

RCIIS APPLICATION FORM

Student Information

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

Agent Information

Agent Name:

Arrival Information

Do you require an airport pick-up? Yes No

Package Selection

Canadian College Academic Pathway PACKAGE - 30hrs/week	<input type="radio"/>
Intensive ESL PACKAGE-30hrs/week	<input type="radio"/>
Standard ESL PACKAGE-20hrs/week	<input type="radio"/>
How Many Weeks: _____	
Start Date: _____	
End Date: _____	

RCIIS Programs

The Programs You Are Interested In	<input checked="" type="checkbox"/>
ESL Foundation	<input type="checkbox"/>
PS - Power Speaking	<input type="checkbox"/>
ADCI – Advanced Discussion Contemporary Issues	<input type="checkbox"/>
BC – Business Communication	<input type="checkbox"/>
Pre-Academic English	<input type="checkbox"/>
EAP – English for Academic Purposes	<input type="checkbox"/>
Advanced EAP	<input type="checkbox"/>
IELTS Preparation	<input type="checkbox"/>
STAR – Stage Technique Accent Reduction	<input type="checkbox"/>
Café English	<input type="checkbox"/>
Afternoon Programs	<input type="checkbox"/>
Evening Classes	<input type="checkbox"/>

Insurance Information

*It is mandatory for our students to have Medical Insurance while they study at RCIIS.

Do you have Medical Insurance? Yes <input type="radio"/> No <input type="radio"/>	If yes, please fill out the information below	
Start Date:	End Date:	Policy Number:
Would like to purchase Insurance at RCIIS? Yes <input type="radio"/> No <input type="radio"/>	Starting Date:	End Date:

Homestay Placement

Do you require a homestay placement? Yes <input type="radio"/> No <input type="radio"/>	If yes, please fill out the RCIIS Homestay Application Form
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Medical Conditions

Do you have any allergies?	Yes <input type="radio"/>	No <input type="radio"/>	If yes, please explain:
Do you have any medical issues which may affect your time at our school? <i>Please note: RCIS will try and accommodate psychological or learning disabilities, but is under no obligation to compromise our educational standards in order to do so.</i>	Yes <input type="radio"/>	No <input type="radio"/>	If yes, please explain:

Program Fees

Tuition Fee *Books & Materials not included	CAD \$	
Registration Fee (non-refundable)	CAD \$	
Homestay Placement Fee	CAD \$	
Homestay Fee	CAD \$	
Medical Insurance	CAD \$	
Airport Pick-up	CAD \$	
Other	CAD \$	
Total	CAD \$	

*Methods of Payment: Bank Draft / Cheque / TT Wire /Credit or debit card *3% transaction fee for c

Payment Schedule

The Letter of Acceptance from RCIS will only be released upon receiving the tuition payment.

Account Information

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

Student Signature: _____ Date: _____

Refund Policy

The registration fee, all placement fees and all Health Insurance Policy purchase fees 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 visitor 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 RECEIVING 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 for the remainder of their tuition.

The tuition fees are non-transferable.

For Package Students, there will be no refunds for the cancellation of individual programs.

ABSENCE/VACATION:

Students absent for more than 1 week, without notifying the school in writing, will be removed from the class and may have to re-enter the program. Tuition fees cannot be extended for the vacation time for any reason, therefore you will not receive a Letter of Attendance from the school.

Student Signature: _____ Date: _____

Updated November, 2018

DEFERRALS

You may defer your registration starting date *one time only*. You will be charged 10% of the tuition fee as a deferral fee before the starting date. Deferring after the starting date will incur a charge of 25% and the institute will decide your returning session. There will be no deferrals for subsequent terms.

APPLYING THROUGH AN AUTHORIZED REPRESENTATIVE

Must request and obtain refunds directly from the representative.

ACCOMMODATION REFUND

The Accommodation and Airport Pick-up placement fees are non-refundable.

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 plus \$200.00 administration fee.

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 policies.

I understand that all school activities or programs may involve personal risk of injury or death. I assume all risks and take responsibility for participating in school activities and programs. I will follow the rules of RCIS. I release RCIS from all claims, demands, actions, and liabilities whatsoever which I or anyone on my behalf had, now have, or may hereafter have for any reason in connection with my participation.

I, by participating in the homestay program offered by RCIS and its homestay placement agents, do wave, release and absolve any claims against RCIS and its directors and employees from personal injury or death, financial losses, damage, accident, or expenses resulting from my participation.

By signing this registration form, I agree to release all rights associated with any claim or dispute arose as a result of the authorized use of the my 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.