



INTERNATIONAL APPLICATION FOR ADMISSION

STUDENT INFORMATION - please print or type

Legal Family Name	First Name	Middle Name	
Mailing Address:		Postal Code:	
E-mail Address:		Home Telephone:	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Citizenship:	Date of Birth: Month/Day/Year	First Language:

FAMILY INFORMATION

Parent/Guardian Name:	Email:
Address (if different from student address):	Phone:
Parent/Guardian Name:	Email:
Address (if different from student address):	Phone:
Siblings (Name & Age):	

EDUCATIONAL BACKGROUND

Present School:	
Mailing Address (include city and country):	
Dates Attended:	Grade Completed:
I wish to apply for: <input type="checkbox"/> BC Dogwood Diploma Graduation Program <input type="checkbox"/> English Language Learning	
I would like to attend: <input type="checkbox"/> One Semester <input type="checkbox"/> One Year <input type="checkbox"/> Graduation	
I would describe my level of English as: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
Have you studied at a school in Canada before? Yes <input type="checkbox"/> No <input type="checkbox"/>	Start date requested: Year
If yes, where?	September <input type="checkbox"/> February <input type="checkbox"/> Summer <input type="checkbox"/>
I would like to participate in the summer program beginning: <input type="checkbox"/> July <input type="checkbox"/> August Start Date	
Please choose the length of summer program (between 1 and 8 weeks): Weeks	
When I graduate I intend to apply to: <input type="checkbox"/> Vancouver Island University <input type="checkbox"/> University in Canada <input type="checkbox"/> University in USA <input type="checkbox"/> University in my home country <input type="checkbox"/> Other University in British Columbia <input type="checkbox"/> College or Technical School	

CANADIAN CUSTODIAN

Students under 19 years of age who are not living with their parents while in Canada are required to have a Canadian Custodian

- ☐ I will require a Canadian Custodian and request that the school assist me. (Please complete the Custodianship Application Form)
- ☐ I have arranged my own custodian, and will submit the details of the arrangement before arriving in Nanaimo.

AGENT

Company Name:	
Contact Name:	
Email:	Telephone:

MEDICAL INFORMATION

<ul style="list-style-type: none"> If you have any health problems and require medication, you must bring a letter from your doctor explaining the problem and medication required. If there are certain medical procedures that are unacceptable to you for religious or other reasons, please attach a signed and witnessed medical directive. 	
Do you take medication? Yes <input type="checkbox"/> No <input type="checkbox"/> What kind?	How often?
Are you allergic to any medications? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain:	
Do you have any other allergies? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain:	
Do you have any special medical conditions or needs?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain:
Do you get motion sickness when you ride in cars or buses?	Yes <input type="checkbox"/> No <input type="checkbox"/>

EMERGENCY CONTACTS

Please tell us who to contact in case of an accident or medical emergency.	
Contact # 1	
Name:	Relationship to Student:
Phone Number:	Address:
Contact # 2	
Name:	Relationship to Student:
Phone Number:	Address:

REFUND POLICY:

- The application fee and the custodianship application fee are non-refundable.
- All requests for refunds must be in writing.
- A full refund of tuition and supplies fees minus a \$500 administration fee will be paid for the first year of study if written notification is received by the high school principal 60 days before commencement of the student's first semester.
- A full refund of tuition and supplies fees minus a \$500 administration fee will be paid in the second and subsequent years of study if fees have been paid for semesters in which the student does not enroll in courses, provided that notice to withdraw from these courses is received in writing by the school principal 60 days before commencement of the semester. In such cases, refunds will be at the rate of tuition and supplies fees paid for that semester less the \$500 administration fee.
- There is no refund of fees if a student:
 - is found to be in serious contravention of school rules and is asked to leave the school including but not limited to: chronic, unexplained absenteeism; consuming alcohol or drugs at school; demonstrating behavior which impacts negatively on The High School at VIU or Vancouver Island University;
 - decides to withdraw from school at any time during the first year (two semesters) of study at The High School at VIU;
- The laws of the Province of British Columbia apply.

All requests for refunds not covered by the above must be submitted in writing to the Dean, International Education, Vancouver Island University.

PARTICIPATION AGREEMENT

The High School at VIU Program Rules:

For the health, welfare, and academic well-being of students, the following rules are to be obeyed. The **student** must:

- abide by the laws of Canada and the student's home country;
- not drink alcoholic beverages or use drugs or medications unless prescribed by a doctor;
- not drive any motor vehicle other than his/her own;
- abide by school rules, be on time for classes, and maintain 60% average in grades;
- attend study sessions if grades fall below 55%, or if recommended by his/her teacher;
- be respectful, responsible and responsive both at school and in the homestay family home;
- obtain written permission from the principal for overnight trips outside of Nanaimo

Any continuous failure to abide by the above guidelines may result in dismissal from The High School at VIU and notification to Immigration Canada.

PERSONAL INFORMATION PROTECTION ACT (PIPA)
Documentation and Information Collection Consent Form

Personal information collected from THS students is a requirement from the Ministry of Education and other government agencies. It is also collected to ensure the safety of our students. Written consent to have and maintain this information on file is required from parents/guardians of students in our school.

Privacy Act: The High School at VIU collects personal information that may include, but is not limited to:

- student identification information
- birth certificate/passport
- legal guardianship
- court orders (if applicable)
- parent and/or guardian work numbers and email addresses
- behavioral, academic and health information
- most recent report card
- emergency contact information (including but not limited to doctor's name and number, health insurance number) and
- any additional reasonable information needed for registration.

☐ **YES** I/we consent to the above.

☐ **NO** I/we do **NOT** consent to the above

Photographs/video: The High School at VIU uses pictures and videos of THS students and samples of their work in its newsletters, yearbooks, promotional materials, teacher blogs, on its website and Facebook page, and in other print material.

☐ **YES** I/we consent to the above

☐ **NO** I/we do **NOT** consent to the above

Internet/Email: The High School at VIU gives students access to the internet and email for constructive educational purposes only.

☐ **YES** I/we consent to the above

☐ **NO** I/we do **NOT** consent to the above

Field Trips: students participate in off campus curricular field trips and extra-curricular activities during the school year. They offer invaluable learning experiences for students and are incorporated as components of educational programs. Therefore, we do hereby authorize the homestay parents of our child to approve and sign permission slips for such activities at their own discretion. We also understand that if our child is considering participating in any school sponsored high risk activity such as, but not limited to, kayaking, climbing, hiking, canoeing, horseback riding, snowboarding, skiing, or surfing, that we will be required to approve such activity ourselves and also to sign a waiver form for the specific high risk activity.

☐ **YES**, I/We consent to the above

☐ **NO**, I/We do **NOT** consent to the above

☐ **Not Applicable**

APPLICATION FEE PAYMENT

☐ Cheque/Micro-encoded International Money Order (payable to Vancouver Island University) is in the mail.

☐ MC/VISA/AMEX NO: _____

Expiry date: _____ Cardholder Name: _____

☐ Bank Wire Transfer has been transferred to the following:

Royal Bank of Canada, Downtown Branch
205 Commercial Street, Nanaimo, BC, V9R 5G6, Canada
Bank No: 003
Branch No: 03120
Account No. 0000695
Swift Code: ROYCCAT2
Beneficiary: Vancouver Island University (The High School)
Details of Payment: **Please provide student name and student ID**

IMPORTANT INFORMATION FOR PAYMENTS

- **ALL PAYMENTS** must include student name
- **FAX** a copy of the bank wire payment confirmation to 1-250-740-6470 or **EMAIL** to highschool@viu.ca
- **BANK CHARGES** are the responsibility of the sender



SIGNATURES

1. I have read and agree to accept the above high school regulations (Participation Agreement, Refund Policy and Personal Information Protection Act Consents).
2. We understand that acceptance of this application in no way guarantees admission to the high school.
3. We certify that all statements on this application are true and complete. We understand that misrepresentation of this information in any material way may result in cancellation of admission or registration status.
4. The information on this form is collected under the authority of the Personal Information Protection Act (PIPA).

Name of Student (please print): _____

Signature: _____ Date: _____

Name of Parent/Guardian (please print): _____

Relationship to student: _____

Signature: _____ Date: _____

PROCEDURE

The following documentation should be submitted to our office.

1. Completed and signed application form
2. School records from the previous 2 years (one in original language, one translated to English)
3. Proof of age and verification of legal name (copy of passport photo page)
4. Completed Homestay Student Profile
5. \$200 non-refundable application fee
6. Complete the Custodianship Application (if custodian is required)
7. Students may be required to complete a Skype interview for English language assessment. (new requirement)

Upon receipt of the application documents noted above, an invoice and a conditional letter of acceptance will be provided. Please make full payment of the invoice by an electronic funds transfer or credit card. Once payment is received we will issue:

1. Official Letter of Acceptance
2. Official Custodianship Document

At least six weeks prior to your start date please submit the student's travel itinerary (flight number, date and time of arrival to Nanaimo). Students should arrive no more than 5 days before school begins, but should give themselves some time to adjust to their new surroundings. Students will be met at the Nanaimo Airport or at one of the Nanaimo Ferry Terminals (Duke Point or Departure Bay) by their host family.

FEE SCHEDULE

Fee schedule is subject to change.

	1 SEMESTER (5 MONTHS)	FULL YEAR (10 MONTHS)
Application Fee (non-refundable)	\$200	\$200
Custodianship Application (non-refundable)	\$250	\$250
Document Courier Fee (non-refundable)	\$100	\$100
Tuition Fee	\$7,000	\$14,000
Textbooks & Supplies	\$400	\$800
Activity Fee	\$125	\$250
Medical Insurance	\$375	\$750
Homestay Placement Fee (non-refundable)	\$200	\$200
Homestay Deposit	\$780	\$780
Homestay Rent	\$3,900	\$7,800
TOTAL	\$13,330	\$25,130