

**STUDENT DETAILS**

FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_  
 FAMILY NAME: \_\_\_\_\_  
 BIRTHDAY: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yy) MALE / FEMALE (circle)  
 NATIONALITY: \_\_\_\_\_  
 CITY OF BIRTH: \_\_\_\_\_  
 FIRST LANGUAGE: \_\_\_\_\_  
 PASSPORT NUMBER: \_\_\_\_\_

**VISA TYPE YOU WILL STUDY ON** (please circle):  
 Student Visa     Visitor Visa     Working Holiday Visa     Visa Waiver

**ADDRESS IN HOME COUNTRY**

STREET: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 COUNTRY: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ EMERGENCY NO.: \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**ADDRESS IN CANADA**

STREET: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 COUNTRY: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ EMERGENCY NO.: \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT STEWART COLLEGE?**

Agent (who?) \_\_\_\_\_  
 Friend/Relative \_\_\_\_\_  
 Advertisement (where?) \_\_\_\_\_  
 Website (which one?) \_\_\_\_\_  
 Other: \_\_\_\_\_

**PROGRAM DETAILS**
**SELF-ASSESSED ENGLISH LEVEL:**

Low     Medium     High     Very High

**PROGRAM**

<input type="checkbox"/> ESL Intensive	<input type="checkbox"/> English Plus Volunteering
<input type="checkbox"/> ESL Full Time	<input type="checkbox"/> Work in Canada
<input type="checkbox"/> ESL Afternoons	<input type="checkbox"/> English Plus Summer Ballet
<input type="checkbox"/> ESL Mornings	<input type="checkbox"/> Private English Classes
<input type="checkbox"/> Business English Mornings	<input type="checkbox"/> Semi-private English classes
<input type="checkbox"/> Teaching English to Children (TEC)	<input type="checkbox"/> English for Teenagers
<input type="checkbox"/> University of Cambridge Exam Practice: FCE / CAE	<input type="checkbox"/> Teen Support while at High School
<input type="checkbox"/> TOEFL iBT Afternoons	<input type="checkbox"/> Homework Coaching
<input type="checkbox"/> TOEFL iBT Elective	<input type="checkbox"/> High School Tutoring
<input type="checkbox"/> TOEFL iBT Saturdays	<input type="checkbox"/> Adult Vacation
<input type="checkbox"/> Elective: Listening	<input type="checkbox"/> Teen Vacation
<input type="checkbox"/> Elective Grammar	<input type="checkbox"/> 50 Plus Vacation
<input type="checkbox"/> Elective Writing	<input type="checkbox"/> Other: _____

**PROGRAM PERIOD**

Number of weeks: \_\_\_\_\_  
 Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yy)    Finish Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yy)

# REGISTRATION FORM

**HIGH SCHOOL REGISTRATION**

I plan to go to high school in Victoria, starting \_\_\_\_ / \_\_\_\_ (mm/yr)  
 I would like Stewart College to register me in a high school and to provide support for \_\_\_\_\_ months.

**ACCOMMODATION DETAILS**

Homestay required?     Yes     No  
 Homestay period    Number of Weeks \_\_\_\_\_  
 Arriving (mm/dd/yy)    /    /  
 Departing (mm/dd/yy)    /    /

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Airport Transfer     Not Required  
 Arrival Only  
 Arrival & Departure

Flight Details    Airline & Flight # \_\_\_\_\_  
 Arrival Date (mm/dd/yy)    /    /  
 Arrival Time \_\_\_\_\_

**HEALTH DETAILS**

Do you have allergies?     Yes: \_\_\_\_\_     No  
 Do you take medication?     Yes: \_\_\_\_\_     No  
 Do you have any physical or mental health problems?     Yes: \_\_\_\_\_     No  
 Do you have special dietary requirements?     Yes: \_\_\_\_\_     No  
 Do you smoke?     Yes     No

**PREFERENCES**
**Will you live with**

A family member who  
 smokes     Yes     No  
 Dogs     Yes     No  
 Cats     Yes     No  
 Young Children     Yes     No

**When in**

**homestay**, do you prefer to be     part of the Family     very independent?

Please list your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices.  
 [We can not guarantee your choices.]

\_\_\_\_\_ Family with children  
 \_\_\_\_\_ Family with teenagers  
 \_\_\_\_\_ Family without children  
 \_\_\_\_\_ No preference

What do you like to do in your free time?

**PAYMENT DETAILS**

PAYMENT METHOD:     Cash     Cheque     Credit Card

If paying by VISA, MC, Amex, please complete the following details:

\_\_\_\_\_ / \_\_\_\_\_

Amount Authorized: C\$ \_\_\_\_\_    Expiry (mm/yy)

Cardholder's Name \_\_\_\_\_

Signature: \_\_\_\_\_

**DECLARATION: REQUIRED TO CONFIRM REGISTRATION**

All the information on this application form is correct. I have read and understand the Refund Policy:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
 (Signature of applicant, or parent if applicant less than 19 years old.)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yy)

**STEWART COLLEGE OF LANGUAGES**

850 Courtney St, Victoria, BC, V8W 1C4, Canada, Phone: 1-250-388-7774, Fax: 1-250-388-7728,  
 Email: [languages@stewartcollege.com](mailto:languages@stewartcollege.com), [www.stewartcollege.com](http://www.stewartcollege.com)

## REFUND POLICY FOR INTERNATIONAL STUDENTS

- An International student is a person who is not a Canadian Citizen, Landed Immigrant or Convention Refugee as determined under the Immigration Act.
- In all cases, written notice must be provided to Stewart College of Languages before this policy can be applied and the date of the written notice will be used to calculate the refund if any.
- Cancellation fees and refunds are based on the total fees due for the program. The minimum cancellation fee is \$129.

### 1. Student Authorization Related Cancellations

Stewart College may retain \$129 from international students who:

- are denied the authorization from Canada Immigration and Customs to do the chosen course, or
  - do not receive the authorization required for the chosen course before its start date\*,
- provided that
- i. the student notifies Stewart College in writing of the circumstances on or before the first\* day of the student's chosen program and
  - ii. the student, within 14 days, provides documentation of the circumstances to Stewart College.

### 2. Non-Student Authorization Related Cancellations

Notice Given (or Student Dismissed After Class Start)	Cancellation Fee	Refund
More than 2 wks before course start*	\$129	Remainder of Fees
Less than 2 wks before course start*	30% of fees	70% of fees
Less than 10% of course completed	50% of fees	50% of fees
Less than 30% of course completed	70% of fees	30% of fees
After 30% of course completed	100% total fees	No Refund

### 3. Refunds for course cancelled by Stewart College of Languages

If for any reason Stewart College must cancel a course (including insufficient enrolment), the student will receive a 100% refund in the same manner that the fees were originally paid, within 30 days of the class being cancelled. If the school is closed temporarily due to extraordinary circumstance (e.g. due to extreme weather), classes will not be refunded, but programs may be extended for missed days.

### 4. Missed Private Classes (i.e. individual programs of study)

If less than 4 business hours' notice is given for a missed class, the class will not be rescheduled and the fee paid will not be refunded. Full payment must be received before classes will be scheduled.

\* The program start date on the original registration form is used for the purposes of the above refund policy (i.e. changes in course dates are not recognized.)