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| Oxford International – English Language School |                | VAN                |
| Name of Institution                            |                | Institution Number |
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| Admissions – Language Courses                  | Jan 1, 2025    | July 1, 2025       |
| Name of Policy                                 | Effective Date | Revision Date      |

### 1. Purpose of Policy

We want to make the process of applying for courses with us as simple and clear as possible.

We will always write any documents which are expected to be read by anyone whose first language is not English in an appropriate style which is easy to understand. This might include translating the documents. We are always happy to help anyone (actual or potential client) properly understand any of our documentation.

### 2. To whom the policy applies

All prospective students, both international and domestic

### 3. Policy

#### How to enroll:

- Enquiry Form link to speak with an Admissions Manager: [Canada Enquiry Form - Oxford International English Schools](#)
- Booking Form: [Canada Direct Booking Form - Onshore - Oxford International English Schools](#)

#### Admissions requirements:

- ESL Program:
  - Minimum 16 years old
  - English level requirement: all levels are accepted

- Short-term Juniors and Year-round-Groups:
  - Minimum 10 years old
  - English level requirement: all levels are accepted

**LOAs (Letters of Acceptance) are issued only after the following documents are received:**

- Booking Form
- Parental Consent
- Copy of the student's passport
- Custodianship form (if the student is a minor)

**Terms and conditions:**

- All terms and conditions can be found on our website: [School Policies - Oxford International English Schools](#)
- Student Attendance Policy
- Student Dismissal Policy
- Withdrawal Policy
- Refund Policy
- Dispute Resolution Policy
- Grade Appeal Policy
- English Only Policy
- Alcohol, Tobacco, and Marijuana Student Policy
- Environmental Policy
- Respectful and Fair Treatment of Students Policy
- Sexual Misconduct Policy
- Student Services

**When the school is closed for public holidays:**

- The school is open to students from 8:30 AM until 5:00 PM, Monday - Friday. The school is closed all day on Saturday, Sunday, and public holidays.
- Schools do not make up for lessons missed on published Statutory Holidays and there is no refund for lessons missed.

**How to book accommodation, and how to make any specific requests:**

- All accommodation offerings can be presented by the admissions team, booking form includes questions about special requests, allergies and notes to help the Admissions and Client Services team provide the best accommodation possible to the student.

- If you have selected Airport Reception, you will be transported and introduced to your host family by school airport staff. If you have not selected Airport Reception, it will be your responsibility to find transportation to your host family or accommodation. Students will receive their host family information prior to their arrival at homestay. Homestay payments can be made on a monthly basis (28 days) provided that the first 2 months (56 days) is paid 30 days prior to arrival. However, minor students (under 19 years old) must pay for their full homestay program in advance. 2 weeks' notice must be given in writing for early cancellation of homestay accommodation.

**Insurance:**

- Our schools require students to have adequate health, accident and travel insurance while attending a school. Our schools require proof of insurance either upon enrolment or upon arrival and, where proof is not available, students must immediately purchase. Uninsured students may not attend class until proof of insurance is available and will not be refunded for loss of lessons.
- Canadian health care is excellent, but it can be very expensive. It is mandatory that students have comprehensive medical and accident insurance. Insurance can be purchased directly from the school at an approximate fee of \$3.10 per day.
- Note: Students who will be staying in British Columbia for more than six months are eligible to apply for medical insurance through the Provincial Government after they have been in British Columbia for three months. This insurance costs approximately \$82.50 per month.

**How to pay for the course – and when:**

- Application fee must be paid before any entry document is reviewed by the admissions team
- Tuition Fee payment requirement will be listed on the conditional offer
- Payment methods:
  - (i) Cash or debit card in person at the school. Note that international debit card payments are subject to 3% surcharge.
  - (ii) Credit card (Visa or Mastercard) either in person or via credit card authorization form. Note that credit card payments are subject to a 3% surcharge.
  - (iii) Cheque payable to: Vancouver Maple Leaf Language College
  - (iv) Online Payment Through Flywire via the link on the student Conditional Offer

- (v) Wire transfer including the details below. If you send it by wire transfer, please send a copy of the transfer documents to our registrar and specify the student's name and student number. Please note that Canadian banks do not use IBAN numbers.
- (vi) E-Transfer from inside Canada; please use this email address [canada@oxfordinternational.com](mailto:canada@oxfordinternational.com)

Bank: CIBC - Canadian Imperial Bank of Commerce  
Bank Address: 400 Burrard Street, Vancouver BC, V6C 3A6  
Bank #: 010  
Transit #: 00010

Account Name: Vancouver Maple Leaf Language College  
Account #: 93-05513  
Account Address: 250 – 815 West Hastings Street, Vancouver BC,  
V6C 1B4  
Swift Code: CIBCCATT

ABA # 026009593  
BIC # cc001000010

**Required Documents Upon Arrival:**

- Passport, immigration visa and work permit (if applicable), proof of English level, proof of secondary education and medical insurance.
- Students who are under the age of 19 must also provide a signed Parental/Guardian Consent Form. This form will be sent to all minor students by the Admissions Team.

**Custodianship:**

- The Custodianship Form is only mandatory if the minor student (based on the provincial ages) is travelling without a) a Group Leader, b) a parent/guardian, or c) does not have a local custodian (with or without forms, for example, any family member or family friend).
- Please note that we cannot provide custodianship letter for a student who is not staying in our Accommodations.

**First Day Orientation:**

- All students **MUST** be present on the first day or they may lose their seat in their program. Students must arrive at the school by 8:30 AM, report to the front desk and go to the room designated. The first day orientation will last until around 1

PM, but times may vary. Students are responsible for reading the orientation package and knowing the Rules and Regulations of the school.

- Contracts and payment plans must be signed prior to students entering class.