



# RCIIS APPLICATION FORM

## Student Information

<b>First Name:</b>	<b>Middle Name:</b>	<b>Last Name:</b>
<b>Date of Birth:</b>	<b>Place of Birth:</b>	<b>Gender:</b> Male <input type="radio"/> Female <input type="radio"/>
<b>Nationality:</b>	<b>Passport #:</b>	<b>Visa #:</b>
<b>Date of Admittance in Canada:</b>	<b>Type of Visa:</b>	<b>Visa expiry date:</b>
<b>Telephone:</b>	<b>Email:</b>	<b>Mother Tongue:</b>
<b>Address:</b>		

## Agent Information

Agent Name:

## Arrival Information

Do you want Airport Pick-Up? Yes  No

Do you require homestay placement from school? Yes  No

## Package Selection

Super Intensive ESL PACKAGE-35hrs/week	<input type="radio"/>
Intensive ESL PACKAGE-30hrs/week	<input type="radio"/>
Standard ESL PACKAGE-20hrs/week	<input type="radio"/>
How many weeks: _____ weeks    Start Date:	
End Date:	

## RCIIS Programs

The Programs You Are Going To Study <input checked="" type="checkbox"/>	weeks
ESL Foundation	
PS - Power Speaking	
ADCI – Advanced Discussion Contemporary Issues	
BC – Business Communication	
EAP – English for Academic Purpose	
IELTS (Morning / Afternoon)	
STAR – Stage Technique Accent Reduction	
Grammar	
Café English	
Part time programs ( )	

## Insurance Information

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

<b>Do you have Medical Insurance?</b> Yes <input type="radio"/> No <input type="radio"/>	<b>If yes, please fill out the information below</b>	
<b>Start Date:</b>	<b>End Date:</b>	<b>Policy Number:</b>
<b>If not, would you buy it at RCIIS?</b> Yes <input type="radio"/> No <input type="radio"/>		
<b>Do you smoke?</b> Yes <input type="radio"/> No <input type="radio"/>		
<b>Do you have any allergies?</b> Yes <input type="radio"/> No <input type="radio"/> If yes, explain:		
<b>Do you have any medical problems?</b> Yes <input type="radio"/> No <input type="radio"/> If yes, explain:		

## Program Fees

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

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

- \*Method of Payment: Bank Draft / Cheque / Money Order/ TT Wire /Credit or debit card
- \*All bank transfer fees are the responsibility of senders
- \*3% transaction fee for credit card payment

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

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

## Refund Policy

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. Students have a 48-hour contract cancellation period prior to signing the registration contract.

### REJECTED VISA

If your visa is rejected, RCIS will refund all fees, minus the registration fee, 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.**

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

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

Updated June 14, 2016

## Payment Schedule

- \*The payment of the full tuition fee should be paid before the student get the Letter of Acceptance from RCIS.

## Account Information

<b>ACCOUNT NAME:</b>	Royal Canadian Institute of International Studies
<b>ACCOUNT NUMBER:</b>	91132 05855 21
<b>NAME OF BANK:</b>	Bank of Nova Scotia
<b>BRANCH:</b>	Yonge and Eglinton
<b>ADDRESS:</b>	2200 Yonge Street, Toronto, Ontario M4S 2C7
<b>TRANSIT NO.:</b>	02162
<b>SWIFT CODE:</b>	NOSCCATT
<b>ABA/ROUTING:</b>	026002532

### Absence/ Vacation:

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. Unless inform the school in written before or on registration, any vacation will be not be permitted, tuition fee cannot be extended for the vacation time for any reason, therefore you will not receive Letter of Attendance from 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 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 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.