



CERTIFICATE APPLICATION FORM



inlingua[®]
Victoria
COLLEGE OF LANGUAGES

Student Information

Family Name: _____ First Name: _____

Male Female Date of birth (Year/Month/Day) _____ Age: ____ Citizenship: _____

Address: _____ City: _____

Province/State: _____ Country: _____ Postal Code: _____

E-mail: _____ Telephone: _____

Emergency Contact Name: _____ Emergency Tel: (_____) _____

Native Language: _____ Agency: _____

Educational Background:

Describe your reasons for taking this course:

How did you hear about inlingua Victoria?

Which month do you want to start your TESL course?

CANCELLATIONS AND REFUND POLICY

To receive a refund of any portion of tuition fees students must give inlingua Victoria written notice that they intend to withdraw from the program in which they have enrolled. There are no refunds for students changing programs. Refunds are processed within 30 days of receiving a written request for a refund.

Students who are terminated due to violation of the school's written disciplinary and/or attendance policies or provincial or federal laws will be issued a refund based on the refund policy stated below. Students who have applied through an agent must contact the agent for a refund.

If you are unable to obtain lawful entry to Canada for the purpose of studying at inlingua Victoria, you will be refunded all prepaid fees except the non-refundable registration fee, homestay placement fee and all bank transfer charges. You must provide the letter from the Canadian Embassy stating that your Visa to enter Canada was denied.

Once a student cancels or withdrawals from inlingua Victoria in writing, they will receive a refund of unused tuition fee based on the table below, less the non-refundable registration fee, homestay placement fee and all bank transfer charges. For the accommodation portion, inlingua requires a 2-week written notice for any changes, cancellations, or postponements. Otherwise a 2 week accommodation fee will be applicable and the homestay placement fee is not refundable.

Date of written notification	Percentage of Tuition Retained
More than 30 days prior to start date	10% to a maximum of \$1,000
0 to 29 days prior to your starting date	20% to a maximum of \$1,300
0% to 10% of program completion	30%
After 10% to 30% of program completion	50%
After 30% or more of program completion	100%

Student Declaration

I declare that the information I have provided is correct and accurate. I have read and understood all of inlingua's policies as outlined.

STUDENT SIGNATURE: _____ DATE: _____

PAYMENT OPTIONS

Payments can be made by the following in Canadian Funds payable to Coastal international Language Institute Inc. licensed and doing business as inlingua Victoria:

- Cash (*In person only*)
- Debit (*In person only*)
- Visa/MasterCard
- Cheque
- International Money Order
- Bank Draft or Wire Transfer of Funds
- Flywire* (For international credit cards)

For Bank Wire Transfer or Money Order, please contact **Thaddeus@inlinguavictoria.com**

*To pay by Flywire, please go to inlinguavictoria.flywire.com to make your payment today. Flywire is a secure method of payment that allows you to track your payment from start to finish. Through this service you can pay your fees and deposits from any country and any bank—often in your home country currency, which allows you to save on bank fees. For complete instructions on how to pay by Flywire, please go to: www.inlinguavictoria.com/payments

CREDIT CARD AUTHORIZATION FORM

1. Complete the form in the blanks below.
2. Print the form and have the credit card holder sign on the line indicated below.
3. Scan and email (admissions@inlinguavictoria.com) the completed form to process your payment.

I, _____ hereby authorize inlingua Victoria College of Languages to charge my credit card in the amount of \$ _____ .

Visa MasterCard

Credit Card No. _____ Expire Date: ____/____ Security Code ____

Credit Card Billing Address:

Street: _____ City: _____

District/State/Province: _____ Postal Code: _____ Country: _____

Telephone: (____) _____

As the credit card holder, I hereby authorize Payment for the fees indicated above.

Cardholder's Signature: _____ Date: _____

ACCOMODATION APPLICATION

Homestay Family

Student Residence



Student Information

Last Name: _____ First Name: _____

Male | Female

Date of birth (Year/Month/Day) ____/____/____ Age: _____

Accommodation Information

Start Date (Year/Month/Day) ____/____/____

End Date (Year/Month/Day) ____/____/____ Length of Stay ____ (weeks)

Personal Information (Homestay applications only)

Personality:

shy outgoing organized likes to talk quiet
 active friendly independent likes to study curious

Family/lifestyle preferences: "I prefer a home with..."

young children a dog no pets, (allergy or preference) outgoing, active people
 no children a cat teenagers and/or adults quiet, calm people

Other _____

Hobbies: What hobbies and/or interests do you have outside of school? _____

Food Preferences: (Homestay includes 3 meals per day)

Describe your favourite foods: _____

Describe your least favourite foods: _____

Additional information to help with family placement: _____

Health Information

Do you have allergies? Yes | No *If yes, please describe:* _____

Do you have any ongoing health concerns? Yes | No

If yes, please describe: _____

Do you regularly take any medication? Yes | No

If yes, please describe: _____

Do you smoke? Yes | No

Flight/Arrival Information

Do you need airport pick-up? Yes | No Do you need airport drop-off? Yes | No

Arrival Date: _____ Departure Date: _____

Arrival Time: _____ Departure Time: _____

Airport: _____ Airport: _____

Airline and Flight #: _____ Airline and Flight #: _____

Student Declaration

I declare that the information I have provided is correct and accurate.

I have read and understood all of inlingua Victoria's policies as outlined in the Student Handbook.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Students who are 18 and under must have a parent/guardian sign.