

## INTERNATIONAL COLLEGE Enrolment Application Form

Toronto     Victoria     Vancouver

### STUDENT INFORMATION

( ) Mr. ( ) Ms. \_\_\_\_\_  
First name(s)

\_\_\_\_\_  
Surname [Family name(s)]

Citizenship: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Emergency contact: \_\_\_\_\_ Day Month Year

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone # \_\_\_\_\_

First language: \_\_\_\_\_ Your E-mail address is: \_\_\_\_\_

Your Mailing address is: \_\_\_\_\_  
Street & number

City, State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Tel #: (\_\_\_\_) (\_\_\_\_) \_\_\_\_\_  
Country code / Area code / Home #

Your phone number in Canada is: \_\_\_\_\_

Status in Canada:  
( ) Working Holiday    ( ) Visitor    ( ) Student

Self-assessed language level:  
( ) Introductory ( ) Elementary ( ) Intermediate ( ) Upper-Intermediate ( ) Advanced  
Have you ever taken a recognized English proficiency exam before? \_\_\_\_\_  
If yes, your most recent score(s): \_\_\_\_\_

TOEFL \_\_\_\_\_ TOEIC \_\_\_\_\_ Cambridge \_\_\_\_\_ Other \_\_\_\_\_

### ENROLMENT

**My enrolment is:** (please indicate only one of the two choices)

( ) **a direct enrolment.** Your enrolment application fee of \$150.00 and at least one session payment **MUST ACCOMPANY THIS FORM**. If homestay is required, the homestay placement fee of \$240.00 must also be sent.  
**Important: The balance of the invoice is due a minimum of 6 weeks prior to the session start date. An acceptance letter will only be issued upon receipt of full payment. Failure to meet these payment terms will result in cancellation of your application for admission**

( ) an enrolment through an **agency**.

Agency: \_\_\_\_\_

Agent: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Fax. #: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Please indicate your program dates (see our calendar):

**Number of sessions:** \_\_\_\_\_  
**From Session #** \_\_\_\_\_ **Until Session #** \_\_\_\_\_  
**Start date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **End date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year Day Month Year

### HOMESTAY ACCOMMODATION

- ( ) I would like Pacific Gateway to arrange a homestay family for me.  
(Please complete the homestay application form)
- ( ) I will make my own living arrangements.

Please send all documents to our Head Office:  
3<sup>rd</sup> Floor, 1155 Robson St. Vancouver, B.C. V6E 1B5 Canada  
Fax: 1-604-687-3586 Tel: 1-604-687-3595 ext. 0  
e-mail: [info@pacificgateway.net](mailto:info@pacificgateway.net) [www.pacificgateway.net](http://www.pacificgateway.net)

### PROGRAM SELECTION

- Please refer to the College brochure for program descriptions and prerequisites. Then, indicate your choice of program and the number of sessions that you would like to study:
- ( ) **English Communication Program** (Introductory to Advanced)
  - ( ) **Academic Skills for the TOEFL® Program** (Upper Intermediate to Advanced Plus)
  - ( ) **TOEIC® Program** (Pre-Intermediate to Upper Intermediate)
  - ( ) **Business English Program** (Intermediate to Advanced Plus)
  - ( ) **Power Speaking Program** (Intermediate, Advanced & Advanced Plus)
  - ( ) **International Business Skills Program ~ Business English, TOEIC® and Computers (Microsoft Office Specialist)** (Intermediate to Advanced Plus)
  - ( ) **International Business Internship Program** (Advanced and 19 years of age)
  - ( ) **Cambridge Program PET, FCE & CAE (pre-test is required)**

Acceptance into all the programs will depend on eligibility by assessed level and space availability. Please see brochure for prerequisites.

COST OF PROGRAMS IN CANADIAN DOLLARS	2011
Enrolment Application fee for all the programs ( <b>non-refundable</b> )	\$150.00
Textbooks & loaner deposit (for all programs except Cambridge) <b>Refundable</b>	\$130.00
Material Fee is \$20 per session. Number of sessions _____ X \$20 =	\$ _____

#### Option 1: Tuition fee includes free TOEIC exam every session:

- 1 session \$1,320.00     4 sessions \$5,120.00     7 sessions \$8,680.00
- 2 sessions \$2,640.00     5 sessions \$6,400.00     8 sessions \$9,920.00
- 3 sessions \$3,840.00     6 sessions \$7,440.00     9 sessions \$11,160.00 .....

#### Option 2: Tuition fee includes ONE free TOEIC exam every 2 sessions:

- 1 session \$1,320.00     4 sessions \$5,000.00     7 sessions \$8,470.00
- 2 sessions \$2,640.00     5 sessions \$6,250.00     8 sessions \$9,680.00
- 3 sessions \$3,750.00     6 sessions \$7,260.00     9 sessions \$10,890.00 .....

#### Tuition Fee for Cambridge Program PET, FCE & CAE (exam fee not included):

- 3 sessions (12 weeks)     PET     FCE     CAE    \$3,840.00 .....
- Cambridge Textbooks    \$200.00
- Cambridge exam fee (**subject to change and non-refundable**)    \$300.00 .....

#### Other fees for specific programs:

- Assisted Co-op Placement fee    \$800.00 .....
- International Business Internship Program Placement fee    \$1,200.00 .....

**TOTAL for Pacific Gateway fees only. Homestay fees are not included \$ \_\_\_\_\_**

### METHOD OF PAYMENT

Please indicate the form of payment in which your funds will be paid

- ( ) Bank draft    ( ) Wire transfer

**All All funds are payable to Pacific Gateway International College**

Wire transfers should be sent to: **Scotia Bank Vancouver B.S.C.**

**P.O.Box 48700** 595 Burrard St., Vancouver, BC. V7X 1V6

Transit # 03020-002    SWIFT Code: NOSCCATT

**CANADIAN Dollar Account # 40550-0007811**

Beneficiary: Pacific Gateway International College

### TERMS AND CONDITIONS

- The enrolment application fee is non-refundable.
- A one-time processing fee of \$150.00 might be charged in case of cancellation of the program.
- All fees are non-transferable.
- The balance of the program and accommodation fees must be paid in accordance with the invoice issued and are due a minimum of six weeks prior to the beginning of the program.
- Cancellations are subject to the conditions of the college's refund policy.
- All bank charges incurred in sending money to Pacific Gateway International College or for refunds issued by the college will be invoiced to the student.
- The minimum age for enrolment is 16 years (except for IBIP and Cambridge)
- This contract is in effect upon receipt of the first tuition payment and the start of the program.
- Pacific Gateway International College is not registered with the Private Career Training Institutions Agency and therefore students are not eligible for tuition protection under the Student Training Completion Fund.

**All the information given on this application is correct and I accept Pacific Gateway International College of Canada Inc. terms and conditions.**

\_\_\_\_\_  
Applicant's signature (& guardian's if applicant is under 19.)    Date  
Accepted by:

\_\_\_\_\_  
Pacific Gateway Representative's Signature    Date

## Tuition Refund Policy **Effective January 1, 2011**

### A. Before Your Program Starts

<i>Your Refund</i>	<i>When You Must Cancel</i>	<i>Cancellation Fee To Pacific Gateway</i>
Complete refund less the application fee or processing fee	No authorization from Immigration Canada	Application fee or processing fee of \$150
Complete refund less the application fee or processing fee	0 – 7 day(s) after making the contract	Application fee or processing fee of \$150
Complete refund less the application fee or processing fee	30 days or more <i>before</i> the program starts	Application fee or processing fee of \$150
80%	1 – 29 day(s) <i>before</i> the program starts	20% of total fees

### B. After Your Program Starts

<i>Your Refund</i>	<i>When You Must Withdraw</i>	<i>Cancellation Fee To Pacific Gateway</i>
50%	0 – 10 % of the program completed	50% of total fees
30%	11% - 29% of the program completed	70% of total fees
No Refund	30% - 100% of the program completed	100% of total fees

#### *Special Notes:*

1. Pacific Gateway International College is not registered with the Private Career Training Institutions Agency and therefore students are not eligible for tuition protection under the Student Training Completion Fund.
2. You are not allowed to transfer your tuition fees.
3. You must leave Pacific Gateway on the date you have agreed to withdraw.
4. Your program is indicated by the start and end dates on your signed Pacific Gateway application form.
5.  $Percentage\ of\ Program\ Completed = \frac{[Total\ Number\ of\ Days\ Completed]}{[Total\ Number\ of\ Days\ In\ Program]} \times 100\%$ . Weekends are not included in this calculation.

### Tuition Refund Dispute Resolution Procedure

*If you are dissatisfied with your program you should consult with Pacific Gateway's Manager in person, after submitting a written grievance. If the grievance cannot be resolved, the terms above will apply to your withdrawal request.*

