

# Student Application & A Enrollment Contract

for 25+ weeks

Applications can be submitted online or via email at [admissions@inlinguavictoria.com](mailto:admissions@inlinguavictoria.com)

## Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Full name as it appears on passport \_\_\_\_\_

Male  Female Date of birth (Year/Month/Day) \_\_\_\_\_ Age: \_\_\_\_\_ Nationality: \_\_\_\_\_

First Language: \_\_\_\_\_ Passport Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Home Country Mailing Address

Address in Canada (if applicable)

Street: \_\_\_\_\_ City: \_\_\_\_\_ Street: \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Country: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Contact: (\_\_\_\_) \_\_\_\_\_

Visa Type:  Student Visa  Visitor Visa  Other Written Authorization to Study/Travel in Canada

Do you require a Custodianship Letter? (18 and under):  Yes  No

## Agency Information (if applicable)

Agency: \_\_\_\_\_ Agency Contact Name: \_\_\_\_\_

Agency Contact Email: \_\_\_\_\_

## Course Selection

What is your intended study period? \_\_\_\_\_

Start Date: (Year/Month/Day) \_\_\_\_\_ Number of Weeks: \_\_\_\_\_ End Date: (Year/Month/Day) \_\_\_\_\_

General English  Full Time (Intensive)  Part Time (Mornings)  Part Time (Afternoons)

TESL  Online

IELTS Preparation  Full Time (Intensive)  Private Lessons

Hospitality & Service Management Diploma Co-op  Full Time (Intensive)

Professional Business Skills Diploma Co-op  Full Time (Intensive)

Youth Camps  Full Time (Intensive)

• Hours of instruction during Contract Terms: Hours of Instruction x Number of Weeks = \_\_\_\_\_

• Language of Instruction: English • Program Delivery Method: In-Class • Credential issued on Graduation: Certificate

• Credential issued on Graduation of Hospitality Diploma Program: Diploma

## Medical Coverage

(It is mandatory that all students have medical coverage throughout their studies at inlingua Victoria)

Would you like to purchase medical insurance from inlingua?  Yes  No

If no, please provide your insurance details:

Provider: \_\_\_\_\_ Policy #: \_\_\_\_\_ Date of Coverage: \_\_\_\_\_

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## Admission Requirements

inlingua Victoria is committed to providing accurate information and guidance to prospective students to ensure they make

informed decisions about their program of study. inlingua Victoria's admission criteria are well publicized and applied consistently. Entry assessment tools and admission requirements ensure students have the required language competencies (see Language Proficiency Assessment Policy), and the basic knowledge, skills and abilities to achieve program outcomes.

**Admission requirements may not be waived by neither the student nor inlingua Victoria.** The School admissions policy ensures that qualified applicants have equality of access to programs or courses regardless of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age (BC Human Rights Code).

Hospitality and Service Management Diploma requirements:

- Students must have successfully completed Secondary school graduation (or equivalent in another school system)
- Be a minimum of 18 years of age.
- Must demonstrate English Proficiency with one of the following:

Domestic Students must provide transcripts with these minimal scores:

- BC High School English 12 – minimum C (60-66%)
- BC High School Communications 12 – minimum C+ (67-72%)

International students must provide one of the following minimal scores:

- IELTS 5.5 (no band under 5.0, CAE 47, iBT 50, CLB 6

OR • complete inlingua Victoria General English Level 5

*If a student cannot provide one of the following criteria, an online test is required. If successful with the on-line test, a phone interview will be arranged with inlingua Victoria to assess the spoken English level. OR a student can take an in-house exam at inlingua Victoria which includes a grammar test, writing test, and speaking interview.*

## Program Outline

General ESL programs at inlingua Victoria College of Languages consist of 6 levels of 10 weeks each. These courses are designed for international students seeking practice and improvement in English as a Second Language. As an integrated course, students will focus on speaking, listening, writing and reading, as well as grammar, vocabulary and pronunciation.

Program Outlines for the Hospitality Diploma Program can be found online at [www.inlinguavictoria.com](http://www.inlinguavictoria.com). In addition to the website, the program outline for the program registered will be attached to this contract and sent to you.

## Program Costs

Program Costs in Canadian Dollars (CAD)	Amount
Tuition	
Registration Fee (non-refundable)	\$180.00
Textbooks, Materials and Student ID Fee	
Discount / Scholarship Amount	
Total Program Costs (CAD)	

## Payment Information

inlingua Victoria College of Languages reserves the right to change start dates, programs, and course curriculum at any time without notice. The fees, dates and conditions listed in our brochure are subject to change at any time without prior notice. If a student has not been registered for more than 3 months, they will be charged the \$150 registration fees.

If a student's contract is longer than 6 months, students have the option of paying in full or paying the first half of their tuition before classes begin and paying the remaining tuition half way through their program. If a student's contract is less than 6 months they must pay all of their tuition before the start of classes.

Program Costs can be paid by way of: Flywire, International Money Order, Bank Draft, Wire Transfer of Funds, Cash, Visa, MasterCard. Payments are to be made in Canadian Funds, payable to Coastal International Language Institute Inc. Licensed and operating as inlingua Victoria.

# Student Application & Enrollment Contract

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## Cancellations and Refund Policy

It is mandatory to read the Cancellations and Refund Policy as well as the other policies included in inlingua Victoria's

Student Handbook before signing this contract. The Student Handbook can be found on the inlingua Victoria website at: [www.inlinguavictoria.com](http://www.inlinguavictoria.com)

1. 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.  
Refunds are processed within 30 days of receiving a written request for a refund.
2. 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.
3. 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.
4. Once a student cancels or withdraws 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 1 week accommodation fee will be applicable and the homestay placement fee is not refundable.
5. If inlingua Victoria receives tuition from the student, or a person on behalf of the student, inlingua Victoria will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - (a) inlingua Victoria receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and inlingua Victoria receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - (c) the student does not attend a work experience component and inlingua Victoria does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
6. Inlingua Victoria will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
7. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, inlingua Victoria may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
8. Unless the program is provided solely through distance education, if inlingua Victoria receives a notice of withdrawal from a student:
  - (a) more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, inlingua Victoria may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, inlingua Victoria may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - (b) after the contract start date
    - i. And up to and including 10% of the hours of instruction to be provided during the contract term have been provided inlingua Victoria may retain up to 30% of the tuition due under the student enrolment contract.

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## Cancellations and Refund Policy Continued

It is mandatory to read the Cancellations and Refund Policy as well as the other policies included in inlingua Victoria's Student Handbook before signing this contract. The Student Handbook can be found on the inlingua Victoria website at:

[www.inlinguavictoria.com](http://www.inlinguavictoria.com)

8. ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, inlingua Victoria may retain up to 50% of the tuition due under the student enrolment contract.
9. Unless the program is provided solely through distance education, if inlingua Victoria provides a notice of dismissal to a student and the date inlingua Victoria delivers the notice to the student is:
  - (a) before 10% of the hours of instruction to be provided during the contract term have been provided, inlingua Victoria may retain up to 30% of the tuition due under the student enrolment contract.
  - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, inlingua Victoria may retain up to 50% of the tuition due under the student enrolment contract.
10. If inlingua Victoria provides the program solely through distance education and inlingua Victoria receives a student's notice of withdrawal or inlingua Victoria delivers a notice of dismissal to the student and:
  - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, inlingua Victoria may retain up to 30% of the tuition due under the student enrolment contract, or
  - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, inlingua Victoria may retain up to 50% of the tuition due under the student enrolment contract.
11. Inlingua Victoria will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to inlingua Victoria or inlingua Victoria provides a notice of dismissal to the student.
12. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - (a) of the date inlingua Victoria receives a student's notice of withdrawal,
  - (b) of the date inlingua Victoria provides a notice of dismissal to the student,
  - (c) of the date that the registrar provides notice to inlingua Victoria that inlingua Victoria is not complying with section 1(c) or 2 of this policy, or
  - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
13. If an international student delivers a copy of a refusal of a study permit to inlingua Victoria, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or the program is provided solely through distance education.

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%

Note: For other policies, please see the inlingua Victoria Student Handbook.



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## Textbooks & Materials

- General English
- inlingua English 1 – 6 – inlingua International Ltd., 2013
  - Writers at Work – Jill Singleton – Cambridge University Press, 2005
  - Grammar and Beyond – 1a – 4b – Kathryn O’Dell, Cambridge University Press 2014.
- Hospitality Diploma Program:
- Students will need to purchase the required textbooks and
  - a personal laptop computer they can bring to class to complete the program.

## Course Assessments and Expectations

The method of assessment for the General ESL program, includes a variety of formative and summative assessments as set out in each course outline. Students are assessed based on weekly homework, writing assignments and a presentation topic. Students are required to take a progress test every 5 weeks to assess their language proficiency. If a student meets the requirement before the 10 weeks, they are permitted to move up before 10 weeks.

Students are required to adhere to the following conditions during their studies:

- Must not be late for class
- Must complete weekly assignments
- Must maintain a minimum 80% of his/her grades
- Must attend 80% of classes

## 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.

## Private Training Institutions Branch

inlingua Victoria is designated by the Private Training Institutions Branch (PTIB).

If a contract is six (6) months or longer it means that the program being registered for has been approved under the Private Training Act. If a program is approved under the Private Training Act, students will be protected under the Student Tuition Protection Fund (STPF). PTIB manages the STPF 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 PTIB and the services it provides, students may contact them at: • Tel: +1.604.569.0033 or +1.800.661.7441 • Fax: +1.778.945.0606 • Email: [PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)

- Website: [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)

## Student Declaration

I declare that:

- All of the information given in this application is true and correct. I have read, understood and agreed to inlingua Victoria’s policies, including the policies mentioned above which are also in the Student Handbook.
- I consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between inlingua Victoria and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

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

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

\_\_\_\_\_  
Signature of Parent or Legal Guardian  
(If the student is under the age of 19)

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

\_\_\_\_\_  
Signature of inlingua Victoria Representative

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

## Social Media Release Form

Inlingua Victoria has school-run social media accounts. This is a space where we share student photos and videos of our daily activities. Please fill out the form below indicating if you approve or disapprove of your photo/video being featured on our social media pages.

### Please tick one:

Yes! I give my permission for my photo/video to be featured on the Inlingua social media accounts.

No. I do not give my permission for my photo/video to be featured on the Inlingua social media accounts.

Student name (please print)

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Student signature

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Parent/Guardian signature

---

Date

---

Date

---

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

# Accommodation Application

## Student Information

Family Name  First Name

Male  Female Date of Birth (YYYY/MM/DD)  /  /  Age

Homestay Start Date (YYYY/MM/DD)  /  /

Homestay End Date (YYYY/MM/DD)  /  /  Length of Stay  (weeks)

## Personal Information *(Homestay applications only)*

Personality: "I am..."

shy  outgoing  organized  talkative  quiet  
 active  friendly  independent  hardworking  curious

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

young children  a dog  no pets  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 food you don't eat: \_\_\_\_\_

Additional information to help family placement (dietary restrictions etc.): \_\_\_\_\_

## 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 (YYYY/MM/DD):  /  /

Departure Date (YYYY/MM/DD):  /  /

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.*