

VanWest College Policies and Procedures

Registration Procedure

It is recommended that the registration documents be sent to the school at least two weeks before the start date of the course. Full payment of all fees is due before the course begins. All fees are calculated on complete weeks of study and any portion of a week is counted as a full week. No compensation is given for public holidays or scheduled days when the school is closed.

1. Fill in the registration form. Please complete all sections and sign the registration form.
2. Give the completed registration form to your agent/counselor or mail, fax or email it directly to the school. Upon receipt, VanWest College will send invoices and a credit card authorization form for payment of applicable non-refundable fees. Such fees may include:
 - Registration fee
 - Homestay placement fee
 - Notary fee
 - Courier fee
3. After payment for applicable non-refundable fees has been received, VanWest College will send an official Letter of Acceptance confirming the course and study dates. The original Letter of Acceptance will only be mailed upon request.
4. If necessary, apply for an entry visa and/or study permit. Visit www.cic.gc.ca for information on required permits and visas. When the visa has been approved, email info@vanwest.com to notify the school. Note: Host family details will not be confirmed until visa approval has been obtained.

Payment Method

Fees may be paid by cheque, money order, or wire transfer. To pay by wire transfer, send Canadian funds to:

For Vancouver Campus

Beneficiary : VanWest College Ltd.

Transit No.: 05680

Bank No. : 003

Account No. : 100-122-1

Bank Name : Royal Bank of Canada

Address : 1497 W. Broadway, Vancouver, B.C., Canada V6H 1H7

Swift Code : ROYCCAT2

For Kelowna Campus

Beneficiary : Kelowna English Centre

Transit No. : 07360

Bank No. : 003

Account No. : 100-043-9

Bank Name : Royal Bank of Canada

Address : 328 - 650 W. 41 Ave., Vancouver, B.C., Canada V5Z 2M9

Swift Code : ROYCCAT2

All fees must be paid two weeks prior to your starting date at VanWest College. When making a wire transfer to VanWest College, please put "Student's Name" in the column of "Ordering Client". Please do not put the agent's name, or the student's parents name etc.

English Only Policy

Students must follow the strict English Only Policy at all times. This Policy is in effect on school premises and during all field trips and school activities. Students who consistently break the English Only Policy may not advance to the next level and risk suspension or expulsion without refund.

Attendance Policy

Students must attend and participate in all classes. If a student is late more than 5 minutes, the student may not enter the class until the next break. Students missing more than 25% of classes per 4-week session will not be permitted to write the Exit Test and will not advance to the next level.

I declare that the information I have given is correct and accurate. I declare that I have read, understand and accept the policies and procedures of VanWest College.

Signature _____

Date _____ (MM/DD/YY)

Medical Insurance

Students are required by law to have medical insurance while staying in British Columbia or traveling in Canada. Students who do not purchase their own medical insurance before leaving their home country must buy insurance on the day they arrive at VanWest College.

Holiday Policy

Students who are enrolled a minimum of three (3) months may apply for a holiday from class. Two (2) weeks' notice must be given before students may leave on vacation. With a three (3) month enrollment, students can apply for up to two (2) weeks of holiday; with a six (6) month registration students can apply for up to four (4) weeks of holiday. Credit will only be given for vacations of four (4) weeks which coincide with course start and end dates.

Level Upgrade Policy

VanWest College offers six levels of English from Beginner to High Advanced. Advancement is based on attendance and the final grade on the Exit Test administered monthly. Students must achieve at least 80% on the Exit Test to advance to the next level. Students who have been absent for more than 25% of their classes without approval from an Administrator may not progress to a higher level. All of the requirements for advancement are given to students in an interview with their AM instructor at the beginning and the end of the month and are made available to the student on request.

Certificates and Progress Reports will be awarded based on attendance, participation, and progress.

Tuition Refund Policy

To apply for a refund, a student must submit a written notice of withdrawal to the Registrar of VanWest College.

If cancellation is received before the program start date:

- a) If a visa is denied, the student will be refunded all fees except applicable non-refundable fees.
- b) Less than 7 days after registration, the student will be refunded 75% of the total fees.
- c) 30 calendar days or more before start of class, the student will be refunded 75 % of the total fees.
- d) Less than 30 days before the start of class, the student will be refunded 60% of the total fees.

If cancellation is received after the program start date:

- a) Up to 10% of the program's duration time, the student will be refunded 50% of the total fees.
- b) Between 10% and 30% of the program, the student will be refunded 30% of the total fees.
- c) After 30% of the program is finished, there is no refund.

Homestay Refund Policy

Homestay placement fees are non-refundable.

Students wishing to leave their Homestay earlier than their scheduled departure date must give one month's notice to the host family. Students failing to do this will be charged one month's rent.

Students must give notice for any Homestay extension beyond the initial period booked. Extensions cannot be guaranteed and are dependent on family circumstances.