



Student Information

Mr Ms First Name: Family Name: Preferred Name (if applicable): Nationality: Birth date: MM/DD/YY English Level: Visa Status in Canada: Beginner Upper Beginner Visitor Working Holiday Lower Intermediate Intermediate Student Resident Upper Intermediate Advanced

Student Contact Information

Home Address Telephone: Fax: E-mail: Emergency Contact Person: Street Address City Province Country Postal Code Name Relationship Telephone

Program Application

Which program are you applying for? Intensive Program (AM and PM) Private Lessons AM: Integrated Skills ESL Program Specialized Program (HIPP, ISCP, Other) PM: Elective Program Please Specify: If you are taking the Intensive Program or Elective Program, please choose an elective: Speaking TOEFL TOEWIC (TOEIC and Working in Canada Preparation Course) Course Start Date: MM/DD/YY Course Finish Date: MM/DD/YY

How did you hear about our school?

Agency Guidebook Guidebook Brochure Friend Embassy Internet Other Please Explain:

Homestay/Arrival Information

Do you require Homestay? Yes No If yes: Homestay Start Date: MM/DD/YY Homestay Finish Date: MM/DD/YY Arrival Date: MM/DD/YY Departure Date: MM/DD/YY Arrival Time (in Victoria): Departure Time: Flight Number:

## Conditions

1. Registration Fee and Homestay Placement Fee are payable at time of application. These fees are non-refundable.
2. All students must have valid medical insurance upon arrival
3. Refund policy is in accordance with the Private Post-Secondary Education Commission. See page 3 for more details

I/we certify that all statements on this application are true and complete. I/we understand that misrepresentation of this information in any way may result in cancellation of admission or registration status. I/we have read and agree to abide by all conditions.

Applicant's Signature: \_\_\_\_\_

Date: MM / DD / YY

Parents Signature (For students under 19 years): \_\_\_\_\_

Date: MM / DD / YY

## How to Register

1. Choose the program you would like to register for
2. Complete the Application Form & Homestay Application Form (if applicable) and send to FCLI with the Registration Fee and Homestay Application Fee (if applicable). See Payment Methods below.
3. Send remaining fees (tuition and materials) to FCLI at least 30 days prior to the course start date. See Payment Methods below
4. When we receive your Application Forms and full payment, we will issue you a Letter of Acceptance.  
**We cannot issue the Letter of Acceptance without full payment**
5. If you require a Study Permit, take the letter of acceptance to the nearest Canadian Embassy or Immigration Office. You MUST allow plenty of time to apply for the proper documentation. Please contact Citizenship and Immigration Canada at [www.cic.gc.ca](http://www.cic.gc.ca) for more details
6. Once your travel arrangements are finalized, send FCLI your arrival information including your arrival date, time, all flight numbers, and departure point. **Your final destination should be Victoria, not Vancouver**

Before your arrival, FCLI will send you a host family profile. Either your host family or our homestay staff will meet you at the Victoria International Airport, Swartz Bay ferry terminal, or the Victoria Bus Terminal upon arrival. If your flight is delayed, please call your host family to notify them.

## Payment Methods

Payments from abroad may be made by:

- **International Money Order, Bank Draft of Cheque** sent by registered mail
- **VISA or MasterCard** (Please send us an email or fax with the VISA card number, expiration date and the name printed on the card. There will be an additional 2.75% processing fee of the overall cost for all credit cards. We do not accept American Express)
- **Bank Wire** (Please add a \$10 service charge for bank wires. Please use the 12 digit number Transit Number and Account Number Combined)

Please use the following information for bank wires

Please send all International Money Orders, Bank Drafts and Cheques to:

**Four Corners Language Institute**  
201-1111 Blanshard St  
Victoria BC, V8W 2H7  
Canada  
**Tel: 250-383-6719 Fax: 250-383-6721**

### Scotiabank

100-747 Fort St.  
Victoria BC, V8W 3G1  
Canada

**Tel: 250-953-5400 Fax: 250-953-5498**

**Account Name: Four Corners Language Institute**

Bank Transit #	22350
Account #	0005819
12 digit # (transit+account)	223500005819
Branch #	80010
ABA #	026002532
Swift #	NOSCATT

## Four Corners Language Institute

201-1111 Blanshard St Victoria BC V8W 2H7 Canada

**Tel: 250-383-6719 Fax: 250-383-6721 E-mail: [fcli@fcli.bc.ca](mailto:fcli@fcli.bc.ca) Web: [www.fcli.bc.ca](http://www.fcli.bc.ca)**

## Admission Policy

All applicants must be eligible for entry into Canada and hold a valid and current passport from their home country. On your first day of school, please arrive at 8:45 am. Your level will be assessed according to past experience and a conversational interview. You will be given an orientation to the school prior to class.

## Medical Policy

It is very important that you and any accompanying family members acquire medical insurance from the date of your arrival in British Columbia and for the entire duration of your stay in Canada.

## Cancellation/Refund Policy

- A written notice of withdrawal is required to cancel a course
- Refunds are made on tuition fees only
- Registration and Homestay placement fees are non-refundable

### Cancellation before the course starts

- 30 days or more before the course starts: 90% refund of tuition fee for domestic students  
75% refund of tuition fee for international students
- less than 30 days before the course starts: 80% refund of tuition fee for domestic students  
60% refund of tuition fee for international students

### Cancellation after the course has started

- within 10% of duration of the course: 70% refund of tuition fee for domestic students  
50% refund of tuition fee for international students
- within 30% of duration of the course: 50% refund of tuition fee for domestic students  
30% refund of tuition fee for international students
- after 30% of duration of the course: No Refund for either domestic or international students

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