

First Name: _____ Last Name: _____

Male Female Date of Birth (Day/Month/Year): _____ Nationality: _____

Home Address: Street and Number _____ City _____ Province _____

Country _____ Postal Code _____

Tel: _____ Cell: _____ Fax: _____ E-mail: _____

Emergency Contact Name: _____ Telephone (including area and country code): _____

Status in Canada: Visitor Student Working Holiday Other (Specify): _____

Your level of English: Beginner Intermediate Upper Intermediate Advanced Advanced +

How did you hear about inlingua? Internet Friends Brochure Other (Specify): _____

(Select all the options that apply to you) Agency (Please specify Agency and Counselor Name): _____

Course applied for:

GP1 GP2 GPP Electives Afternoon

TOEFL TOEIC IELTS CIP APP

Course Start Date (Day/Month/Year): _____ Course End Date (Day/Month/Year): _____

Do you require accommodation? Yes No If YES, please complete the home-stay application form

Do you require airport pick-up service? Yes – Pick-up and Drop off Yes, Pick-up only No

Date of arrival (Day/Month/Year): _____ Time (24 Hour time format) _____

Name of airline: _____ Connecting city: _____ Flight No: _____

Fee calculation:

Application Fee	\$ 150.00	NON REFUNDABLE
Home-Stay Placement Fee	\$ 150.00	NON REFUNDABLE
Tuition Fee	\$	Weekly/monthly X length of stay
Material Fee	\$	Please refer to the course sheet
Pick-Up Service Fee	\$	\$40 one way / \$75 return
Bank Wire Fee (if applicable)	\$ 25.00	
TOTAL	\$	

I have read the conditions of enrolment and the refund policy (on the back) and I agree with them as stated.

Signature: _____

Date: _____

201- 754 Broughton Street, Victoria
B.C. Canada V8W 1E1
Email: info@inlinguavictoria.ca

Phone: +1 250 480 5200
Fax: +1 250 480 5201
Web: www.inlinguavictoria.ca

Terms and Conditions of Enrolment

1. All students are responsible for providing their own medical insurance. We recommend that students take out their own private policy before leaving their home country.
2. The enrolment form must be accompanied by the non-refundable registration and home-stay placement fee. The balance must reach us at least 20 days before the course begins.
3. The school will be closed on statutory holidays.
4. Should there be only 2 enrolments at the required language level, the number of teaching hours will be reduced to one third, if there is only one enrolment, they will be reduced by one half.
5. Complaints of any kind must be addressed to inlingua Victoria directly and immediately. No consideration can be given to complaints received after the course had ended.
6. Tuition fees are payable by bank transfer, check, or cash. Fees must be paid at the latest 20 days before the lessons begin. Should the due amount not be paid by the start of the course, inlingua Victoria reserves the right to deny the student access to the language lesson and if applicable, deny further booked services. Our bank information is provided below:

Canadian Imperial Bank of Commerce (CIBC) Oak Bay Branch 2224 Oak Bay Avenue, Victoria, BC V8R 1G5, CANADA	
Swift Code	CIBCCATT
Routing Number	026009593
CIBC Bank Code	010
Branch Transit Number	00630
Account Number	9200517

Cancellation and Refund Policy

Main Points

1. *A written notice of withdrawal is necessary in all cases.*
2. If a student is obliged to cancel a course, we shall refund the tuition fees according to the following table. **Registration Fees and Accommodation Placement Fees are not refundable.**

Before the program starts:

Minimum 15 days prior to the start 85% of the full fee
 Between 7 and 14 days prior to the start 75% of the full fee
 Fewer than 7 days prior to the start 65% of the full fee

If a student withdraws or is dismissed after the start of a course:

Within 10% of the program 50% of the full fee
 Between 10% and 30% of the program 30% of the full fee
 After 30% of the program No refund will be given (we recommend that you take out an insurance policy to cover this contingency.)

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