



ENGLISH LANGUAGE CENTRE

APPLICATION FORMS AND GUIDELINES 2014

www.uvcs.uvic.ca/elc/apply



PAYMENT INFORMATION ENGLISH LANGUAGE CENTRE

These non-refundable fees MUST accompany your application. ☐ \$150 Application Fee (\$100 for returning students)

Applications without fee payment information will not be processed.

☐ \$350 Deposit per program
(part of tuition fee, not an additional cost)

☐ \$250 Homestay Application fee
(if you are applying for homestay)

Optional ☐ \$65 courier fee (FedEx)

The balance owing (program cost minus \$350 deposit) must be paid in full at least five weeks before the program start date. If full payment is not received five weeks before the program start date, your registration may be cancelled. Students are not permitted to attend class until their fees are paid in full.

Student Information:

Family Name _____ First Name _____

Payment Options:

I wish to pay:

- ☐ only the application fee(s), deposit(s) and courier fee (if applicable) now, for a total of \$ _____
- ☐ If paying by credit card, please charge **the balance owing** five weeks before the program start date.
- ☐ my full fees now, for a total of \$ _____

Pay by:

- ☐ **Credit Card**

If you indicate that you would like to pay by credit card on this form, you will receive an email message from the Registration staff with the subject line *"(Last name, First name): Payment Authorization, UVic English Language Centre."*

This message will direct you to a secure site for secure online payment authorization. Upon payment processing you will receive a receipt to confirm payment along with your Letter of Acceptance.

Email address for secure online authorization: _____

- ☐ **Bank Wire**—Send bank wire to:

Royal Bank of Canada
1079 Douglas Street, Victoria, BC V8W 2C5 Canada
Transit #08000 Institution #003 Account #000-009-1 Swift ROYCCAT2
• Write student's name on bank wire
• Specify the bank wire is for the "English Language Centre"
• Applications **WILL NOT** be processed until we receive a copy of the bank wire by fax or email.

- ☐ **International Money Order** • Canadian funds • payable to University of Victoria

- ☐ **Cheque** • Canadian funds • payable to University of Victoria

Additional Payment Information:

- ☐ Other payment instructions: _____

PROGRAM POLICIES ENGLISH LANGUAGE CENTRE

Refund Policy

- The application fee, deposits and homestay application fee are non-refundable.
- No refund of tuition is possible after the program start date.
- Tuition and dormitory accommodation fees are refundable, less application fees and deposit(s), for registrations cancelled before the program start date.
- If the Canadian Embassy rejects your application for a Study Permit, we will refund your \$350 deposit, minus courier charges. You must inform us before the program starts. Copies of documentation from the Embassy will be required.
- Students may receive a partial refund if they produce a doctor's note stating they are too ill to continue studying for the remainder of the program.

Transfer Policy

- If your visa is denied and you wish to transfer your \$350 deposit to a future program, a non-refundable \$100 transfer fee is charged per program. You must notify us in writing of your transfer request before the program starts. You have one month from the cancellation date to transfer to another program.
- Students are only permitted to transfer to future programs once. If your visa is denied a second time and you wish to register for a future program, you will need to submit a new application with another deposit and application fee.

- Students already in Canada cannot transfer fees between programs unless there is an emergency situation where students must return home. In these cases, students must provide the English Language Centre with a doctor's note and proof of a return air ticket to their home country in order to transfer fees to a future program. There is an additional \$100 transfer fee and the transfer must be approved by the Director.

Program Change / Cancellation Policy

- The English Language Centre reserves the right to make changes in fees, schedules, and courses without notice, and to cancel courses if enrollment is insufficient.
- If a program is cancelled or rescheduled, the liability of the English Language Centre is limited to a refund of the program fee or transfer to another program.
- The English Language Centre reserves the right to establish special regulations for admission to non-degree programs or courses.

The relevant law for all matters concerning programs shall be the law of the Province of British Columbia, Canada. The English Language Centre collects personal information on its form pursuant to the University Act, RSBC 1996, c.468 and section 26 of the *Freedom of Information and Protection of Privacy Act*. The information you provide is used for the purposes of admission, registration, and other decisions relating to your program. For details on how the information is used, contact the English Language Centre or read UVic Policy 4400, Access to Student Records: <http://registrar.uvic.ca/home/documents/access.html>.

APPLICATION INFORMATION ENGLISH LANGUAGE CENTRE

Admission Requirements

Students must:

- be 18 years of age or older by the first day of the program
- meet Canadian visa requirements while they are in Canada
- buy medical insurance for the duration of the program
- have a basic knowledge of English and have successfully completed the appropriate online test:
 - 12-Week Programs: web2.uvcs.uvic.ca/elc/entry/
 - Monthly English Programs: web2.uvcs.uvic.ca/elc/entry/me
- read, understand and abide by the program guidelines

Program Requirements

Students must:

- be punctual
- attend and participate in classes and social/cultural activities
- speak English at all times
- behave responsibly and follow the regulations of the University of Victoria

We reserve the right to deny admission and to refuse re-admission to students who do not fulfill the above conditions.

How to Apply

1. Complete the application, payment information, and homestay application forms (if applicable).

Send the completed forms to:

MAIL:

English Language Centre
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2 Canada

COURIER:

English Language Centre
Division of Continuing Studies
Continuing Studies Building
3800 Finnerty Road (Ring Road)
Victoria BC V8P 5C2 Canada

FAX: 1-250-721-8774

ONLINE: www.uvcs.uvic.ca/elc/apply

QUESTIONS? CONTACT US:

Phone 1-250-721-8469
Email elcreg@uvcs.uvic.ca
Web www.uvcs.uvic.ca/elc/

2. Submit a copy of your passport photo page and the following **non-refundable fees** with your application form(s):

Application Fee: \$150

- If you apply for more than one program at the same time, you pay the \$150 application fee only once.

Deposit: \$350 per program

- This deposit is part of the tuition fee, not an additional cost.

UVic Homestay Application Fee (if applicable): \$250

- Check the application form to determine if Homestay is available for your program.
- Include the completed Homestay application form on pages 7–8 (two pages).

3. You will receive a Letter of Acceptance by email and by air mail once we have processed your application. Original documents can be sent by FedEx courier for an additional fee (refer to page 2). Please wait for your Letter of Acceptance before making travel arrangements. Application does not guarantee admission. Apply for programs early, as space is limited.
4. The balance owing (program cost minus \$350 deposit) must be paid in full at least five weeks before the program start date. If full payment is not received five weeks before that date, your registration may be cancelled. Students are not permitted to attend class until their fees are paid in full. There is a late payment charge of \$100 if fees are received after the payment deadline date. Full payment can also be made at the time of registration.
5. Contact the Canadian Embassy or Consulate in your country to determine if you require a Study Permit or Temporary Resident Visa. It is the student's responsibility to obtain the correct visa or permit.
 - To find the visa office nearest you, visit: <http://www.cic.gc.ca/english/information/offices/missions.asp>
 - General information regarding study documents is available at: <http://www.cic.gc.ca/english/study>

PROGRAM INFORMATION ENGLISH LANGUAGE CENTRE

Important Program Notes

- H = Homestay; paid directly to the host family.
- D = Dormitory; paid directly to the ELC.
- Program dates are the first and last day of classes.
- All fees are listed in Canadian dollars and subject to change.

PROGRAM	Arrival Date	Departure Date	Program Dates	Duration	Tuition & Activities only	Accommodation & Meals
12-Week Intensive English Program (ELPI)						H: \$800/month
ELPI A 2014	January 4	April 4	January 6–April 2	12 weeks	\$3,700	H
ELPI B 2014	April 5	July 4	April 7–July 2	12 weeks	\$3,700	H
ELPI C 2014	September 6	December 5	September 8–December 3	12 weeks	\$3,700	H
ELPI A 2015	January 3, 2015	April 3, 2015	January 5–April 1, 2015	12 weeks	\$3,700	H
9-Week Summer Academic Intensive Program (ELAI)						H: \$800/month
ELAI 2014	June 28	September 6	June 30–September 4	9 weeks	\$3,450	H
<i>This program offers an academic “bridge” between spring and fall 12-week intensive programs (see above).</i>						
Monthly Language and Culture Programs						H: \$800/month
January 2014	January 5	February 1	January 6–31	4 weeks	\$1,600	H
February 2014	February 2	March 1	February 3–28	4 weeks	\$1,600	H
March 2014	March 2	March 29	March 3–28	4 weeks	\$1,600	H
April 2014	April 6	May 17	April 7–May 16	6 weeks	\$1,600	H \$1,070
June 2014	May 25	June 28	May 26–June 27	5 weeks	\$2,000	H \$854
July 2014 (4 weeks)	June 29	July 26	June 30–July 25	4 weeks	\$1,600	D \$1,295
July 2014 (6 weeks)	July 6	August 16	July 7–August 15	6 weeks	\$2,400	D \$1,845
August 2014 (4 weeks)	July 27	August 23	July 28–August 22	4 weeks	\$1,600	D \$1,295
August 2014 (3 weeks)	August 4*	August 23	August 5–22	3 weeks	\$1,400	D \$840
September 2014	September 1	September 27	September 2–26	4 weeks	\$1,600	H
October 2014	September 28	October 25	September 29–October 24	4 weeks	\$1,600	H
November 2014	October 26	November 22	October 27–November 21	4 weeks	\$1,600	H
December 2014	November 23	December 20	November 24–December 19	4 weeks	\$1,600	H
<i>*This program begins on Tuesday due to a public holiday on Monday.</i>						
English Work Experience Program (EWEP)						H: \$800/month
EWEP A 2014	January 4	May 17	April 7–May 16	6 weeks	\$800	H
EWEP B 2014	April 5	August 16	July 7–August 15	6 weeks	\$800	H
EWEP C 2014	September 6	January 17	December 8–January 16, 2015	6 weeks	\$800	H
EWEP A 2015	January 3, 2015	May 16, 2015	April 6–May 15, 2015	6 weeks	\$800	H
Special Purpose Programs						H: \$800/month
UAP and Canadian Studies	July 27	August 23	July 28–August 22	4 weeks	\$2,900	D \$1,295
Academic Writing	n/a	n/a	December 2–20	2 weeks	\$750	H
English and Volunteering	n/a	n/a	Offered each term with the 12-week program	30 hours	\$350	H
TOEIC / IELTS Preparation (weekly Tuesday and Thursday)	n/a	n/a	Offered each term with the 12-week program	11 weeks	\$550	n/a



PROGRAM APPLICATION ENGLISH LANGUAGE CENTRE

Personal Information

Family Name _____ First Name _____

Nationality _____ Native Language _____ Birthdate (DD/MM/YY) _____

ATTENTION: The address below will be included on the Student's Letter of Acceptance.

☐ Male ☐ Female

Student Address _____ City _____

Province/State/Prefecture _____ Country _____ Postal/Zip Code _____

Student Phone _____ Student Email _____
Country Code/Area Code/Phone

Agent Information

Name of Agency _____ Agency Branch _____ Agency Contact Name _____

Agency Address _____ Agency City _____

Agent Phone _____ Agent Email _____
Country Code/Area Code/Phone

Emergency Contact Information

Name _____ Relationship to You _____

Phone _____ Country _____ Email _____
Country Code/Area Code/Phone

Program Selection

Please write down the **program name** for each program. These are listed on page 4: **Program Information**.

Example: Program Name: Monthly Language and Culture—January 2014

Program Name: 12-Week Intensive English—ELPI September 2014

Program Name: _____

Program Name: _____

Program Name: _____

Program Name: _____

The application fee of \$150 plus a \$350 deposit per program are required to process your application.

Full Program Fees are due 5 weeks before the program start date. **PLEASE GO TO PAGE 2 FOR PAYMENT INSTRUCTIONS.**

Accommodation Selection

☐ YES – I require Homestay Accommodation and Meals for the program(s) selected above.

✓ You must submit a completed Homestay application (on page 7–8) and a \$250 Homestay application fee.

✓ The \$800/month Homestay Fee is payable directly to your host family, not the ELC.

☐ YES—For the July and/or August Monthly Language and Culture program selected above I require Dormitory Accommodation and Meals.

✓ The Dormitory Accommodation fee must be paid directly to the ELC 5 weeks before the program begins.

☐ NO—I do not require accommodation. I will make my own arrangements.

PROGRAM APPLICATION FORM ENGLISH LANGUAGE CENTRE

Current Level of English

Students must have a basic knowledge of English and successfully complete the online English test for their program in order to register:

☐ I have completed the online test for the 12-Week Programs: web2.uvcs.uvic.ca/elc/entry ☐ for the Monthly Programs: web2.uvcs.uvic.ca/elc/entry/me

Have you ever taken a recognized English proficiency exam before? ☐ Yes ☐ No

If yes, please include your most recent score(s). TOEFL _____ IELTS _____ Section Scores _____

Please note: All students are required to complete a placement test at the ELC and will be placed in a class according to the test results. Students with an IELTS score of 6.0 (minimum of 5.5 in each skill area) or an iBT TOEFL score of 79 (minimum of 17 in each skill section) will be automatically placed in the UAP level of the 12-week program. An original copy of the test score will be required.

Program Agreement (Student's signature required)

- ☐ I agree that the information provided to the University of Victoria on this form is accurate.
- ☐ I have read and understood the Admission Requirements on page 3 and have completed an online English test as required.
- ☐ I have read and understood the Program Requirements on page 3 and I agree to abide by them for the duration of the program.
- ☐ I have read and understood the Refund, Transfer, Program Change and Cancellation Policies on page 2.
- ☐ I understand that I will not be permitted to attend class until my fees are paid **in full**.

Please Note: Students who are under 19 years of age may be required to sign an information waiver during the first week of their program.

Signature of Applicant _____ Date _____

Please send your completed application to:

MAIL:

English Language Centre
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2 Canada

COURIER:

English Language Centre
Division of Continuing Studies
Continuing Studies Building
3800 Finnerty Road (Ring Road)
Victoria, BC V8P 5C2 Canada

FAX: 1-250-721-8774

QUESTIONS? CONTACT US:

Phone 1-250-721-8469
Email elcreg@uvcs.uvic.ca
Web www.uvcs.uvic.ca/elc/

PLEASE NOTE: Registration for a program is usually completed within 2–3 business days of receiving an application. To confirm your registration, we will send you a Letter of Acceptance, receipt and further program information by email and airmail. If you require these documents to be sent by courier (FedEx), please make this request on the "Payment Information" form (page 2). A \$65 courier fee will apply.

Where did you hear about the English Language Centre?

- ☐ Agent/Educational Institution; which one? _____
- ☐ Education Fair; which one? _____
- ☐ Website; which one? _____
- ☐ Other: _____

Join the English Language Centre's Online Community



/EnglishLanguageCentre



@ELC_UVic



/uvicpathway

Application Checklist

Please ensure that you have:

- ☐ Completed and signed the Application Form on pages 5 and 6.*
- ☐ Completed and signed the Homestay Application Form on pages 7 and 8 (if applicable).*
- ☐ Included the application fee, deposit(s) and homestay application fee (if applicable).
- ☐ Included a copy of your passport.

*These forms will not be processed without a student signature.



HOMESTAY APPLICATION FORM ENGLISH LANGUAGE CENTRE

Please send your completed application to:

MAIL:
English Language Centre
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2 Canada

COURIER:
English Language Centre
Division of Continuing Studies
Continuing Studies Building
3800 Finnerty Road (Ring Road)
Victoria, BC V8P 5C2 Canada

FAX: 1-250-721-8774

For application information, contact
elcreg@uvcs.uvic.ca
Homestay questions or concerns?
homestay@uvcs.uvic.ca

Homestay Payment

\$250 Homestay (H) Application Fee

- Non-refundable
- Payable at time of application

Homestay Accommodation Fees:

- \$800/month
- Student pays host family directly each month

PLEASE GO TO PAGE 2 FOR PAYMENT INSTRUCTIONS.

Program Selection:

**Hosts are only available from the arrival date to the departure date of each program (listed below).
Please check the session(s) for which you will require Homestay (H):**

12-WEEK (ELPI) INTENSIVE ENGLISH PROGRAMS AND 9-WEEK (ELAI) PROGRAM

2014–15 Programs	Homestay Application Deadline	Arrival Date	Departure Date
<input type="checkbox"/> ELPI A 2014	December 1	Jan 4	April 4
<input type="checkbox"/> ELPI B 2014	March 1	April 5	July 4
<input type="checkbox"/> ELAI 2014	May 1	June 28	Sept 5
<input type="checkbox"/> ELPI C 2014	July 1	Sept 6	Dec 5
<input type="checkbox"/> Holiday Hosting*	November 1	Dec 5	Jan 3
<input type="checkbox"/> ELPI A 2015	December 1, 2015	Jan 3, 2015	Apr 3, 2015

ENGLISH WORK EXPERIENCE PROGRAMS (EWEP)

2014–15 Programs	Homestay Application Deadline	Arrival Date	Departure Date
<input type="checkbox"/> EWEP A 2014	December 1	Jan 4	May 17
<input type="checkbox"/> EWEP B 2014	March 1	April 5	Aug 16
<input type="checkbox"/> EWEP C 2014	July 1	Sept 6	Jan 17, 2015
<input type="checkbox"/> EWEP A 2015	December 1, 2014	Jan 3, 2015	May 16, 2015

MONTHLY LANGUAGE AND CULTURE/SPECIAL PURPOSES PROGRAMS 2014

2014 Programs	Homestay Application Deadline	Arrival Date	Departure Date
<input type="checkbox"/> January	November 1	Jan 5	Feb 1
<input type="checkbox"/> February	January 1	Feb 2	March 1
<input type="checkbox"/> March	February 1	March 2	March 29
<input type="checkbox"/> April	February 1	April 6	May 17
<input type="checkbox"/> June	April 15	May 25	June 28
<input type="checkbox"/> September	July 1	Sept 1	Sept 27
<input type="checkbox"/> October	September 1	Sept 28	Oct 25
<input type="checkbox"/> November	October 1	Oct 26	Nov 22
<input type="checkbox"/> December	November 1	Nov 23	Dec 20
<input type="checkbox"/> Holiday Hosting*	November 1	Dec 20, 2014	Jan 3, 2015
<input type="checkbox"/> UAP + Canadian Studies	July 1	July 27	Aug 23

* only available for students registered in programs before AND after Holiday Hosting

Please answer every question below. Incomplete forms will not be accepted.

Family Name _____ First Name _____ ☐ Male ☐ Female
Nationality _____ Native Language _____ Birthdate (DD/MM/YY) _____

Personal Information

1. Do you smoke? ☐ Yes ☐ No

2. In Canada, many host families have pets in their homes.

Do you have allergies to cats? ☐ Yes ☐ No

Do you have allergies to dogs? ☐ Yes ☐ No

Comments? _____

3. Do you have any allergies? ☐ Yes ☐ No (e.g., drugs, food, plants)

If yes, please describe: _____

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4. Do you have any physical disabilities or health issues? ☐ Yes ☐ No

If yes, please describe: _____

5. Are there any foods that you do not eat? ☐ Yes ☐ No

If yes, please describe: _____

6. Would you prefer a family with: ☐ No children ☐ Children ☐ No preference

7. What are your hobbies and interests? _____

It is important that you are matched with a host who has similar expectations to yours. For example, some students would like to be very involved with their host family. Other students would like to act more independently.

8. How would you describe your ideal host family? _____

9. Is there any other information UVic Homestay should know about you? _____

Contact Information

YOU WILL RECEIVE A DETAILED HOMESTAY PACKAGE BY EMAIL APPROXIMATELY 2 WEEKS BEFORE YOUR PROGRAM START DATE.

Student Email _____ (All Homestay information will be sent to this address.)

Student Home Address _____ City _____

Province/State/Prefecture _____ Country _____ Postal/Zip Code _____

Student Phone _____
Country Code/Area Code/Phone _____

Where do you live now? _____ City _____

Province/State/Prefecture _____ Country _____ Postal/Zip Code _____

Agent Information

☐ Are you using an educational agent? ☐ Yes ☐ No Name of Agency _____

Agency Branch _____ Agency Contact Name _____ Agent Email _____

Homestay Agreement (Student's signature required)

☐ I understand that I must submit my Homestay application and non-refundable Homestay application fee by the deadline date as outlined above.

☐ I understand that students must be 18 years of age by or on the day they begin Homestay to be accepted into UVic Homestay.

☐ I understand that the Homestay Office will select a family based on the information I have provided on my Homestay application and that there is no guarantee that all my personal preferences will be met.

☐ I have read and understand the Homestay Student Guidelines at <https://www.uvcs.uvic.ca/elc/homestay/students/guidelines/>

☐ In consideration of my participation in UVic Homestay, I agree to adhere to and be bound by the UVic Homestay Student Guidelines at <https://www.uvcs.uvic.ca/elc/homestay/students/guidelines/>

☐ I understand that the Homestay contract with the host family is for the duration of my program.

☐ I agree to pay the Homestay fees directly to my host on the first day of arrival in their home, unless otherwise specified in my confirmation letter.

☐ I understand that I have a financial obligation to my host family for the duration of my placement.

☐ I agree to provide a signed and completed One Month Notice form should I decide to terminate the hosting relationship.

☐ I understand I am required to pay hosts for not less than a full month from the day the One Month Notice form is signed by student and host.

☐ I understand that I must purchase adequate medical insurance coverage for the duration of my stay in Canada.

☐ I understand that I should purchase adequate insurance coverage for my belongings and personal liability.

☐ I hereby authorize the Homestay Office at the University of Victoria to release information in this application to my host family and educational institution or agent.

The Homestay Office cannot guarantee Homestay for applications received after the deadline dates as stated on page 7.

The University of Victoria reserves the right to require the total homestay costs for the full academic term from any individual or group before they are accepted into UVic Homestay.

Signature of Applicant _____ Date _____