



ISS Language and Career College of BC (LCC) is designated by the Private Training Institutions Branch.

STUDENT INFORMATION

Last Name

First Name & Middle Name

Usual First Name

Personal Education Number (if available)

Mailing Address in Home Country (if applicable)

Home Country Phone Number

Mailing Address in Canada

Student Phone Number in Canada

Student Email Address

International Student: No Yes If you are an international student, Citizenship: _____

Do you have a study permit: No Yes

If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? No Yes

Date of Birth:

Y	Y	Y	Y	M	M	D	D		

Gender: Male Female Declined/Other

VOLUNTARY DISCLOSURE

*You may voluntarily provide the personal information listed below:

Do you identify yourself as an Aboriginal person, that is, First Nations, Metis, or Inuit? Yes No

If you answered "Yes", please indicate if you are: First Nations Metis Inuit

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis? Yes No

Program Title

Hours of Instruction during Contract Term

Program Duration in Weeks

Contract Start Date

Contract End Date

Electives (select all that apply):
(Please refer to the attached timetable)

Intensive English _____ hours _____ weeks
 Test Preparation _____ hours _____ weeks
 Business (BDP) _____ hours _____ weeks

Required course materials and technological resources not provided by the institution: computer, laptop, or iPad.

TESOL PRACTICUM OR WORK EXPERIENCE INCLUDED in PROGRAM? Yes <input type="checkbox"/> / No <input type="checkbox"/>		
If yes, Requirements:	<input type="checkbox"/> TESOL Practicum - Must pass each TESOL course with 85% +	<input type="checkbox"/> Co-op Work Component - Must pass all diploma courses and complete 80% of electives.
Costs:	\$550.00	Work Component has NO COST
Location:	ISSofBC in Vancouver	Within BC, Lower Mainland region
Dates:		
Number of hours of instruction	20 hour TESOL Practicum	Must not exceed : _____ hours

PROGRAM COSTS	
Program Costs in Canadian Dollars (\$CDN):	Amount
Registration/Application Fee (non-refundable)	\$
Tuition	\$
Textbooks	\$
Discounts	\$
Administrative fee	\$
Other (please specify) _____	\$
TOTAL PROGRAM COSTS	

PAYMENT TERMS				
Method of payment: Cash <input type="checkbox"/> Debit <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Travellers <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Certified Cheque <input type="checkbox"/> PayPal <input type="checkbox"/>				
Payment Plan?	1 st payment	2 nd payment \$	3 rd payment \$	4 th payment \$
		Due date:	Due date:	Due date:
Yes <input type="checkbox"/> / No <input type="checkbox"/>	Paid on:	Paid on:	Paid on:	Paid on:
	_____ (MM/DD/YYYY)	Note:		

REFUND POLICY	
Circumstances when Refund Payable	Amount of Refund
Before program start date, institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> 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 fee. Related fees include: administrative fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> At least 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) 	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.

<ul style="list-style-type: none"> b) The program start date in the enrolment contract. 	
<ul style="list-style-type: none"> • More than seven days after the student and institution signed the enrolment contract, and • Less than 30 days before the later of: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	<p>Institution may retain up to 20% of tuition, to a maximum of \$1,300.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<p>After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)</p>	
<ul style="list-style-type: none"> • After the program start date, and up to and including 10% of instruction hours have been provided. 	<p>Institution may retain up to 30% of tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> • After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	<p>Institution may retain up to 50% of tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<p>Student does not attend program – “no-show” (applies to all students, except those enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> • Student does not attend the first 30% of the program. 	<p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<p>Institution receives a refusal of study permit (applies to international students requiring a study permit):</p>	
<ul style="list-style-type: none"> • Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract • Student has not requested additional Letter(s) of Acceptance. 	<p>100% tuition and all related fees, other than application fee.</p>
<p>After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> • Student completed up to 30% of the program. 	<p>Institution may retain up to 30% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> • Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	<p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>

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).

PRIVATE TRAINING INSTITUTIONS BRANCH

This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca.

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.

STUDENT DECLARATION

I consent to the Institution sharing my personal information with the Ministry of Advanced Education and Skills Training for research purposes and statistical analysis under the authority of sections 7(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between ISS Language and Career College of BC and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

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 Advanced Education and Skills Training, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

Student Signature _____

Date Signed (MM/DD/YYYY) _____

Representative of student (PRINT NAME) _____

Relationship to Student _____

Signature of Parent or Legal Guardian (if student < 19 years old) _____

Date Signed (MM/DD/YYYY) _____

INSTITUTION SIGNATURE

Signature of Institution Representative _____

Date Signed (MM/DD/YYYY) _____