



Victoria International Academy*

#200-607 Yates Street, Victoria, B.C. Canada V8W 1L1

Tel: (250) 384-7200 Fax: (250) 384-0505
 E-mail: info@vicia.org Web site: www.vicia.org

Application Form / Student Contract

Please fill out and save. Then send as an email attachment to info@vicia.org

Name: _____
 (Family Name) (Given Names)

Gender (please mark "X"): Male _____ Female _____ Date of Birth: _____
 Day - Month - Year

Place of Birth: _____

Mailing Address: _____

 (City) (Country)

Telephone: _____ Fax: _____

Email: _____

Residential Address (if different from above): _____

Program (can choose more than one: e.g. ESL TOEFL):

ESL _____ TOEFL _____ TOEIC _____ Business _____ TESL _____

Schedule: Full-Time _____ Semi-Time _____ Part-Time (A.M.) _____ Part-Time (P.M.) _____

Date of Arrival: _____

Start Date: _____ End Date (if known): _____

Name of Agent: _____

Payment Schedule (Please add the fees below and enter the total)

Registration Fee: \$100.00 (non-refundable) \$ 100.00
 Textbooks: ESL - \$25.00 \$ _____
 Business - \$30.00 \$ _____
 TESL - \$50.00 \$ _____
 Homestay Placement: \$175.00 (non-refundable) \$ _____
 Homestay: \$190 / week X _____ weeks \$ _____
 \$700 / month X _____ months \$ _____
 Tuition Fee \$ _____
 Total \$ _____

Airport Pick-up (free): Yes _____ No _____

Tuition Fee: _____ Start Date _____ End Date _____ Student Initials _____

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For policies regarding student admissions, rules of conduct, dispute resolution and dismissal, please see copies attached.

Refund Policy for International Students

(An International Student is a person who is not a Canadian Citizen or a landed immigrant or who has been determined under the Immigration Act to be a Convention Refugee.)

When an International Student enters into a contract with Victoria International Academy, the following refund policy applies:

Student Authorization Related Withdrawals:

- 1- **Victoria International Academy may retain the lesser of 25% or \$200 of the total fees due under the contract by international students who:**
 - A) **are denied authorization from Citizenship and Immigration, or**
 - B) **do not receive authorization prior to the start of the program of study, provided that**
 - i) **the student notifies Victoria International Academy of the circumstances on or before the first day of the program of study is scheduled to begin, and**
 - ii) **the student provides documentation of the circumstances in a reasonable amount of time.**

Non-student Authorization Related Withdrawals:

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 - (a) **If written notice of withdrawal is received by Victoria International Academy less than seven (7) days after the contract is made and before the program starts, Victoria International Academy may retain the lesser of 25% of the total fees due under the contract, or \$400.**
 - (b) **Subject to subsection (2)(a), if written notice of withdrawal is received by Victoria International Academy 30 calendar days or more before the start of a program of study, Victoria International Academy may retain 25% of the total fees due under the contract.**
 - (c) **Subject to subsection (2)(a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, the institution may retain 40% of the total fees due under the contract.**

Refunds after the program of study starts:

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 - (a) **If written notice of withdrawal is received by Victoria International Academy, or a student is dismissed within 10% of the program of study's duration, Victoria International Academy may retain 50% of the total fees due under the contract.**
 - (b) **If written notice of withdrawal is received by Victoria International Academy, or a student is dismissed after 10% and before 30% of a program of study, Victoria International Academy may retain 70% of the total fees due under the contract.**
 - (c) **If a student withdraws or is dismissed after 30% of the program study duration, no refund is required.**

I have read Victoria International Academy's policies on admissions, rules of conduct, dispute resolution, dismissal and refund policy.

Signed _____ Date _____

Parent Sign here if student is a minor _____

Registrar / School operator _____