

2009 Application Form

1.0 Personal Information

First Name _____
 Gender Male Female
 Address _____

 Phone # _____

Last Name _____
 Birthday _____ (dd/mm/yyyy)
 Birth Country _____
 Citizenship _____
 Email _____

2.0 Course Selection

Start Date _____ (dd/mm/yyyy)

of Weeks _____

Academic Year (Certificate & Diploma in English)

English for Executives

- 12 weeks program (24 hours/week)
- 24 weeks program (24 hours/week)
- 36 weeks program (24 hours/week)
- 48 weeks program (24 hours/week)

- Part-Time ESL (18 hours/week)
- Full-Time ESL (24 hours/week)
- Full-Time ESL (18 hours/week) + 5 hrs Tutoring
- Full-Time ESL (18 hours/week) + 10 hrs Tutoring

Intensive English and TOEFL, TOEIC Preparation

Cambridge Exam Preparation (FCE, CAE, CPE)

- Part-Time ESL (18 hours/week)
- Full-Time ESL (24 hours/week)
- Super Intensive English (30 hours/week)

- 10 weeks program (24 hours/week)
- 10 weeks program (30 hours/week)
- 12 weeks program (24 hours/week)
- 12 weeks program (30 hours/week)

Certificate in Business (BEC)

TESOL Diploma

- 8 weeks certificate
- 12 weeks diploma

- 12 weeks diploma

Internship Program

Youth Vacation Program

- Placement Fee for the initial 4 weeks
- _____ Additional Weeks

- 2 weeks package
- 4 weeks package
- 3 weeks package

3.0 Accommodation

Student Residence

of weeks _____

- Residence (Single Room, Shared Kitchen)
- Residence (Shared Room, Shared Kitchen)
- Studio Apartment (Sleeps Two)

Arrival Date _____ (dd/mm/yyyy)

Departure Date _____ (dd/mm/yyyy)

Homestay

Allergies, Diets, Medical concerns, Requests?

- Full Homestay (includes all meals)
- Shared Homestay (does not include meals)

4.0 Airport

- Require Pickup
- Require Pickup & Drop-off
- I will find my own way from the airport

2009 Application Form (continued)

5.0 Method of Payment

All payments may be made by bank transfer, VISA, or money order.

6.0 Tuition Refund Policy

a) Before Program Starts

- a) Less than 7 days after the contract is made 25% is not refunded (To a maximum of \$400)
- b) More than 30 days before the start of the program 75% refund
- c) Less than 30 days before the start of the program 60% refund
- d) If the visa is refused the school retains the lesser of 25% of fees paid or \$200

b) After Program Starts

- a) Less than 6 days or within 10% of the program duration, 50% refund
- b) Within 30% of program duration, 30% refund.
- c) After 30% of program duration, no refund.

Other

If CCEL closes a full or partial refund of all monies.

Refunds paid within 30 days of CCEL receiving written notice from the student.

If a student is dismissed for disciplinary reasons there may or may not be refund.

If CCEL changes the date of the program or changes the program itself significantly then a full or partial refund is entitled.

7.0 Homestay Refund Policy

2 weeks notice must be given of intention to move out of a homestay.

After 2 weeks a partial refund of 90% of fees will be refunded as 4-weekly payments.

(10% is kept for administering service).

8.0 Residence Refund Policy

No refunds are given for cancellations after the student's arrival. If a student cancels the booking

before arrival we will refund 50% of the residence fees. Accommodation Placement Fee is non-refundable

9.0 Refund Procedure

Students must submit a completed "Application for refund" form to the College office.

This refund policy is dictated by the Private Post Secondary Education Commission of British Columbia and applies to all private schools.

I certify that I have read, understood, and agree to the refund policy.

I certify the information provided by me on this form is true and accurate and that I am 19 years of age or older.

Printed Name _____

Date _____ (dd/mm/yyyy)

Signature _____