



INTERNATIONAL APPLICATION FOR ADMISSION

STUDENT INFORMATION - please print or type

Legal Family Name:		First Name:	
Usual First Name:		Middle Name:	
Mailing Address:			Postal Code:
Student E-mail Address:		Home Telephone:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Citizenship:	First Language:	
Personal Education Number: (if applicable)		Date of Birth: (Month/Day/Year)	

FAMILY INFORMATION

Parent/Guardian Name:		Relationship to student:	
Email:		Phone:	
Address (if different from student address):		Postal Code:	
Parent/Guardian Name:		Relationship to student:	
Email:		Phone:	
Address (if different from student address):		Postal Code:	
Alternate Contact Person (in case of emergency):		Relationship to student:	
Address:		Phone:	

EDUCATIONAL BACKGROUND

Present School:	
Mailing Address (include city and country):	
Dates Attended:	Grade Completed:
I wish to apply for: <input type="checkbox"/> BC Dogwood Diploma Graduation Program <input type="checkbox"/> English Language Learning	
I would like to attend: <input type="checkbox"/> One Semester <input type="checkbox"/> One Year <input type="checkbox"/> Graduation	
Start date requested: Year <input type="checkbox"/> September <input type="checkbox"/> February <input type="checkbox"/> Summer	
I would like to participate in the VIU Homestay Program: <input type="checkbox"/> Yes <input type="checkbox"/> No	
I would describe my level of English as: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
Have you studied at a school in Canada before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?	
When I graduate I intend to apply to: <input type="checkbox"/> Vancouver Island University <input type="checkbox"/> University in Canada <input type="checkbox"/> University in USA <input type="checkbox"/> University in my home country <input type="checkbox"/> Other University in British Columbia <input type="checkbox"/> College or Technical School	



PARTICIPATION AGREEMENT

The High School at VIU Program Rules:

For the health, welfare, and academic well-being of students, the following rules are to be obeyed. The **student** must:

1. abide by the laws of Canada and the student's home country;
2. not drink alcoholic beverages or use drugs or medications unless prescribed by a doctor;
3. not drive any motor vehicle other than his/her own;
4. abide by school rules, be on time for classes, and maintain 60% average in grades;
5. attend study sessions if grades fall below 55%, or if recommended by his/her teacher;
6. be respectful, responsible and responsive both at school and in the homestay family home;
7. obtain written permission from the principal for overnight trips outside of Nanaimo

Any continuous failure to abide by the above guidelines may result in dismissal from The High School at VIU and notification to Immigration Canada.

REFUND POLICY

1. The application fee, custodianship application fee and the homestay placement fee are non-refundable.
2. All requests for refunds must be in writing.
3. A full refund of tuition and supplies fees minus a \$500 administration fee will be paid for the first year of study if written notification is received by the high school principal 60 days before commencement of the student's first semester.
4. A full refund of tuition and supplies fees minus a \$500 administration fee will be paid in the second and subsequent years of study if fees have been paid for semesters in which the student does not enroll in courses, provided that notice to withdraw from these courses is received in writing by the school principal 60 days before commencement of the semester. In such cases, refunds will be at the rate of tuition and supplies fees paid for that semester less the \$500 administration fee.
5. There is no refund of fees if a student:
 - is found to be in serious contravention of school rules and is asked to leave the school including but not limited to: chronic, unexplained absenteeism; consuming alcohol or drugs at school; demonstrating behavior which impacts negatively on The High School at VIU or Vancouver Island University;
 - decides to withdraw from school at any time during the first year (two semesters) of study at The High School at VIU;
6. The laws of the Province of British Columbia apply.

All requests for refunds not covered by the above must be submitted in writing to the Dean, International Education, Vancouver Island University.

SIGNATURES

1. I have read and agree to accept the above high school regulations (Participation Agreement, Refund Policy and Personal Information Protection Act Consents).
2. We understand that acceptance of this application in no way guarantees admission to the high school.
3. We certify that all statements on this application are true and complete. We understand that misrepresentation of this information in any material way may result in cancellation of admission or registration status.
4. The information on this form is collected under the authority of the Personal Information Protection Act (PIPA).

Name of Student (please print):

Signature:

Date:

Name of Parent/Guardian (please print):

Relationship to student:

Signature:

Date:



PROCEDURE

The following documentation should be submitted to our office.

1. Completed and signed application form
2. School records from the previous 2 years (one in original language, one translated to English)
3. Proof of age and verification of legal name (copy of passport photo page)
4. Completed Homestay Student Profile
5. \$200 non-refundable application fee
6. Complete the Custodianship Application (if custodian is required)
7. Students may be required to complete a Skype interview for English language assessment. (new requirement)

Upon receipt of the application documents noted above, an invoice and a conditional letter of acceptance will be provided. Please make full payment of the invoice by an electronic funds transfer or credit card. Once payment is received we will issue:

1. Official Letter of Acceptance
2. Official Custodianship Document

At least six weeks prior to your start date please submit the student's travel itinerary (flight number, date and time of arrival to Nanaimo). Students should arrive no more than 5 days before school begins, but should give themselves some time to adjust to their new surroundings. Students will be met at the Nanaimo Airport or at one of the Nanaimo Ferry Terminals (Duke Point or Departure Bay) by their host family.

APPLICATION FEE PAYMENT

Cheque/Micro-encoded International Money Order (payable to Vancouver Island University) is in the mail.

MC/VISA/AMEX NO:

Expiry date:

Cardholder Name:

Bank wire transfer has been transferred to the following account:

Royal Bank of Canada, Downtown Branch
 205 Commercial Street, Nanaimo, BC, V9R 5G6, Canada
 Bank No: 003
 Branch No: 03120
 Account No. 0000695
 Swift Code: ROYCCAT2
 Beneficiary: Vancouver Island University (The High School)
 Details of Payment: **Please include student name and student ID**

IMPORTANT INFORMATION FOR PAYMENTS

- **All payments** must include student name
- **Email** a copy of the bank wire payment confirmation to highschool@viu.ca
- **Bank charges** are the responsibility of the sender

FEE SCHEDULE

	1 SEMESTER (5 MONTHS)	FULL YEAR (10 MONTHS)
Application Fee (non-refundable)	\$200	\$200
Custodianship Application (non-refundable)	\$250	\$250
Tuition, Supplies and Activities	\$7,625	\$15,150
Medical Insurance	\$375	\$750
Homestay Fees	\$4,880	\$8,780
TOTAL	\$13,330	\$25,130

- Fee schedule is subject to change.
- Intensive ELL Program tuition fee is \$19500 for the full year.