



# “Get the Best Results through VGC”

## Instructions:

1. Answer all the questions in the application form fully and accurately. Return the completed application form along with \$100 non-refundable application fee to the school by either fax or e-mail. The information entered on this form becomes part of your permanent record.
2. It is mandatory for VGC students to have Medical Insurance. For the first three months of your stay you will need to purchase private insurance. This insurance can be bought from school at a price of \$2.00 per day. Please check the appropriate box if you want to purchase insurance from school.
3. If you require arranged accommodation please fill in the Homestay Application form.
4. Once the application form is processed you will receive an invoice. All fees and tuition must be paid four weeks prior to your starting date at VGC. You may either pay at the school or wire transfer to the following account :
 

Company Name	: VGC Education Inc.
Address	: 411 West Hastings Street. Vancouver, BC. CANADA V6B 1L4
Bank Name	: Royal Bank Canada
Bank Address	: RBC 1025 West Georgia Street. Vancouver, BC. CANADA V6E 3W1
Transit Number	: 00010
Institution Number	: 003
Account Number	: 1089945
SWIFT Code	: ROYCCAT2
5. Upon receipt of payment, you will receive a Letter of Acceptance which is needed to obtain your Study Permit



Vancouver Georgia College

www.eVGC.ca  
 411 West Hastings Street. Vancouver, B.C. V6B 1L4  
 tel. 604-688-9057  
 fax. 604-688-9058  
 info@evgc.ca

# School Policy

## Health Insurance Policy

All students attending VGC must be covered by a medical insurance. During the first three months of your stay, you need to purchase private insurance. This insurance can be bought from our school with advance notice. After three months, International Students holding a Study Permit may apply for BC Medical Insurance, which is recommended. For further information please see our administrative staff.

## Code of Conduct

All VGC students are firmly expected to comply with our school's Code of Conduct. Students should, at all times:

- demonstrate punctuality by showing up on time for class
- be cooperative with teachers and other fellow students
- take an active participation during each class
- complete any homework assigned by the teacher
- withhold any form of threatening behaviour towards any school parties
- abstain from stealing or intentionally damaging any of the school's property

Students who do not comply with any of the stated regulations may be dismissed after a decision made by the Academic Coordinator. If dismissed, the student should refer to the Refund Policy.

## English Only Policy

Like most ESL experts, we believe that complete immersion is one of the major keys to learning English faster and accurately. In order to provide all our students with an immersion experience, we have an ENGLISH ONLY POLICY at our College.

English Only must be spoken at all times on School property and at all school events. If a teacher or administrative staff member hears a student speaking a language other than English the following actions will be taken:

### FIRST OFFENCE:

Verbal Warning. The student caught speaking his or her own language will be reminded that they must speak only English on school property. The student must wear a tag which says "Speak to me in English"

### SECOND OFFENCE :

Conference. The second time a student is heard speaking his or her own language at school, the student will have a conference with the Academic Coordinator to discuss the matter.

### THIRD OFFENCE:

Suspension. The third time a student violates the VGC English Only Policy, he or she will be asked not to come to school the next day.

## Attendance and Punctuality Policy

In order to successfully finish any course at VGC, students are required to have an attendance estimate of 70% or higher. All classes will start on time, so students who are late must wait until the break time to join the class. For every three times that the student is late, it will be considered as an absence and the student with an attendance record lower than 70% will not receive a certificate at the completion of the course. A student being absent for longer than 10 days without informing the school or providing a doctor's note will be dismissed.

## Course Transfer Policy

Students are required to give at least two weeks notice of intent to transfer between courses. All course transfer requests must be made in writing. The request must be submitted to the Academic Coordinator no later than the end of the second week of the session. Requests made after week two will be granted at the end of the session following that in which the notice is given.

## Authorized Break Policy

An Authorized Break does not exceed 12 weeks and is a postponement of studies where the student does not forfeit any tuition. A student must have completed eight weeks of study before they can request for an Authorized Break and the student must have a valid Visa.

In order to apply for an authorized break, students must write a letter stating the specific reasons along with its supporting documents and pay a non-refundable \$200 administrative fee.

Upon returning from an Authorized Break, the administration will try to place students in the same classes they were in previously, but this may not always be possible if the classes are full.

## Problem Resolution Policy

VGC encourages its students to talk freely about their lives and experiences in school and in Canada. Students should seek help for any difficulties or challenges they are facing. Teachers, counsellors and school administrators are available to listen and guide students. If other parties are involved students should try to resolve them directly with the other party. Should students require a more formal approach in resolving the conflict, they may present their concern in writing to the Academic Coordinator, who will address and settle the problem. The pertaining parties will be noticed in writing within five business days of receipt of notification. If no satisfactory solution is found, students can then present the problem in writing to the General Manager.

## Refund Policy

Students should familiarize themselves with VGC's refund policy prior to submitting payment for their studies. The registration fee is non-refundable at all times. In order to withdraw, students have to provide a written notice and sign it. If students applied through an agency they must contact the agent for a refund. Students who:

- Must withdraw due to extenuating circumstances such as failure to obtain a Study Permit before classes begin, the school will retain a \$200 administrative fee and refund the remaining fees. Notification of withdrawal must be submitted in writing with signature and with its supporting documents.
- Withdraw four weeks BEFORE the starting date will receive an 80% refund.
- Withdraw or are dismissed less than four weeks BEFORE the starting date will receive a 70% refund.
- Withdraw or are dismissed less than four weeks AFTER the classes have started will receive a 50% refund for the remaining tuition.
- Withdraw or are dismissed four weeks AFTER the classes have started will receive no refund.

## Privacy Policy

The information collected through the application process along with subsequent information placed in the student record will be used for purposes of admission, registration, research, and alumni development. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act.

## Bank Information

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Transit Number : 00010  
Institution Number : 003  
Account Number : 1089945  
SWIFT Code : ROYCCAT2

# Application Form



## LEGAL NAME

_____	_____	_____
First Name	Family Name	Nickname

## CONTACT INFORMATION

_____		_____	
Address		City	
_____	_____	_____	( ) _____
State / Province	Postal Code	Country	Phone Number

## PERSONAL INFORMATION

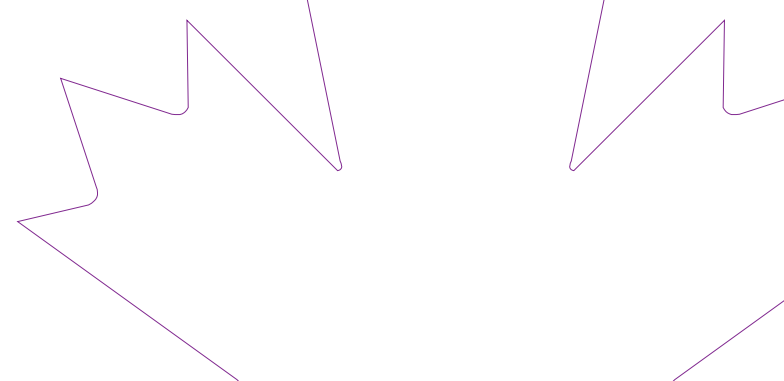
## STATUS IN CANADA

Gender: <input type="radio"/> Male <input type="radio"/> Female	_____	_____	<input type="radio"/> Student Visa
	First Language	Nationality	<input type="radio"/> Visitor Visa
_____	_____	_____	<input type="radio"/> Working Visa
Y Y Y Y / M M M / D D			<input type="radio"/> Other _____
Date of Birth		Passport #	

## EMERGENCY CONTACT

_____	_____
Name	Relationship
_____	_____
E-mail	Phone Number

"Get the Best Results through VGC"





### STUDY INFORMATION

<b>Is this your first time at VGC?</b> <input type="radio"/> Yes <input type="radio"/> No	_____	_____
<b>How did you hear about VGC?</b> <input type="radio"/> Brochure <input type="radio"/> Website <input type="radio"/> Friend/Family <input type="radio"/> Agency	_____	Program
<b>How would you assess your English Ability?</b> <input type="radio"/> Beginner <input type="radio"/> Advanced <input type="radio"/> Intermediate <input type="radio"/> Other	_____	Number of Weeks
		Starting Date

### ARRIVAL INFORMATION

### ACCOMMODATION

<b>Do you need airport pick-up?</b> <input type="radio"/> Yes <input type="radio"/> No	_____	<b>Do you need accommodation?</b> <input type="radio"/> Yes <input type="radio"/> No
	Airline	
_____	Flight Number	Please fill in the Homestay Application for if you require
Arrival Date		

### MEDICAL INFORMATION

It is mandatory for VGC students to have Medical Insurance. For the first three months of your stay you will need to purchase private insurance. This insurance can be bought school at a price of \$2.00 per day	<b>Do you want to purchase Private Medical Insurance from VGC?</b> <input type="radio"/> Yes <input type="radio"/> No
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### DECLARATION OF APPLICANT

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 VGC. If the applicant is under 19 years old, please have a parent co-sign below.

\_\_\_\_\_

Signature of Applicant Date of Application

### APPLICATION FEE

A non-refundable application fee of CDN \$100.00 MUST be submitted with this form. You can pay by cheque, money order, VISA or MasterCard. Cash and debit cards are accepted in person only. A service charge for any NSF or returned cheque will be assessed. Applications received without the application fee will not be processed.

\_\_\_\_\_

Cardholder's Name      Credit Card Number      Expiry Date