



**RCIIS**

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 Toronto, Ontario M4Y 1Z5  
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# APPLICATION FORM

## Student Information

Sex:	Date of Birth:
First Name:	Email:
Last Name:	Telephone:
Mailing Address:	

Country:	City:	Mother tongue:
Nationality:	Passport #:	Visa #:
Date of admittance in Canada:	Type of Visa:	Visa expiry date:

## Agent Information

Agency Name:	Agent Name:
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## Arrival Information

Do you want Airport Pick-Up? Yes  No

## Program Selection

Please choose as many courses as you wish

Business Communication Internship Program	<input type="radio"/>	Start Date:	End Date:
Power Speaking Program	<input type="radio"/>	Start Date:	End Date:
S.T.A.R Accent Reduction Program	<input type="radio"/>	Start Date:	End Date:
EBC-Business Writing and Telephone	<input type="radio"/>	Start Date:	End Date:
ADGB Advance Discussion Global Business	<input type="radio"/>	Start Date:	End Date:
IELTS Preparation	<input type="radio"/>	Start Date:	End Date:

Start Date at RCIIS  
 \_\_\_\_\_  
 Weeks of study at RCIIS  
 \_\_\_\_\_

## Insurance Information:

It is mandatory for our students to have Medical Insurance while they are in Canada.

Do you have Medical Insurance?	Yes/No ( )	
Start Date:	End Date:	Policy Number:
If not, would you buy it at RCIIS?	Yes/No ( )	
Do you smoke?	Yes/No ( )	
Do you have any allergies?	Yes/No ( )	If yes, explain:
Do you have any medical problems?	Yes/No ( )	If yes, explain:

## Accommodation Details:

We will do our best to accommodate your request; however, we cannot guarantee that your request will be granted.

Do you request homestay?	Yes/No ( )	If yes, please fill out the information bellow
Start Date:	End Date:	How many weeks? :
Do you smoke?	Yes/No ( )	
Can you live with smokers?	Yes/No ( )	
Can you live with pets?	Yes/No ( )	
Can you live with teenagers?	Yes/No ( )	
Are you on medication?	Yes/No ( )	
Do you have a special diet?	Yes/No ( )	
Any additional information :		

## Program Fees

\*Tuition fee will vary depending on the program that you take.  
Textbooks and Materials are not included.

Tuition Fee*	CAD \$	
Registration Fee (non-refundable)	CAD \$	150
Homestay Placement Fee	CAD \$	150
Placement Fee	CAD \$	1000
Medical Insurance (per day)	CAD \$	2
Airport Pick-up	CAD \$	150
Other ( )	CAD \$	
Total	CAD \$	

Method of Payment: Bank Draf / Cheque / Money Order ( )

\*All bank transfer fees are the responsibility of senders

**The registration fee, all placement fees and all Health Insurance Policy purchase fee are non-refundable in ALL cases.** A refund of fees will not be given if a student does not attend classes. Please consider when applying that student authorization or visitors visas can take up to several weeks to process.

### REJECTED VISA

If your visa is rejected, RCIS will refund all fees, minus the registration fee and the part of program you completed already, only upon receipt of the original Letter of Acceptance and the official letter of refusal from the Canadian Embassy.

### CANCELLATION AFTER GETTING STUDENT VISA

There is no refund of any fee for applicants who have successfully received their visas with the Letter of Acceptance and other documents and assistance from RCIS.

### CANCELLATION BEFORE THE START OF PROGRAM

If RCIS receives written notice of withdrawal from the student along with the original Letter of Acceptance issued by the school at least 30 calendar days before the start of the program, a cancellation fee of 25% of the total tuition fee will be charged. If less than 30 calendar days, a cancellation fee of 50% of the total tuition fee will be charged.

### CANCELLATION AFTER THE START DATE & DISMISSAL

% Program Completed	% Tuition Refunded
Up to 10%	50%
Up to 30%	30%
After 30%	0%

**If for any reason, a student is dismissed from RCIS, no refund will be made on the subsequent month's tuition.**

The tuition fees are non transferable.

**\*Students register with more than 2 programs with package discount, there is no refund for any cancellation of individual program.**

## Payment Schedule

The payment of the full tuition should be completed  
One week before the student start the program at RCIS.

## Account Information

ACCOUNT NAME:	Royal Canadian Institute of International Studies
ACCOUNT NUMBER:	91132 02260 17
NAME OF BANK:	Bank of Nova Scotia
BRANCH:	Bloor and Yonge
ADDRESS:	19 Bloor St. West, Toronto, Ontario M4W 1A3
TRANSIT NO.:	91132
SWIFT CODE:	NOSCCATT
ABA/ROUTING:	026002532

## Refund Policy

### ABSENCE

Students absent for more than 1 week, without notifying the school in writing, will be removed from the class and will have to re-enter the school.

### DEFERRALS

You may defer your registration start date one time only, you will be charged a 10% of tuition fee as deferral fee before the start date. Defer your program after starting the program, a 25% of tuition fee as deferral fee will be charged and the institute will decide your returning session. There will be no deferrals for the second term.

### APPLYING THROUGH AN AUTHORIZED REPRESENTATIVE

Must request and obtain refund directly from the representative.

### ACCOMMODATION REFUND

The Accommodation and Airport Pick-up fee placement fees are non-refundable.  
100% refund if cancellation is received in writing at least 30 days prior to arrival date.  
75% refund if cancellation is received in writing 0 to 29 days prior to arrival date

### Leaving homestay:

- Students must inform the host and school of moving out at least 4 weeks before it is to take place. Otherwise, students will be charged until the 4 weeks are met.
- Homestay fee will be refunded directly to the students from hosts at the time of moving out.
- Refund=remaining days x daily rate (monthly homestay fee/28 days)

I have read and understand both sides of this Enrollment Application and wish to be accepted as a student of RCIS. I understand and accept all enrollment conditions and refund policy.

I, the undersigned, an applicant for the homestay program, do wave and release claims against RCIS for injury, loss, damage, accident, delay, or expenses resulting from my participation.

By signing this registration form, the Student agrees to release all rights associated with any claim or dispute arose as a result of the authorized use of the Student's image for marketing purposes within the context of regular school activities, including but not limited to classroom activities, internship activities and school organized social activities.

I understand that RCIS may be required to submit attendance and/or proof of advancing in the program for all international students to federal government.

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

Date: \_\_\_\_\_