

## Oxford International Vancouver Application Form

*(Both sides of this form must be completed by the student)*

Personal Information (please print clearly)			
First Name:	Middle Name (s):	Family Name:	Preferred Given Name:
Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: (MM/DD/YY)	Nationality:	Native Language:
Visa Type: Study <input type="checkbox"/> Visitor <input type="checkbox"/> Immigrant <input type="checkbox"/> Working Holiday <input type="checkbox"/>		Passport #:	
Stay in Canada: (MM/DD/YY)    From _____ to _____		Agent Name:	
Present Address			
Street:		City:	Province/State:
Country:	Postal Code:	Tel:	E-mail:
Permanent Address (Where your family lives)			
Street:		City:	Province/State:
Country:		Postal Code:	Tel:
		Fax:	E-mail:
Emergency Contact			
Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	Name:		Relationship:
Street:		City:	Province/State:
Country:		Postal Code:	Tel:
		Fax:	E-mail:
Program Choices			
Start Date: (MM/DD/YY) _____		Length: _____ (weeks)	
English Language Skills - What is your own assessment of the present level of your skills in English?			
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>
9 <input type="checkbox"/>	10 <input type="checkbox"/>	Native Speaker	
Beginner			
General English Courses: (applicants must be 16 years or older)			
<input type="checkbox"/> Basic (20 lessons per week) <input type="checkbox"/> Intensive (25 lessons per week) <input type="checkbox"/> Super-Intensive (30 lessons per week) <input type="checkbox"/> Premier Intensive (25+3 lessons per week) <input type="checkbox"/> Premier Super-Intensive (30+2 lessons per week)			
Specialized Add-Ons:			
<input type="checkbox"/> University Pathway Program <input type="checkbox"/> Cambridge Exam Prep (CAE) <input type="checkbox"/> Cambridge Exam Prep (FCE) <input type="checkbox"/> IELTS Exam Prep			

## Additional Services

Accommodations:  Homestay (Full Board)  Homestay (Half Board)  
 Residence \_\_\_\_\_ (please specify)  
 No Accommodations (please include your Canadian address below)  
 \_\_\_\_\_  
 \_\_\_\_\_

Arrival Date: (MM/DD/YY) \_\_\_\_\_ Departure Date: (MM/DD/YY) \_\_\_\_\_

Are you a smoker?  Yes  No

Do you have any special requests related to medical condition, allergies or diet?

If Yes, which?  Yes  No

Requests cannot be guaranteed

STUDENT GUARD Medical Insurance: **\*Medical insurance is mandatory\***

Yes  No Start: (MM/DD/YY) \_\_\_\_\_ Finish: \_\_\_\_\_

If NO, please indicate Insurance Company and Policy Number  
 \_\_\_\_\_

Airport Reception:

Yes  No Airline: \_\_\_\_\_ Flight # \_\_\_\_\_

Date: \_\_\_\_\_ (MM/DD/YY)

Airport Drop-Off:

Yes  No Airline: \_\_\_\_\_ Flight # \_\_\_\_\_

Date: \_\_\_\_\_ (MM/DD/YY)

State of Health:

Illnesses?:  Yes  No Specify: \_\_\_\_\_

Allergies?:  Yes  No Specify: \_\_\_\_\_

Medication?:  Yes  No Specify: \_\_\_\_\_

Food Exemptions?  Yes  No Specify: \_\_\_\_\_

Other?:  Yes  No Specify: \_\_\_\_\_

## Consent and Acknowledgement

I hereby register for this program declaring, to the best of my knowledge, that all information on this application form is correct. I will notify the school immediately in the event of any changes to any of this information. I have read and agree to abide by the school's Dispute Resolution, Dismissal and Refund Policies which apply to my program(s) in addition to the Homestay regulations (available upon request) and all other school Accommodation regulations. I also understand that in the event I am registering through a representative or an educational agency, they may receive compensation from the school. I understand that Oxford International Vancouver assumes no responsibility for any representations, warranties, or agreements made on its behalf which are not solely contained in printed material produced by Oxford International Vancouver. I understand that Oxford International Vancouver collects, retains, and uses personal information in accordance to the Personal Information Protection and Electronic Documents Act (PIPEDA) and the Oxford International Vancouver Information and Privacy Code. I am agreeing to the collection, retention, and use of my personal information by Oxford International Vancouver.

I give Immigration, Refugees and Citizenship Canada permission to release any information regarding the status of my Visitor Visa and/or Study Permit.  Yes  No

I give the school permission to release any information regarding my program to my educational agent and/or family member.  Yes  No

Applicant or Parent / Legal Guardian Signature \_\_\_\_\_ Date: (MM/DD/YY) \_\_\_\_\_

## Parent/Legal Guardian Consent

This section must be completed by the parent or legal guardian of any student under 19 years of age.

The participant agrees to participate in the entire program and will follow safety instructions and all School and Host Family Rules and Regulations. The parent or legal guardian also authorizes the school and/or the Host Family to attain medical treatment for the participant in the event it is required and agrees to the decisions and instructions given. It is understood that the school and the host family are not responsible for any medical instructions, decisions and expenses.

Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Name: _____		Relationship: _____
Street: _____		City: _____	Province/State: _____	Country: _____
Postal Code: _____		Tel: _____	Fax: _____	E-mail: _____

Applicant or Parent / Legal Guardian Signature \_\_\_\_\_ Date: (MM/DD/YY) \_\_\_\_\_

## Refund Policy

- The Enrolment Fee and Accommodation Placement Fee are non-refundable.
- All tuition and accommodation fees will be refunded if a Study Permit is denied, provided that the student gives notice within reasonable time, as per the Oxford International Vancouver Study Permit Application Condition, and provides the school with written notification from Immigration, Refugees and Citizenship Canada of this decision prior to the program commencement. No refunds will be issued for time off during public holidays
- Refunds before the program starts:
  - If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction, or if the contract is made less than 7 days before the contract start date and the institution receives written notice of withdrawal between the date the student signed the student enrolment contract and the contract start date, the student is entitled to have all tuition fees refunded.
  - If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.
  - If written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition due under the contract to a maximum of \$1300.
- Refunds after the program of study starts:
  - If written notice of withdrawal is received by the institution or a student is dismissed up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 30% of the tuition.
  - If written notice of withdrawal is received by the institution, or a student is dismissed after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 50% of the tuition.
  - If a student withdraws or is dismissed after 30% of the hours of instruction to be provided during the contract term have been provided, no refund is required.
- Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.
- Students may cancel accommodations by providing two weeks' notification, in writing. In such cases, all unused accommodation fees will be refunded. If a student cancels his/her accommodations, in writing, with less than two weeks' notice, all unused accommodation fees will be refunded except for the two-week notification period. Some residences will require 4-weeks' or more notice to cancel. Students will be notified before booking with one of these residences if the residence requires a longer notification period. Students may cancel their accommodations by providing two weeks notification, in writing. In such cases, all unused accommodation fees will be refunded. If a student cancels their accommodations with less than two weeks notice, in writing, all unused accommodation fees will be refunded except for the two week notification period.
- The Airport Reception fee will be refunded if the student cancels this service, in writing, at least 7 days prior to the scheduled arrival date.
- There will be a \$110 administration fee charged for any changes to course or accommodation type or duration, including cancellations.
- A student will be dismissed from his/her course and/or accommodations if he/she violates Canadian law and/or the Oxford International Vancouver's Rules & Regulations. In the case of dismissal, standard tuition refund policies will apply. Any refund will be in accordance with this refund policy.
- In the event that all fees are not received as a result of items such as bank wire charges, etc., the outstanding fees due will be reduced from tuition fees.
- Refunds will be issued within 30 days of receiving written notice and only upon presentation of the original corresponding receipt. If a representative or agent has registered the student, the refund will be sent to the representative or agent.
- Refunds are normally issued by cheque. Refunds issued by other methods are subject to a service charge. If fees are received through an agency, a parent, or a representative, any fees will be refunded to the source of the fees.