



**CENTRAL**  
**COLLEGE**

**Faculty of English as a Second Language**  
**Application for Admission**

**Downtown Vancouver**  
#216-181 Keefer Place  
Vancouver, BC V6B 6C1  
Tel: 1-604-336-9788

**New Westminister**  
#200-60 Eighth Street  
New Westminister, BC V3M 3P1  
Tel: 1-604-523-2388 Fax: 1-604-523-2389

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### APPLICATION FOR ADMISSION

**Campus:**  Vancouver  New Westminister **Faculty:** English as a Second Language

**Intended Start Date:** \_\_\_\_\_ (YYYY/MM/DD)

**Program Duration:**  1 Term (12 weeks)  4 Terms (48 weeks)  
 2 Terms (24 weeks)  Other (\_\_\_\_ weeks)  
 3 Terms (36 weeks)

**Course(s):**  Intensive ESL  
 IELTS  
 TOEFL  
 Elective ( IELTS  S&P  AC)

### PERSONAL INFORMATION

**Legal Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
Surname (Family) First Middle YYYY/MM/DD

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Gender:**  Male  Female

**Citizenship:** \_\_\_\_\_ **Status in Canada:**  Citizen  Study Permit  Other: \_\_\_\_\_  
 Permanent Resident  Visitor Record

**Current Address:** \_\_\_\_\_  
Apt/Unit Street City Province Postal Code Country

**Permanent Address:** \_\_\_\_\_  
Apt/Unit Street City Province Postal Code Country

**Emergency Contact:** \_\_\_\_\_  
Name Phone Number Email Relationship

### ACADEMIC DATA

List chronologically all post-secondary educational institutions attended since secondary school, including those offering extension courses (Please include the institutions you are currently attending). The last attended institution should be listed last.

Name of Institution	Location (City, Province, Country)	Program		Date Attended	
		Title	Major	From	To

### CERTIFICATION – TO BE READ AND SIGNED BY ALL STUDENTS TO CERTIFY THE ACCURACY OF THE INFORMATION PROVIDED

I certify that I have provided complete and accurate responses to the items on this application. I further certify that all documents submitted in support of this application are authentic and unaltered records that pertain to me. I hereby authorize the release of any information submitted by me in connection with this application to any person, firm, corporation, association or government agency, but only to verify or explain the information, obtain pertinent records, or in connection with perjury proceedings.

I certify that so long as I am a student at this institution, I will advise the residence clerk if there is a change in any of the facts affecting my residence.

\_\_\_\_\_  
 Applicant's Signature \_\_\_\_\_  
Date

OFFICE OF ADMISSIONS & RECORDS		
Reviewed by	Signature	Date

## TUITION REFUND POLICY (In Case of Withdrawal or Dismissal)

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - (a) more than seven days after the effective contract date
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - (b) after the contract start date
    - i. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - (a) equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - (a) of the date the institution receives a student's notice of withdrawal,
  - (b) of the date the institution provides a notice of dismissal to the student,
  - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
  - (b) the program is provided solely through distance education.

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Applicant's Signature

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Date