

Preparing for Tomorrow's Career? Apply today!



Kester Grant College

APPLICATION FORM

Application Process

1. Mail, Fax or deliver your application along with the application and tuition fees due :
Mail or Deliver to: Admin Office – 2412 Laurel Street, Vancouver, BC Canada
200-1215 West Broadway, Vancouver, BC Canada V6H 1G7
Fax to: 1-604-877-0375
2. Once you receive your confirmation or acceptance letter, go to the nearest Canadian immigration office and apply for the necessary visitors visa and/or student authorization (student authorization only required for UFP over 6 months).
3. Prepare for your travels. We look forward to meeting you. Don't forget to let us know when you are arriving!

Questions?

By Telephone: 604-877-0355

In Person: Visit 200-1215 West Broadway,
Vancouver, BC

By Fax: 604-877-0375

By Email: info@kgc.bc.ca

Applicant Information

A. Personal Details

Name:	First	Middle	Family Name
Birth Date	Day	Month	Year
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Status in Canada	Nationality	Native Language	
Visitor <input type="checkbox"/>	Student Authorization <input type="checkbox"/>	Permanent Resident <input type="checkbox"/>	Other _____

B. Address Details

Address in Home Country	Street	City, Province/State
	Country	Code
	Telephone #	Email Address:
Address in Canada	Street	City, Province/State
	Country	Code
	Telephone #	Fax #:

C. Emergency Contact

Emergency Contact	Name	Relationship
Telephone Numbers:	Home	Work

Medical Insurance

<input type="checkbox"/> I require the school to arrange medical insurance on the first day of school. I will pay \$1.85 per day until I qualify for BC Medical Insurance.	<input type="checkbox"/> I will arrange my own medical insurance and will show the school proof of this coverage on the first day at the school.
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D. Airport Reception and Homestay

CVI Homestay provides airport reception and Homestay Services for our students. An application for these services will be sent to each student who receives a Letter of Confirmation or Acceptance. The application is also available at the KGC website: www.kgc.bc.ca	
<input type="checkbox"/> I require airport reception service at a cost of \$65.	<input type="checkbox"/> I require CVI to arrange Homestay for me. I know the placement cost is \$150 and the monthly fee is \$700 (Burnaby locations) or \$735 (Vancouver locations).

E. General Information

English Placement Examinations All students are required to take an English Placement Examination to determine their English level.	Attendance Policy The attendance policy may vary from program to program. Students are responsible to know the specific attendance policy for the program they are attending. Please check with a school official.
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F. Research Data

Where did you learn about the Program you are selecting? <input type="checkbox"/> Agent <input type="checkbox"/> CEC <input type="checkbox"/> Advertisement (which: _____) <input type="checkbox"/> Friend <input type="checkbox"/> Trade Show/Fair <input type="checkbox"/> Other (where: _____)
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Applicants: Tuition fees and class start dates are subject to change. Every effort to advise students in advance of such changes will be made.

Office Use Only

Agents Name: _____	Agents Signature: _____
Company Name: _____	Date: _____
Email Address: _____	Tel: _____ Fax: _____



Kester Grant College Program Application and Contract Form

200-1215 West Broadway, Vancouver, B.C., Canada V6H 1G7 Tel: 604-877-0355 Fax: 604-877-0375

E-mail: info@kgc.bc.ca Web: www.kgc.bc.ca

G. Program Selection (please select your program choice here)

When do you plan to begin your studies: Month _____ Year _____, End Date : _____

- The University Foundation Program (UFP) TOEIC Preparation
 General ESL IELTS Preparation
 TOEFL Preparation

H. Fees (please total the fees due as follows)

Miscellaneous Fees			Total Fees
Application Fee (Non refundable)	\$100	<input type="checkbox"/>	\$100.
Airport Reception Fee	\$65	Optional <input type="checkbox"/>	
Homestay Placement Fee	\$150	Optional <input type="checkbox"/>	
Tuition Fees			
		Indicate # of 4 Week Sessions	
University Foundation Program	\$1,100	_____ <input type="checkbox"/>	
General ESL	\$1,020	_____ <input type="checkbox"/>	
TOEFL Preparation	\$1,020	_____ <input type="checkbox"/>	
TOEIC Preparation	\$1,020	_____ <input type="checkbox"/>	
IELTS Preparation	\$1,020	_____ <input type="checkbox"/>	
Total Fees due with Application Form			

Payments Options:

Bank Draft or Cheque to:
200-1215 West Broadway, Vancouver, B.C.
Canada V6H 1G7

Bank Wires to:
Attn: Private Banking Department
Institution#010
Swift Address: CIBCCATT
Transit# 00010
Account # 10-20-38013
Kester Grant College
Canadian Imperial Bank of Commerce
3rd Floor, 400 Burrard Street, Vancouver, CANADA

Please send a copy of the bank wire receipt with the student's name clearly written to fax number 604-877-0375

I. Refund Policy

All refund requests must be made in writing. Student unable to obtain a visa are entitled to a full refund less all Non-Refundable Fees. Students must request for a refund in writing two weeks prior to the start of their course and return the original Letter of Acceptance with a copy of the rejection letter issued by Immigration Canada to your registrar, otherwise Cancellation policies will apply to the refund.

Students wishing to postpone their studies or take time off, may do so with a two-week prior written notice. A \$100.00 fee will be applied for subsequent requests.

Cancellations before the class start date

- 30 days or more 75% Refund
 1-29 days 60% Refund

Cancellations after class start dates are dependent on the % of program completed as follows:

- Up to 10% of contracted classes complete 50% Refund
 11-19% of contracted classes complete 30% Refund
 20% or more of contracted classes complete No Refund

Application Fees, Airport Reception and Homestay Placement fees are non-refundable.

J. Dispute Resolution Policy

Students who have a grievance with a KGC staff member should:

1. Discuss the problem directly with the person involved. If it is not resolved go to step 2.
2. Submit a letter describing the complaint and proposed solution to the Academic Director, ESL (or Managing Director if the complaint relates to the Academic Director). Keep a copy of this letter for your records. You will receive written response within 7 days. If you are still not satisfied, proceed to Step 3.
3. Submit a letter to the Managing Director (or President if the complaint relates to the Managing Director) stating why you are not satisfied. Attach a copy of all correspondence relating to this complaint. You will receive a written response within 7 days.

K. Student Agreement

I hereby declare the information I have provided on this application form is correct. I will notify KGC immediately if any of this information changes. I have read and accept the terms and conditions as written above. I also agree to abide by the KGC Dispute Resolution Policy and Refund Policy that applies to my program in addition to all other KGC and CVI Homestay regulations.

Applicant's Signature: _____

Date: _____ (D/M/Y)

KGC Representative's Signature: _____

Date: _____ (D/M/Y)