

# **APPLICATION FOR ADMISSION - CAREER PROGRAMS**

***at Vancouver Campus***



## **IDENTIFICATION**

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Day / Month / Year)  Male  Female

Status in Canada:  Canadian Citizen  Landed Immigrant  Study Permit  Visitor  Other: \_\_\_\_\_

Do you require a Letter of Acceptance?\*  Yes  No \*If yes, please indicate your address below to be stated on the letter.

## **PERMANENT ADDRESS** ADDRESS IN YOUR COUNTRY

Apt./Street: \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone Residence: \_\_\_\_\_ Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

First Language: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

## **ADDRESS IN CANADA** FOR FOREIGN STUDENTS ONLY TBI (Not Known Yet) Homestay by LaSalle

Apt./Street: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal code: \_\_\_\_\_ Telephone: \_\_\_\_\_  Home  Cell  Other

**CONTACT IN CANADA** Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

## **CHOICE OF PROGRAMS**

- Fashion Design
- Interior Design
- Graphic Design
- Jewellery Design

## **COURSE DETAILS**

Start Date: \_\_\_\_\_ (Day / Month / Year)

End Date: \_\_\_\_\_ (Day / Month / Year)

Weeks: \_\_\_\_\_  Diploma (Full Semesters)

## **PAYMENT DETAILS**

Tuition Fees: \$ \_\_\_\_\_

Registration Fees: \$ \_\_\_\_\_

Total Fees (a): \$ \_\_\_\_\_

## **ADDITIONAL INFORMATION**

How did you hear about our school?

- Friends
- Internet
- Ads
- Agency
- Other

Details: \_\_\_\_\_

- How would you plan to pay?

- Cheque
- Bank Transfer
- Cash
- DEBIT
- Visa\*
- MasterCard\*
- Other: \_\_\_\_\_

\*Credit Card Authorization Form is required for fax or online registration.

**I hereby declare that all the information I have provided is true and correct. I attest to having understood and accepted the conditions for admission and the refund policy of LaSalle College International Vancouver (see back for details).**

Student or Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LaSalle College Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PLEASE READ CAREFULLY

In accordance with Part 4(10)(1)(a) of the Personal Information Protection Act, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid may be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the Freedom of Information and Protection of Privacy Act. For more information about the collection, use and disclosure of your personal information, visit the Agency's website at [www.pctia.bc.ca](http://www.pctia.bc.ca).

LaSalle College International Vancouver's refund policy is in accordance with the Private Career Training Institutions of British Columbia. The registration is non-refundable. Absence from class does not justify refund of fees.

To initiate a refund, written notice must be provided:

- By a student to the institution when the student withdraws, OR
- By the institution to the student where the institution dismisses a student.

Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable application or registration fee. Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

### **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. International students require a Study Permit to study in Canada unless they are taking a course or program with a duration of six months or less, are a minor child already in Canada whose parents are not "visitors" in Canada, or are a family or staff member of a foreign representative to Canada accredited by the Department of Foreign Affairs and International Trade.

Where an institution enters into a contract with an international student the following refund policy is applicable.

#### (a) Student Authorization Related Withdrawals

An institution may retain the lesser of 25% of the total fees due under the contract or \$200 by international students who are denied Study Permit authorization from Citizenship and Immigration Canada. Students denied a Study Permit must provide the institution with a written request for a refund along with a copy of the denial letter, prior to the program start date given on the institution's Letter of Acceptance. Should a student fail to so advise the institution, the refund policy for international students (sections b and/or c below) will apply.

#### (b) Refunds Before the Program of Study Starts

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

#### (c) Refunds After the Program of Study Starts

- (i) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.
- (ii) If written notice of withdrawal is received by the institution, or a student is dismissed, within 30% of the program of study's duration, the institution may retain 70% of the total fees due under the contract.
- (iii) **If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.**

### **Refund Policy for Domestic Students**

#### (a) Refunds Before the Program of Study Starts

- (i) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the start of a program of study, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.
- (ii) Subject to subsection (a) (i), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of a program of study, the institution may retain 10% of the total fees due under the contract.
- (iii) Subject to subsection (a) (i), 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 20% of the total fees due under the contract.

#### (b) Refunds After the Program of Study Starts

- (i) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the program of study's duration, the institution may retain 30% of the total fees due under the contract.
- (ii) If written notice of withdrawal is received by the institution, or a student is dismissed, within 30% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.
- (iii) **If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.**

LaSalle College International Vancouver General Policies are available upon Request



### **LASALLE COLLEGE INTERNATIONAL VANCOUVER**

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