

STUDENT APPLICATION FORM



PERSONAL INFORMATION

Name: Mr. Ms. Last First

Date of Birth: ____ / ____ / ____ E-mail: _____
(day/ month/ year)

Home Address: _____

Postal Code: _____ Country: _____

Telephone Number: ____ - ____ - ____ Fax Number: ____ - ____ - ____
(Country Code) (Area Code) (telephone #) (Country Code) (Area Code) (telephone #)

Address in Canada (if applicable): _____

Phone Number: _____

Status in Canada Visitor Student Working Holiday Landed Immigrant / Citizen Nationality: _____ Are you confined to a wheelchair? yes no

COURSE SELECTION

• My TOEFL score is _____
(Test Date) ____ / ____ / ____ (DD/MM/YY)

• My TOEIC score is _____
(Test Date) ____ / ____ / ____ (DD/MM/YY)

Course Selection Table

	Campus	Program	Duration	Start Date
Program Selection I				
Program Selection II				
Program Selection III				
Program Selection IV				
Example	Vancouver	ESL Full Time	12 weeks	Nov 18, 2009

*Please consult the course calendar or our website: www.kgic.ca for detailed information on our programs and start dates.

LIVING ARRANGEMENTS

Vancouver / Surrey / Victoria / Toronto: Dormitory (KGIC House) Homestay Do you require airport pick up: yes no Flight #: _____

Please let us know if you would like us to include the homestay fee or the dormitory fee on the invoice. I make my own arrangements.
How many weeks? (Homestay) / How many months? (Dormitory).....

KGIC REFUND POLICY

*A copy of the denied student authorization from the Embassy has to be sent to the institution. In this document, 'program' denotes ALL the courses listed on the invoice. Transfer credit is not refundable. Registration, KGIC House and Homestay Placement fees are non-refundable. Bridge Schools apply their own refund policy. The details of the Bridge Schools are available upon request. KGIC tuition fee is non-refundable.

Note: KGIC House & Homestay fees for package prices are non-refundable. KGIC House deposit becomes non-refundable if a student fails to give at least 30 days notice to vacating or moving in. Otherwise, the student will get \$80 from \$100 of the House Deposit.

* To initiate a refund, written notice must be provided
1) By a student to the institution when the student withdraws, or
2) By the institution to the student where the institution dismisses a student

REASON	TIME	REFUND
Student authorization denied	On or before the first day	100% less Registration fee
Withdrawal	Less than 7 days after contract is made and before the start of the program	100% less 10% to maximum of \$100.00
Withdrawal	30 Days or more before the start of the program	100% less 10% to maximum of \$500.00
Withdrawal	Less than 30 days before the start of the program	100% less 20% to maximum of \$1000.00
Withdrawal/Dismissal	Under 10% of the program's duration	70%
Withdrawal/Dismissal	After 10% (10% or more) and before 30% of the program's duration	50%
Withdrawal/Dismissal	After 30% (30% or more) of the program's duration	0%

ENROLLMENT AND METHOD OF PAYMENT

An Enrollment through an agent. Agent, please complete.

Agency: _____ Agent: _____ Phone Number: _____ Fax Number: _____

All the applicable registration fees must accompany this enrollment (see our fee info for detailed list)

Please indicate the form of payment by which your funds will be issued: Personal Cheque Bank Draft Credit Card Wire Transfer Travellers cheque
Please send me an invoice in CAD\$ US\$ **NOTE: Do not mail cash!**

All information given in this application is true and correct. I accept KGIC's terms and conditions and the student policies of enrollment. I have read and understood the:

Refund Policy Admissions Policy Dispute Policy Dismissal Policy Attendance and Punctuality Policy

Applicant's Signature: _____
Student Name Date

Guardian's Signature (If under 19): _____

*Note: Guardianship letter required. Please contact KGIC Surrey Campus for assistance and guardianship fees.

How did you hear about KGIC? Newspaper Agent Embassy Telephone Book Friend Internet Other