

# Registration Form

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



**Student ID**  
 (For Office Use Only)

## 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    Advanced  
 Status in Canada    Visitor    Working Holiday    Student    Other(Please Specify) \_\_\_\_\_

## STUDY SELECTION

### Programs with Co-op

### Pathway Option

- 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)

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 & 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 & 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) \_\_\_\_\_



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:**  
**SELCC Career College Canada Ltd.**  
**2nd Floor, 321 Water St., Vancouver, BC, Canada, V6B 1B8**  
**Fax: 1-604-608-9260**  
**Email: [admin@selccareercollege.ca](mailto:admin@selccareercollege.ca)**