

# Registration Form

**Student ID**

(For Office Use Only)

SELC Career College Canada Ltd.  
 2nd floor, 321 Water Street, Vancouver, BC, V6B 1B8 Canada,  
 Phone: +1 604 488 0780 Fax: +1 604 608 9260  
 Email: info@selccareercollege.ca Webpage: www.selccareercollege.ca



## PERSONAL INFORMATION

Family Name _____	Gender	Male	Female	Other: _____
Given Name _____	Date of Birth _____	(D/M/Y)		
Home Address _____	Postal Code _____			
City _____ Province _____	Country _____			
Student E-mail Address _____	Phone _____			
Nationality _____	First language _____			
Emergency contact in your home country _____				
Self-assessed language level	Introductory	Elementary	Intermediate	Upper-intermediate
Status in Canada	Visitor	Working Holiday	Student	Other(Please Specify) _____

## STUDY SELECTION

### Programs with Co-op

Business Foundations 100 (Certificate) (12+12 weeks)  
 Business Foundations 200 (Diploma) (24+24 weeks)  
 Business Foundation 400 (Diploma) (48+48 weeks)  
 Hospitality Management 200 (Diploma) (24+24 weeks)  
 Hospitality Management 400 (Diploma) (48+48 weeks)  
 Global Client Care (Certificate) (18+18 weeks)

### Pathway Option

ESL(GE20) Pathway

Program Start date \_\_\_\_\_ (D/M/Y) End Date \_\_\_\_\_ (D/M/Y) Weeks \_\_\_\_\_

**Program Schedule** Daytime (9AM start) Evening (4PM or 5PM start)

Payment Plan (1 or 2 years program only) Yes (\$100 administrative fee, optional)

How did you hear about SELC? Website Brochure Friend/Family Agency Other \_\_\_\_\_

Do you want SELC to arrange Medical Insurance? No Yes

Medical Insurance Start Date \_\_\_\_\_ (D/M/Y) End Date \_\_\_\_\_ (D/M/Y) Days \_\_\_\_\_

## HOMESTAY

Do you want SELC to arrange accommodation (homestay) for you? Yes No

Check-in Date \_\_\_\_\_ (D/M/Y) Check-out Date \_\_\_\_\_ (D/M/Y) Weeks \_\_\_\_\_ Night \_\_\_\_\_

Private Single Room Shared Room (with travelling companion only) Half Board (Breakfast &amp; Dinner) Full Board (3 meals)

Custodianship Letter (if required) Yes No Only for student under 18 years

Do you smoke? Yes No If yes, you must agree to smoke outside

Are you OK living with pets? Yes No Please specify \_\_\_\_\_

Are you OK living with children? Yes No Please specify \_\_\_\_\_

Do you have any allergies? Yes No Please specify \_\_\_\_\_

Special requests or needs \_\_\_\_\_

Airport Pick-Up Service Yes No Arrival Date \_\_\_\_\_ (D/M/Y) Time \_\_\_\_\_ Airline &amp; Flight No. \_\_\_\_\_

**Note:** SELC must be notified of changes in arrival details 72hours in advance in order to guarantee pick-up. If delayed in transit, please contact our emergency representative as stated on your homestay confirmation letter (the Airport pick-up service fee is non-refundable if instructions are not followed)

Agency Details (if applicable) \_\_\_\_\_

**You MUST read the Conditions of Enrolment on page 2 & 3 and initial the pages. I confirm that the information I have provided is true and that I have read, understood and agree to abide by the SELC Conditions of Enrolment.**

Student Name (capital letter) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date (day / month / year) \_\_\_\_\_

## SELC Career College Conditions of Enrolment and School Policies

Please read the following conditions and school policies carefully, and initial the bottom of pages 2 & 3, before you sign on page 1. If you do not fully understand the policies, please contact us for further information before proceeding with your enrolment.

**Your enrolment will not be processed until SELC has received a signed copy of this form.**

### PAYMENT OF FEES

The registration fee must be paid when you enrol in SELC Career College programs. The registration fee is non-refundable.

If you choose to cancel your studies, prior to attending SELC Career College, a cancellation fee equivalent to the registration fee will apply. Payment can be made by bank transfer to the account below or by credit card (3% surcharge will be applied).

Note: Sender must pay all wire transfer fees.

#### Bank Transfer Instructions

Beneficiary: SELC Career College Canada Ltd.

Beneficiary Bank: HSBC Bank Canada

Beneficiary Account No.: 270437762001

Beneficiary Address: 2nd Floor, 321 Water Street, Vancouver, BC, Canada, V6B 1B8

Beneficiary Bank Address: 885 West Georgia Street, Vancouver, BC Canada V6C 3G1

Beneficiary Bank SWIFT Code: HKBCCATT

### POSTPONEMENT POLICY

If a student would like to postpone their program, they must notify the school in writing at least 14 days prior to the original starting date. If the student does not have any proof as to why they would like to postpone their studies at SELC Career College an administration fee of \$100.00 will apply. Students are only able to postpone once; however, the school will make the decision as to whether the postponement will be granted. If the student does not come for their new start date of the program or requests an additional postponement without a valid reason, SELC Career College reserves the right to cancel the student's enrollment in the program and report them to Citizenship & Immigration Canada (CIC).

### TUITION REFUND AND WITHDRAWAL POLICY

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 program 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 program 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 program 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 program 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 and
    - i. at least 30 days before the program 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 program 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 program start date
    - i. but before 11% 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.
    - iii. No refund will be granted after 30% of the hours of instruction to be provided during the contract term have been provided.
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) before 11% 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.
  - (c) No refund will be granted after 30% of the hours of instruction to be provided during the contract term have been provided.
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.

\_\_\_\_\_ Applicant Initials

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.

#### HOMESTAY CANCELLATION AND REFUND POLICY

1. Placement fees:
- (a) Placement fee is non-refundable. The only exception is if the study/work permits are denied. Written proof must be provided from the Canadian Embassy or Consulate, which indicates that the study/work permit application has been denied or the study/work permit issuance postponed.
2. Homestay fees:
- (b) 100% refunded if cancellation is received in writing more than 14 days prior to the session start date.
  - (c) 100% refunded if study/work permits are denied. Written proof must be provided from the Canadian Embassy or Consulate, which indicates that the study/work permit application has been denied or the study/work permit issuance postponed.
  - (d) 75% refunded if cancellation is received in writing 14 days or less prior to session start date.
3. Airport transfer fees:
- (e) 100% refunded if cancellation is received in writing more than 14 days prior to the session start date.
  - (f) 100% refunded if study/work permits are denied. Written proof must be provided from the Canadian Embassy or Consulate, which indicates that the study/work permit application has been denied or the study/work permit issuance postponed.
  - (g) Non-refundable if cancellation is received in writing 14 days or less prior to session start date.

**Please return to:**  
**SELC Career College Canada Ltd.**  
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**Email: [admin@selccareercollege.ca](mailto:admin@selccareercollege.ca)**