



# Ontario International College Collège International de l'Ontario

## APPLICATION FORM FOR ESL COURSES

Please print CLEARLY in black ink using CAPITAL LETTERS. Applications should be submitted to the International Admissions Office of Ontario International College at 4620 Finch Avenue East, Toronto, Ontario, Canada M1S 4G2 Tel: (416) 739-1888, Fax: (416) 739-1884.

### PERSONAL DETAILS

FAMILY NAME / SURNAME	GIVEN NAME	PREFERRED OR ADOPTED GIVEN NAME	TITLE
SEX (M/F)	DATE OF BIRTH (mm/dd/yy)	NATIONALITY	Mr. Miss Mrs. Ms COUNTRY OF BIRTH
PASSPORT NUMBER	ISSUING COUNTRY	DATE OF ISSUE	DATE OF EXPIRY
DO YOU HOLD A CURRENT CANADIAN VISA? YES NO			
IF YES, WHAT CATEGORY?		VISA No.	VISA EXPIRY DATE
MARITAL STATUS	SINGLE	MARRIED	DIVORCED
		SEPARATED	WIDOWED
			OTHER

### PERMANENT ADDRESS

STREET NUMBER & NAME			APARTMENT NUMBER
CITY	PROVINCE / STATE	COUNTRY	POSTAL / ZIP CODE
HOME TELEPHONE NUMBER	FAX NUMBER	E-MAIL	

### PARENT'S INFORMATION

	FULL NAME	OCCUPATION	DATE OF BIRTH	TEL. (home)	TEL. (mobile)	FAX	E-MAIL
FATHER							
MOTHER							

Even though Toronto is a safe city, younger students require additional guidance and protection. Thus, an applicant less than 18 years of age must retain a Canadian citizen or a permanent resident as his/her legal guardian in Canada. This legal guardian will assume the role and responsibilities of a parent in case of emergency. Please contact an OIC Student Services Coordinator to arrange a guardian.

### CUSTODIAN PERMISSION

SURNAME	FIRST NAME	E-MAIL
MAILING ADDRESS		
TEL. (home)	TEL. (office)	TEL. (mobile)

### APPLICATION DETAILS / PROGRAM SELECTION & COMMENCEMENT Please check the box for each program you wish to undertake.

ESL (ENGLISH AS A SECOND LANGUAGE) PROGRAM	General English	Academic English	Business English	Others							
PLEASE INDICATE THE YEAR & MONTH YOU WISH TO BEGIN YOUR ESL PROGRAM		YEAR									
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

### ENGLISH LANGUAGE PROFICIENCY

IS ENGLISH YOUR FIRST LANGUAGE?	YES	NO	IF "NO" WHAT IS YOUR FIRST LANGUAGE?
WAS ENGLISH THE LANGUAGE OF INSTRUCTION IN YOUR PREVIOUS SECONDARY OR POST-SECONDARY STUDIES?		YES	NO
if "YES", please indicate the studies that were completed in English and their duration			
STUDIES		DURATION	
HAVE YOU COMPLETED A TEST OF ENGLISH PROFICIENCY WITHIN THE PAST TWO YEARS?		YES	NO (if YES, please provide original documentation)

## QUALIFICATIONS

Please provide details and documentation of all secondary and post-secondary studies completed or currently being undertaken, including explanation of grading systems.

SECONDARY SCHOOL STUDIES	NAME OF QUALIFICATION	SCHOOL / INSTITUTION	STATE / PROVINCE & COUNTRY	YEAR COMPLETED		
Are you CURRENTLY attempting a final year high school qualification? YES NO						
If YES, please indicate the date when the results will be available and name of qualification DATE (dd/mm/yyyy) NAME OF QUALIFICATION						
POST-SECONDARY STUDIES e.g. University, Technical College, Polytechnic, etc. If insufficient space, please attach a separate sheet to provide additional details.						
FROM (mm/yy)	TO (mm/yy)	FULL-TIME / PART-TIME	DEGREE / QUALIFICATION	AWARDING INSTITUTION	STATE/PROVINCE & COUNTRY	YEAR COMPLETED

Please attach original transcripts or certified copies of transcripts of all academic records. (A certified copy means a stamped photocopy signed by a public notary or institution representative as being a true and accurate record of the original document).

## OTHER INFORMATION

HOW DID YOU FIRST LEARN ABOUT ONTARIO INTERNATIONAL COLLEGE? YOU MAY CHECK MORE THAN ONE.

EXHIBITION / SEMINAR

RECOMMENDED BY AN EDUCATION AGENT

NEWSPAPER / MAGAZINE

RECOMMENDED BY A FRIEND OR RELATIVE

RECOMMENDED BY AN OIC STUDENT OR AN ALUMNUS

INTERNET

PLEASE SPECIFY THE NAME OF THE ABOVE SOURCE

## APPLICATION CHECKLIST

Completed Application Form with 2 photographs

Academic Transcripts

Proof of English Language Proficiency (IELTS, TOEFL or Any Other Test)

Evidence of employment history if applicable.

Registration fee of CAD\$ 300 (Money order / bank draft enclosed payable to Ontario International College)

All documents must be originals or certified copies of originals (NOT PHOTOCOPIES). Translated documents must be authorized.

## DECLARATION

I declare that the information I have provided on this form is, to the best of my understanding and belief, complete and correct. I understand that providing false or incomplete information may lead to the rejection of my application or cancellation of my enrollment. After reading OIC's brochure and/or website I have gained sufficient information about Ontario International College to enroll. I give Ontario International College permission to obtain any official education records or other details from the educational institution that I am currently attending or have previously attended.

I further declare that I have carefully reviewed and fully understand the Tuition Fee Refund Policy of OIC. I accept liability for payment of all fees and other costs, and I agree to abide by the Refund Policy without any reservation. I understand that tuition fees may rise to levels above those quoted in the brochure and on the web site. I understand that the section of the brochure or web site outlining the cost of living in Canada is only a guide, and that costs may be higher than those estimated.

I further understand that Ontario International College is required by law to report any breaches of my study permit or temporary resident visa to the appropriate Canadian authorities.

## Tuition Fee Refund Policy

- The application or registration fees and other administrative charges (textbooks, stationeries, living expense, etc.) are NON-REFUNDABLE and are NOT included in the tuition fee.
  - The tuition for each year (two semesters) must be paid fully before the first semester's class begins. The students can start or continue their studies only after all the tuition and other administrative charges are paid.
  - The deadline for paying the tuition is the last Friday before the start of the first semester of the academic year. The penalty for overdue payment is 2% compounded per week.
  - International students CANNOT terminate the visa application process and CANNOT claim for a tuition refund during the process of applying for student authorization, except under the following circumstances:
    - 4.1 The student has lost his or her learning and financial capability as a result of a severe injury or death of the student or of the principal sponsor, and will be consequently unable to attend school. In this case the student or the principal sponsor must provide the College with proof of a notarized certificate issued by a Coroner's Office or a certified letter of health status from a municipal public hospital recognized by the government of the student's home country.
    - 4.2 The student's application for a study permit has been declined by the Canadian Immigration Authority. In this case the student must produce the following documents to process a tuition refund:
      - a. The original copy of the student's written request and the completed application form for the tuition refund;
      - b. The original copy of the decline letter from the Canadian Embassy or Consulate;
      - c. The original copy of the official Acceptance Letter issued by the College;
      - d. The original copy of the tuition fee receipt issued by the College.
- When all of the above documents are received and verified, the College shall refund all the tuition fees to the applicant's designated account. The refund shall be processed no later than two months after the written refund request, completed refund application form, and all other required documents are received.
- International students who withdraw their enrollment from the College and terminate the visa application process after accepting the Offer of Admission from the College and/or claim for a tuition refund when applying for student authorization will either have his/her tuition fee deposit confiscated by the College, or will be levied a penalty in the amount equal to twenty-five percent (25%) of the College's one-year full-time program tuition fee.
  - International students who have been granted student authorization to study in Canada by the Canadian Immigration Authority with the College's Acceptance Letter and/or any other documentation AND assistance from the College will NOT be entitled to a refund of any fee, regardless of whether or not they have arrived in Toronto.
  - A current student whose application for a renewal or an extension of a study permit and/or temporary resident/visitor visa has been declined for any personal reasons, such as unsatisfactory academic performance, poor attendance, serious violation of the College's rules and regulations, and/or whose study permit is revoked by the Canadian Immigration Authority, because of a violation or breach of the terms and conditions of the student's authorization or temporary resident/visitor visa will not be entitled to a refund of any fees.
  - Any student who has been given any form of scholarship, bursary, award, preferential financial package, tuition fee discount, and/or any other form of special financial incentive to study at the College is not entitled to a tuition refund.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN'S NAME (print) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(if applicant is under 18)

## OFFICE USE ONLY

ADMISSIONS OFFICER / INTERNATIONAL ADMISSIONS OFFICE	ADMISSION DECISION:
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