



# Global College

Robson Education Group Inc.

#298-1199 West Pender Street, Vancouver, BC, Canada, V6E 2R1  
Tel: (604) 669-1603 Fax: (604) 669-1604 Email: info@gcc-canada.com  
Website: www.gcc-canada.com / www.gcib.ca

Robson Education Group is **designated** by the Private Training Institutions Branch

## STUDENT INFORMATION

Last Name

First Name & Middle Name

Usual First Name (English Name)

Personal Education Number (if available)

Mailing Address

Mailing Address in Canada (if available and different from above)

Student Telephone Number

Student Email Address

International Student:

Yes

No

If you are an international student:

Do you have a study permit?

Yes

No

Citizenship: \_\_\_\_\_

If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit?  Yes  No

Date of Birth:

Y	Y	Y	Y	M	M	D	D		

Gender

Male

Female

## PROGRAM INFORMATION

Program Title

Hours of Instruction during Contract Term

Program Duration in Weeks

Contract Start Date

Contract End Date

Credential Issued on Graduation

Certificate

N/A

Program Delivery Method:

In-class

Program Requiring PTA Approval

Program Not Requiring PTA Approval

*\*Students in this program cannot file a claim to the fund*

Language of Instruction: ENGLISH

Required course materials:  Custom-made by GC  Other – Specify:

### Voluntary Disclosure

**\*You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit?  Yes  No

If you answered “Yes”, please indicate if you are:  First Nations  Métis  Inuit

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis?  Yes  No

### PROGRAM ADMISSION REQUIREMENTS

1. If applicable, proof of the minimum English language requirement shall not be older than one (1) year.
2. Global College requires that all have an interview with a Global College Instructor. The interview will focus on the student's ability in spoken English, motivation to enter and complete the course, as well as any qualifications or experience relevant to the course. The interviewer(s) shall be designated by a senior management staff member and cannot delegate his or her responsibility unless with explicit approval of senior management.
3. At the end of the interview, the interviewer passes the student or fails the student conditionally. In the latter case, the interviewer will suggest a minimum number of additional weeks or months of ESL instruction in a recommended course.
4. Should the interviewer's assessment of the student's English level conflict with proof submitted by the student of having met the above minimum English language requirement, the interviewer's assessment shall take precedence. In this case, the interviewer shall recommend a minimum number of additional weeks or months of ESL instruction to address the perceived weakness in the student's English ability (primarily speaking, listening and / or pronunciation).
5. If the student fails the interview, they shall wait at least four weeks before requesting another attempt.
6. In case of dispute or doubt, evidence of having met all minimum entrance requirements shall be made available to instructors and coordinators upon simple demand. Failure to produce such evidence shall result in removal of the student from the program. All efforts shall be made to transfer the student to another Global College English Program
7. All changes to the minimum admission requirements shall be communicated clearly and in writing to all parties concerned, both internal and external. A grace period of three months shall apply between announcement of the changes and their actual implementation.
8. The minimum admission requirements cannot be waived by either Global College or the students.

**(Program admission requirements may not be waived by the student or the institution)**

### PROGRAM OUTLINE

Please see the attached for further information.

### PROGRAM COSTS

Total tuition payable during contract term in Canadian Dollars (\$CAD)	\$
TUITION FEES (THIS INCLUDES DISCOUNTS/SCHOLARSHIP AMOUNTS)	\$
REGISTRATION/APPLICATION FEE	\$
MATERIALS	\$
<b>TOTAL</b>	\$

### PAYMENT TERMS

Method of payment:  Cash  Cheque  Credit Card  Other \_\_\_\_\_

Institutions may include a payment plan here. If the approved program of instruction is longer than six months, the student cannot be required to pay tuition in fewer than two equal instalments and the instalment dates must be set as evenly as possible in relation to the contract term.

### REFUND POLICY

#### Written Notice

a) To initiate a refund, written notice must be provided:

- By a student to the institution when the student withdraws, or
- By the institution to the student where the institution dismisses a student.
- The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
- The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.

#### Refund Entitlement

a) Refund entitlement is calculated on the total tuition fees due under the contract, less the applicable non-refundable application or registration fee. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

b) If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.

#### Refund Policy

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.

3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - (a) more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - (b) after the contract start date
    - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - (a) of the date the institution receives a student's notice of withdrawal,
  - (b) of the date the institution provides a notice of dismissal to the student,
  - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or the program is provided solely through distance education.

**PRIVATE TRAINING INSTITUTIONS BRANCH**

**Tel. (604) 569-0033 or 1-800-661-7441**  
**Fax. (778) 945-0606**  
www.privatetraininginstitutions.gov.bc.ca  
PTI@gov.bc.ca

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

**STUDENT DECLARATION**

*I DECLARE THAT:*

- I have read, understood, and agreed to the terms and conditions of this enrolment contract;
- I have received a signed copy of this contract;
- I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study;
- I have read , understood and agreed to the institution's following documents and a copy has been provided to me:
  - Tuition and Fee Refund Policy
  - Dispute Resolution/Grade Appeal Policy
  - Withdrawal Policy
  - Dismissal Policy
  - Admissions Policy
  - Attendance Policy
  - Program Outline; and
  - Check if applicable:
    - Language Proficiency Assessment Policy
- The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract; and

I consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between **Global College** and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

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Should you have any questions about the collection, disclosure and use of personal information you may contact:  
Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division,  
Ministry of Advanced Education, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

Student Signature

Date Signed

Signature of Parent or Legal Guardian (if applicable)	Date Signed
<b>INSTITUTION SIGNATURE</b>	
<p>The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.</p>	
Signature of Institution Representative	Date Signed

