRAM ADMISSION REQUIREMENTS

- Students must have a valid passport to enter and stay in Canada for the duration of their studies before they can start their program. A passport must be brought to ILI Vancouver on the student's first day in order for the institution to make a copy of for the student's records.
- All students studying at ILI Vancouver must have valid medical insurance for the entire time of the student's studies. Students are not permitted to attend ILI Vancouver courses until they have provided proof of valid medical insurance.

- All students must complete payments in full before attending class.
- Students must take the Placement Exam on their first day to be placed in an appropriate level.
- The IELTS program and Business English programs are available at the Upper-intermediate levels (CEFR B2 and higher, IELTS 5.5 and higher)  
(Program admission requirements may not be waived by the student or the institution)

### Program Cost

<b>Registration</b>	\$100
<b>Material fees per month</b>	\$60
<b>One to one tuition per hour</b>	\$50
<b>Airport pick up</b>	\$100
<b>Airport drop off</b>	\$60
<b>Medical insurance per week</b>	\$15
<b>Courier fee</b>	\$75 Depends on destination

<b>Program Length</b>	<b>PART TIME</b>	<b>FULL TIME</b>
1-11 Week(s)	\$275	\$365
12-23 Weeks	\$275	\$330
24 Weeks and longer	\$275	\$300

### REFUND POLICY

- 1) A student may be entitled to a refund of tuition fees in the event that:
  - (a) The student provides written notice to the institution that he or she is withdrawing from the program; or
  - (b) The institution provides written notice to the student advising that the student has been dismissed from the program.
- 2) The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
- 3) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
- 4) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

5) If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.

6) Refund policy for students:

(a) Refunds before the program of study begins:

1. If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution will issue the full refund minus the non-refundable \$100 registration fee.
2. If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution will issue the full refund minus the non-refundable \$100 registration fee.
3. Subject to Section 6(a)(1) above, if written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the

contract was made, the institution will issue the full refund minus the non-refundable \$100 registration fee.

7) Refunds after the program of study starts:

(a) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the Institution may retain 30% of the tuition due under the contract.

(b) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition due under the contract.

(c) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

8) Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable \$100 student application or registration fee.

9) Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.

10) Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge:

(a) The student must return the equipment unopened or as issued within 14 calendar days; and

(b) If the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.

11) Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.

12) Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates as set out in Section 7 above.

## STUDENT DECLARATION

I DECLARE THAT:

- I have read, understood, and agreed to the terms and conditions of this enrolment contract;

- I have received a signed copy of this contract;

- I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study;

- I have read, understood and agreed to the institution's following documents and a copy has been provided to me:

- Tuition and Fee Refund Policy

- Dispute Resolution/Grade Appeal Policy

- Withdrawal Policy

- Dismissal Policy

- Admissions Policy

- Attendance Policy

- Program Outline; and

Check all that apply:

- Prior Learning Assessment Policy

- Language Proficiency Assessment Policy

- Credit Transfer Policy

- The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract; and

- I hereby consent to the sharing of my enrolment and/or reporting information between the institution and Citizenship and Immigration Canada, as necessary for the purposes of the International Student Program, in accordance with applicable provincial privacy legislation.

Student Signature \_\_\_\_\_

Parent or legal guardian signature \_\_\_\_\_

Date Signed \_\_\_\_\_

### Institution Declaration

The institution agrees to deliver the program according to the terms of this contract. The institution certifies that the student has met the admission requirements for the program of study.



Cameron Metcalf  
Academic Director

PRIVATE CAREER TRAINING INSTITUTIONS AGENCY OF BC

All private language schools that accept international students for study programs of longer than six months are required to have British Columbia's Education Quality Assurance (EQA). In order to be EQA designated, language institutions must first be registered and accredited under the *Private Career Training Institutions Act*. The Private Career Training Institutions Agency (PCTIA) is responsible for establishing basic education standards and providing consumer protection for students enrolled with a registered career training institution, and for standards of quality for accredited career training institutions. A list of registered / accredited institutions can be found on PCTIA's website.

PCTIA also manages the Student Training Completion Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution.

For further information about PCTIA and the services it provides, students may contact PCTIA at:

203 – 1155 West Pender Street, Vancouver, BC, V6E 2P4

Tel. (604) 569-0033 or 1-800-661-7441

Fax. (778) 945-0606

<http://pctia.bc.ca>

[info@pctia.bc.ca](mailto:info@pctia.bc.ca)

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