



Registration Form

SEL English Language Centre Canada Ltd.
 2nd floor, 321 Water Street, Vancouver, BC, V6B 1B8 Canada,
 Phone: +1 604 639 9075 Fax: +1 604 608 4934
 Email: info@selc-canada.ca Webpage: www.selc-canada.ca

Student ID

(For Office Use Only)

PERSONAL INFORMATION

Family Name _____ Gender Male Female

Given Name _____ Date of Birth _____ (D/M/Y)

Home Address _____ Postal Code _____

City _____ Province _____ Country _____

Student E-mail Address _____ Phone _____

Nationality _____ First language _____

Emergency contact in your home country _____

Self-assessed language level Introductory Elementary Intermediate Upper-intermediate Advanced

Status in Canada Visitor Working Holiday Student Other(Please Specify) _____

STUDY SELECTION

Program Selection _____ Please check the following electives that you are interested in:

Intensive English Language Program (15hours)	Accent Reduction	TOEIC
Intensive English Language Program (20hours)	Listening & Speaking	IELTS
Intensive English Language Program (25hours)	Presentation & Public Speaking	EAP
Junior Program	Introduction to Barista	Work Skills
Academic Pathway Program	English for Business	

Note: All electives are offered on a rotation basis.

Program Start date _____ (D/M/Y) End Date _____ (D/M/Y) Weeks _____

How did you hear about SELC? Website Brochure Friend/Family Agency Other _____

Do you want SELC to arrange Medical Insurance No Yes

Medical Insurance Start Date _____ (D/M/Y) End Date _____ (D/M/Y) Days _____

HOMESTAY

Do you want SELC to arrange accommodation (homestay) for you? Yes No

Check-in Date _____ (D/M/Y) Check-out Date _____ (D/M/Y) Weeks _____ Night _____

Private Single Room Shared Room (with travelling companion only) Half Board (Breakfast & Dinner) Full Board (3 meals)

Custodianship Letter (if required) Yes No Only for student under 18 years

Do you smoke? Yes No If yes, you must agree to smoke outside

Are you OK living with pets? Yes No Please specify _____

Are you OK living with children? Yes No Please specify _____

Do you have any allergies? Yes No Please specify _____

Special requests or needs _____

Airport Pick-Up Service Yes No Arrival Date _____ (D/M/Y) Time _____ Airline & Flight No. _____

Note: SELC must be notified of changes in arrival details 72hours in advance in order to guarantee pick-up. If delayed in transit, please contact our emergency representative as stated on your homestay confirmation letter (the Airport pick-up service fee is non-refundable if instructions are not followed)

Agency Details (if applicable) _____

You MUST read the Conditions of Enrolment on page 2, 3 & 4 and initial the pages. I confirm that the information I have provided is true and that I have read, understood and agree to abide by the SELC Conditions of Enrolment.

Student Name (capital letter) _____ Student Signature _____ Date (day / month / year) _____

Parent or Legal Guardian Name (capital letter) _____ Parent or Legal Guardian Signature (if student is underage) _____

SELC English Language Centre Conditions of Enrolment and School Policies

Please read the following conditions and school policies carefully, and initial the bottom of pages 2, 3 & 4, before you sign on page 1. If you do not fully understand the policies, please contact us for further information before proceeding with your enrolment.

Your enrolment will not be processed until SELC has sighted a signed copy of this form.

PAYMENT OF FEES The registration fee must be paid when you enrol in SELC English Language Centre programs. The registration fee is non-refundable. All tuition and accommodation fees must be received at least 4 WEEKS before your course begins, otherwise we cannot guarantee your place. If you choose to cancel your studies, prior to attending SELC English Language Centre, a cancellation fee equivalent to the registration fee will apply. Payment can be made by bank transfer to the account below or by credit card (3% surcharge will be applied). Note: Sender must pay all wire transfer fees.

Bank Transfer Instructions

Beneficiary: SELC English Language Centre Canada Ltd.
Beneficiary Bank: HSBC Bank Canada
Beneficiary Account No: 270394656001

Beneficiary Address: 2nd Floor, 321 Water Street, Vancouver, BC, Canada, V6B 1B8
Beneficiary Bank Address: 885 West Georgia Street, Vancouver, BC Canada V6C 3G1
Beneficiary Bank SWIFT Code: HKBCCATT

POSTPONEMENT POLICY If a student would like to postpone their program, they must notify the school in writing at least 14 days prior to the original starting date. If the student does not have any proof as to why they would like to postpone their studies at SELC English Language Centre an administration fee of \$150.00 will apply. Students are only able to postpone once; however, the institution will make the decision as to whether the postponement will be granted. If the student does not come for their new start date of the program or requests an additional postponement without a valid reason, SELC English Language Centre reserves the right to cancel the student's enrollment in the program and report them to Citizenship & Immigration Canada (CIC).

ACCOMMODATION Your accommodation will be confirmed when we receive the arrival date and time of your flight and flight number. We must receive this information at least 2 WEEKS before you arrive in Vancouver. Send us a fax or e-mail if necessary. We will then send you the name, address and telephone number of your accommodation provider. Accommodation may not be available the day you arrive in Vancouver, particularly if you arrive with short notice or several days before your course begins. In these cases we reserve the right to put you in budget hotel accommodation for a short period. There may be extra charges payable for hotel accommodation.

CHANGE OF ADDRESS Student visa holders are required to provide SELC with their current Canadian address at all times. Every time you change your address you must tell SELC your new address.

OVERSEAS STUDENT MEDICAL INSURANCE Health Insurance is compulsory for all students. You may purchase medical insurance through SELC. SELC will collect this fee at the time of enrolment on behalf of your healthcare provider. It is your responsibility to read and check the conditions of this health coverage. It is strongly advised that all students arrange travel insurance (against loss, damage, theft, etc.) prior to travelling in Canada.

PUBLIC HOLIDAYS SELC is closed for all public holidays. Compensation will not be made for classes not offered on public and special holidays.

ADMISSIONS POLICY We admit qualified students without discrimination with regard to race, color, creed, national or ethnic origin, marital status, sexual preference, age, and religion. Applicants should meet program prerequisites and have sufficient financial support for his/her study in Canada. Before entering into any kind of an agreement with SELC English Language Centre, students are provided a copy of our current Student Manual for their review, which include all school policies. Students must initial the enrolment form stating that they are aware of all the school policies and procedures.

PRIVACY POLICY SELC English Language Centre collects students' personal information for the following reasons:

1. To maintain student records as required by PTIB.
2. To maintain student records as required by SABC (accredited schools).
3. To keep students/graduates informed of activities at the school.

For all programs:

SELC English Language Centre retains the full student file for a period of seven (7) years following the student's withdrawal, dismissal or graduation. After seven years, the full student record is destroyed using a secure destruction method.

Procedure for student access to the information on file:

1. Students wishing to access the information in the student file must make the request in writing.
2. The Student Services Coordinator will meet with the student to review the file and will provide copies of any document the student requests.
3. The student will pay \$0.25 per page for the documents copied for him/her.

Procedure for authorizing release of information:

1. If a student wishes to authorize a third party to access information in his/her student file, he/she must do so in writing.
2. The school will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation.

ATTENDANCE POLICY SELC English Language Centre recognizes that good attendance is directly related to student success in completing a program of study. The policy applies to all students who are currently enrolled or are enrolled at any future time. Students registered for full-time study are scheduled to attend classes for a minimum of twenty hours each week. Students are expected to attend all classes as scheduled. Students who will be absent must contact the school either by telephone at 604-639-9075 or by email at reception@selc-canada.ca before the time that they are scheduled to start class. The student is responsible for completing all assignments missed during the absence. Minimum acceptable attendance is 80%.

DISPUTE RESOLUTION AND GRADES APPEAL POLICY SELC English Language Centre provides an opportunity for students to resolve disputes of a serious nature and grades appeals in a fair and equitable manner. The policy applies to all SELC Career College students who are currently enrolled or were enrolled within the last year. Only grades received on Progress Tests assessments may be appealed. Grades received for assignments or weekly quizzes may not be appealed.

_____ Applicant Initials

REFUND AND WITHDRAWAL POLICY

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution 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) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the program start date;
 - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the program start date and the institution 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 program start date; or
 - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the program end date.
2. The institution 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.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution 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 program start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a max. of \$1,000.
 - ii. less than 30 days before the program start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a max. of \$1,300.
 - (b) after the program start date
 - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
 - iii. No refund will be granted after 30% of the hours of instruction to be provided during the contract term have been provided.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, the institution 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, the institution may retain up to 50% of the tuition due under the student enrolment contract.
 - (c) No refund will be granted after 30% of the hours of instruction to be provided during the contract term have been provided.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 - (a) the student has completed and received an evaluation of his or her performance for at least 30% of the hours of instruction to be provided during the contract term, the institution 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, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. 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 the institution receives a student's notice of withdrawal,
 - (b) of the date the institution provides a notice of dismissal to the student,
 - (c) of the date that the registrar provides notice to the institution that the institution 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.
9. If an international student delivers a copy of a refusal of a study permit to the institution, 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
 - (b) the program is provided solely through distance education.
10. Textbooks / Material fees are non-refundable.
11. Tuition fees are not transferable to another person.
12. No refunds will be made for classes missed due to exams, excursions, or other obligations that fall outside the normal schedule of classes.
13. SELC reserves the right to deny you access to SELC's premises and to withdraw its other services if your conduct disrupts the normal operation of the school. SELC's dispute and resolution processes do not circumscribe your right to pursue other legal remedies.
14. SELC reserves the right to cancel a course if numbers are insufficient upon the arrival of the student. In the unlikely event that SELC is unable to deliver your course in full, you will be offered a refund of all course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by SELC at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

CODE OF CONDUCT AND DISMISSAL POLICY SELC English Language Centre expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. This list is not exhaustive and students should request clarification from the Student Services Coordinator if they have any questions. "Student" is defined as including prospective students as well as those currently registered or enrolled in any SELC English Language Centre programs or activity.

The Code of Conduct students are expected to follow includes:

- Attend school in accordance with Attendance Policy.
- Treat all students and staff with respect.
- Refrain from any disruptive or offensive classroom behaviour. This includes any jokes or comments that refer in a degrading manner to race, ethnicity, sexuality or religious orientation.
- Refrain from cheating or plagiarism in completing class assignments.
- Treat school property with respect.
- Refrain from bringing weapons of any kind (i.e. knives, guns) to school.
- Complete all assignments and examinations on the scheduled completion dates.
- Refrain from bringing any alcohol or any prohibited mood altering substances to school.
- Any other conduct which is determined to be detrimental or damaging to the other students, staff members or the school.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any student.
- Verbal abuse or threats.
- Vandalism of school property.
- Theft.

Students who do not meet the expected code of conduct may be subject to immediate dismissal from the institution depending on the severity of the misconduct. Concerns related to a student's conduct should be referred to the Student Services Coordinator to process in accordance with this Policy.

HOMESTAY POLICY

1. Homestay fees cover:

- (a) one host family placement;
- (b) proper recruitment and screening of host families;
- (c) a clean, comfortable and safe homestay environment, with a private bedroom that includes a bed, desk with adequate lighting for studying, a place to store clothing, and some closet space. Host families are required to be proficient in English and speak English at home. Alternative arrangements can be made upon request and at additional cost;
- (d) A detailed host family information profile;
- (e) On-going support throughout the period of homestay;
- (f) A student wishing to be moved to a new host family must base the request on a clear indication that the old host family is not meeting the homestay provider standards. If this is the case, a new family will be found at no additional charge; otherwise, an additional placement fee will be charged.

HOMESTAY CANCELLATION AND REFUND POLICY

1. Placement fees:

- (a) Placement fee is non-refundable. The only exception is if the study permit/entry visa is denied. Written proof must be provided from the Canadian Embassy or Consulate, which indicates that the study permit/entry visa application has been denied or the study permit issuance postponed.

2. Homestay fees:

- (b) 100% refunded if cancellation is received in writing more than 14 days prior to the session start date.
- (c) 100% refunded if study permit/entry visa is denied. Written proof must be provided from the Canadian Embassy or Consulate, which indicates that the study permit/entry visa application has been denied or the study permit issuance postponed.
- (d) 75% refunded if cancellation is received in writing 14 days or less prior to session start date.

3. Airport transfer fees:

- (e) 100% refunded if cancellation is received in writing more than 14 days prior to the session start date.
- (f) 100% refunded if study permit/entry visa is denied. Written proof must be provided from the Canadian Embassy or Consulate, which indicates that the study permit/entry visa application has been denied or the study permit issuance postponed.
- (g) Non-refundable if cancellation is received in writing 14 days or less prior to session start date.

Please return to:

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2nd Floor, 321 Water St., Vancouver, BC, Canada, V6B 1B8
Fax: 1-604-608-4933
Email: info@selc-canada.ca

_____ Applicant Initials