

The **LANGUAGE SCHOOL** AT VANIER COLLEGE

ADMISSION TO FULL-TIME, NON-CREDIT LANGUAGE PROGRAMS

How to Register

A) Canadian Citizens and Permanent Residents:

Fax or mail us ...

- Your completed application form.
- A copy of your proof of Canadian citizenship or permanent resident status.
- Your payment (minimum 5 weeks).

We will mail you a confirmation. Your placement test will be on the first day of class.

B) Visitors to Canada:

(Individuals who will not remain in Canada for more than 6 months, or the period authorized on their Temporary Resident Visa.)

Fax or mail us ...

- Your completed application form.
- Notarized guardianship forms (if you are less than 18 years old). You can email us for these.
- A copy of your passport (identity page).
- Your payment (minimum 5 weeks).

We will mail you a Letter of Acceptance. Use this letter to obtain a Temporary Resident Visa (visitor's visa) if you need one to enter Canada. You must have valid medical insurance for the duration of your stay in Canada. You can obtain this when you arrive.

C) International Students applying from outside of Canada:

(Individuals who plan to remain in Canada for more than 6 months for studies.)

Fax or mail us ...

- Your completed application form;
- Notarized guardianship forms (if you are less than 18 years old). You can email us for these.
- A copy of your passport (identity page)
- Your payment (minimum 10 weeks / maximum 25 weeks).

We will mail 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 must have valid medical insurance for the duration of your stay in Canada.

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

The LANGUAGE SCHOOL

AT VANIER COLLEGE

PERSONAL STUDENT INFORMATION	
Family Name:	First Name:
Country of Citizenship:	Country of Permanent Residence:
Mailing Address:	
City:	Postal Code / Zip code:
Country:	Date of Birth: (dd/mm/yyyy) _____ / _____ / _____
Phone Number:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Email:	Mother Tongue:
Status in Canada:	<input type="checkbox"/> Citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Convention refugee
	<input type="checkbox"/> Visitor: Arrival in Canada _____ Departure from Canada _____
	<input type="checkbox"/> International Student. Do you have a Study Permit? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please attach a copy with your application form.)

IN CASE OF EMERGENCY, PLEASE CONTACT:		
1. Name:	Phone:	Relationship:
2. Name:	Phone:	Relationship:

PROGRAM SELECTION		
Program:	Schedule: From _____ a.m. to _____ p.m.	
Start Date:	End date:	# of weeks:

International applicants: Will you remain in Canada for more than 24 weeks? Yes No Not sure yet

FEE CALCULATION:	
Total Program Fees:	\$ _____
Minimum payment*: *5 weeks for local students and visitors to Canada. 10 weeks for all international students.	\$ _____
Balance due:	\$ _____

METHOD OF PAYMENT	
<input type="checkbox"/> Certified cheque <input type="checkbox"/> Money order <input type="checkbox"/> Travellers cheques <input type="checkbox"/> Company cheque <input type="checkbox"/> Visa (complete form below) <input type="checkbox"/> MasterCard (complete form below). We do not accept cash or personal cheques. We can accept debit cards in person. Please contact us to arrange an appointment	
Cardholder's name:	
Card Number:	
Expiry Date:	Amount:
Signature:	Date:

WITHDRAWAL AND CANCELLATION POLICY.	
Before the start of the program:	Refund of fees paid, less a \$100 processing fee.
Withdrawal after the program has started:	Refund of full remaining weeks, less a \$100 processing fee and \$100 cancellation fee.
After 50 % of course completion OR once a CAQ and Study permit has been obtained:	No refund
Refusal of CAQ by Immigration Quebec or Study Permit by Citizenship & Immigration Canada:	Must submit refusal letter from Immigration Office. Refund of fees paid, less a \$100 processing fee.
Important note: All refunds are issued by cheque in Canadian dollars.	

I have read and understand the Withdrawal and Refund Policy in place 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 at Vanier College.

SIGNATURE: _____ **DATE:** _____

Please fax this application to (514) 744-7952 or mail it to:
 Vanier College Language School, 821 Ste-Croix, St-Laurent, Quebec H4L 3X9 Canada
 You may also scan the application form and email it to: languageschool@vaniercollege.qc.ca