



## 2010 Application Form

### 1.0 Personal Information

First Name _____	Last Name _____
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Birthday _____ (dd/mm/yyyy)
Address _____	Birth Country _____
Phone # _____	Citizenship _____
Require ESL? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email _____
(If No, please provide us with an official exam score)	_____

**Applicant is responsible for providing the College with all copies of high school transcripts.**

Graduated <input type="checkbox"/> High School <input type="checkbox"/> College	Name of School _____
<input type="checkbox"/> University	Grad Date _____ (dd/mm/yyyy)

### 2.0 Course Selection

Start Date  7/05/2010  10/04/2010  1/03/2011  4/04/2011

#### Business Management Program

- Business Fundamentals Diploma (Durham Transfer)
- International Business Certificate
- Business Administration Certificate

#### International Trade Program

- International Trade Diploma & Co-op
- FITT Diploma
- FITT Certificate

#### Hospitality Management Program

- Hospitality Management Diploma & Co-op
- International Hotel Management Certificate
  
- Project Management Diploma & Co-op
  
- IT Diploma & Co-op

### 3.0 Accommodation

#### Student Residence

- Residence (Single Room, Shared Kitchen)
- Residence (Shared Room, Shared Kitchen)
- Studio Apartment (Sleeps Two)

# of weeks _____
Arrival _____ (dd/mm/yyyy)
Departure _____ (dd/mm/yyyy)

#### Homestay

- Full Homestay (includes all meals)
- Shared Homestay (does not include meals)

Allergies, Diets, Medical concerns, Requests?  
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### 4.0 Airport

- Require Pickup  Require Pickup & Drop-off  I will find my own way from the airport



## 2010 Application Form (continued)

### 5.0 Method of Payment

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All payments may be made by bank transfer, VISA, or money order.

### 6.0 Refund Policy

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a) Before the program of study begins: If written notice of withdrawal is received by the institution

1. Less than seven (7) calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.
2. Thirty (30) calendar days or more before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total fees due under the contract, or \$500.
3. Less than thirty (30) calendar days before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 20% of the total fees due under the contract, or \$1000.

b) After the program of study starts: If written notice of withdrawal is received by the institution, or a student is dismissed

1. Within 10% of the period of instruction specified in the contract, the institution may retain 30% of the total fees due under the contract.
2. After 10% and before 30% of the period of instruction specified in the contract, the institution may retain 50% of the total fees due under the contract.
3. After 30% of the period of instruction specified in the contract, no refund is required.

### 7.0 Admission Requirement

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- \* High school graduates or holders of a high school equivalency certificate (proof of education is required).
- \* Applicants must provide the school with a copy of their high school diploma or G.E.D. to be accepted into the course of study.
- \* Applicants must be at least 18 years of age to be accepted into the course of study
- \* Applicants must provide the school with a copy of their birth certificate or passport to be accepted into the course of study
- \* Applicants must successfully complete an admissions exam prior to registration into the program. Passing grade is 78%
- \* Applicants must also complete and submit a school admissions application form.
- \* Applicants may be required to return a medical certificate (where applicable) completed by a licensed physician which certifies the applicant to be in good health, free from communicable disease and fit to undertake training
- \* Applicants must pay \$250 for domestic student and \$350 for International students non-refundable enrolment and registration fee upon acceptance into the course of study. Cheques are to be made payable to Canadian College
- \* Applicants must read and certify that they have read a copy of the school's policies and procedures, any updates and inserts and the enrolment and registration agreement.

I certify that I have read, understood, and agree to the terms and conditions (on Page #2) of this enrolment contract, and that I have received a signed copy of this contract. I certify the information provided by me on this form is true and accurate and that I am 19 years of age or older.

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_ (dd/mm/yyyy)

**Signature** \_\_\_\_\_