

Admission to full-time programs

Applications can be emailed to languageschool@vaniercollege.qc.ca. For EAP, the schedule is determined on your first day, either 9 am to 1 pm or 1 pm to 5 pm. All students must have medical insurance and which can be booked with Guard.me online at www.guard.me/vc. Your placement test will be on the first day of class.

A) Canadian Citizens and Permanent Residents:

- Your completed application form
- A copy of your proof of Canadian citizenship or permanent resident status
- Your payment (registration fee, materials & minimum 5 weeks)

We will send you a confirmation.

B) Visitors to Canada:

Individuals who will remain in Canada less than 6 months or the period authorized on their Temporary Resident Visa.

- Your completed application form
- Notarized guardianship forms (if you are less than 18 years old)
- A copy of your passport (identity page)
- Your payment (registration fee, materials & minimum 5 weeks)

We will send you a Letter of Acceptance. Use this letter to obtain a Temporary Resident Visa if you need one to enter Canada.

C) International Students applying from outside of Canada:

Students who plan to remain in Canada for more than 6 months for studies.

- Your completed application form
- Notarized guardianship forms (if you are less than 18 years old)
- A copy of your passport (identity page)
- Your payment (registration fee, materials & minimum 10 weeks)

We will send you a Letter of Acceptance.

Next...

- Apply for a Quebec Certificate of Acceptance (CAQ)
- After you receive your CAQ, apply for a Study Permit at the Canadian Embassy or Consulate

You may begin your studies at the Vanier College Language School when you have a valid CAQ and Study Permit

Full-time Application Form

Personal Student Information		
Family Name :	First Name :	
Country of Citizenship :	Country of Permanent Residence :	
Street no. and name:	City:	
Province/State:	Postal Code :	
Country :	Date of Birth (yyyy-mm-dd):	
Phone number :	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Email :	Mother Tongue :	
How did you hear about the Language School :		
Status in Canada	<input type="checkbox"/> Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Refugee	
	Visitors: Arrival date in Canada :	Expected departure date :
	International Students: Do you have a study permit? <input type="checkbox"/> No <input type="checkbox"/> Yes	
In case of emergency, please contact		
1. Name:	Phone:	Relationship
2. Name:	Phone:	Relationship
Program Information		
Program name:	Schedule is either 9 am to 1 pm, or 1 pm to 5 pm	
Start date:	End Date:	# of weeks:
Total Program Fees:	\$	If you are registering and/or paying on behalf of someone else, please complete the part below with your information. Full name: _____ Address: _____ Phone number: _____
Minimum Payment Due:	\$ 100 + \$25 + \$	
Total:	\$	
Payment Information		
<input type="checkbox"/> Certified Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Company Cheque <input type="checkbox"/> Visa/Master Card (please complete the part below). We do not accept cash or personal cheques. Debit/Interac is accepted in person only.		
Cardholder's full name:		
Card Number:		
Expiry date:	Security code:	Amount:
Signature:		Date:
Withdrawal and Cancellation Policy		
Please read and sign the Language School's Withdrawal and Cancellation Policy on following page.		

Withdrawal and Cancellation Policy

Students who are requesting to cancel a course must provide written notice to the Language School. A full refund of the tuition fees paid will be issued upon refusal of the study permit, visa or CAQ, or in exceptional cases such as death in the family or medical conditions. The registration fee is **non-refundable**. In addition to the written notice, students are responsible to send the refusal letter to the Language School in order to receive a refund.

The following refund policy applies if a letter of acceptance has been issued:

Withdrawal before the start of the program:	Refund of fees paid, less \$100 registration fee Original letters of acceptance must be returned
Withdrawal after the program has started or once the study permit has been issued:	No refund
Upon completion of 10 weeks in the Advanced level:	Refund of remaining fees paid

The following refund policy applies if no letter of acceptance has been issued:

Withdrawal before the start of the program:	Refund of fees paid, less \$100 registration fee
Withdrawal after the program has started:	Less than 10% of course completed: 75% refund Between 10-29% of course completed: 50% refund 30% or more of course completed: no refund
Upon completion of 10 weeks in the Advanced level:	Refund of remaining fees paid

Courses are non-transferable. Students who are studying in a full-time course may not transfer tuition to a part-time course. Tuition is non-transferable from one student to another.

A full refund will be issued in the event that the Language School cancels a course.

The Language School reserves the right to withdraw a student from a course for misconduct. In such an event, the above procedure will apply.

If the beneficiary of the refund is different than the registered student, a letter signed by the student must be attached to specify the beneficiary of the cheque.

Processing refunds can take between 4 to 6 weeks from the date the refund is approved.

Students requesting a refund 12 months after the scheduled start date of the course forfeit their tuition fees.

I have read and understand this policy at the Vanier College Language School. I agree that I will be bound by and undertake to observe the rules, regulations and policies in place.

Signature:	Date:
------------	-------