|  |
| --- |
| Can Quest International College Inc#104-1975 Lonsdale Avenue, North Vancouver, BC V7M 2K3Phone: 604-990-1717 / email: info@canquestacademy.com |
| Can Quest International College Incis designated by the Private Training Institutions Branch (PTIB) |
| **STUDENT INFORMATION** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Last Name |  | First Name & Middle Name |
|  |  |  |
| Usual First Name  |  | Personal Education Number (if available) |
|  |
| Mailing Address  |
|  |
| Mailing Address in Canada (if available and different from above) |
|  |  |  |
| Student Telephone Number |  | Student Email Address  |
|  |  |  | If you are an international student:Citizenship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| International Student: |  | [ ]  Yes [ ]  No  |
| Do you have a study permit? [ ]  Yes [ ]  NoIf 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: |  |  |  |  |  |  |  |  | Gender | [ ]  Female [ ]  Male [ ]  Non-Binary  |
|  | Y | Y | Y | Y | M | M | D | D |
| **Voluntary Disclosure****\*You may voluntarily provide the personal information listed below:**Do you identify yourself as an Indigenous 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 INFORMATION** |

|  |
| --- |
|  |
| Program Title |
|  |  |  |  |  |  |  |
| Hours of Instruction During Contract Term |  | Program Duration in Weeks |  | Contract Start Date |  | Contract End Date |
|  |
| Credential Issued on Graduation |  | [ ]  Diploma |  | [x]  Certificate |  |  |
|  |
| Program Delivery Method(select all that apply) |  | [ ]  In-class |  | [ ]  Distance |  | [x]  Combined |
|  |  |  |  |  |  |  |
| Language of Instruction: | English |  |
| Required course materials and technological resources not provided by the institution (if applicable): |
| **PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION** |
| * **See below.**
 |
| **PROGRAM OUTLINE**  |
|

|  |  |
| --- | --- |
| **Brief Program Description** | The ESL program aims to prepare or better prepare the students to use English at work, school, or society efficiently.  |
| **Career Occupation\*** **(if applicable)** | The work related component of the program is general and includes resume writing, cover letter, work related dialogues and words. |
| **Admission Requirements** | 1. Minimum age 16 2. If between 16 and 19, a parent or guardian must sign the Student Enrollment Contract 2. Proof of status in Canada 3. Reading and signing student contract/application form 4. Fee payment 5. Assessment test6. Admission requirements may not be waived by the student or Can-Quest International College Inc. |
| **Learning Objectives\*** | **Upon completion of this program the successful student will have reliably demonstrated the ability to:**Demonstrate a wide variety of oral and written knowledge of English. Due to the nature of the ESL program and the diversity of the students’ needs and backgrounds, every student will focus on certain aspects of the course. However, in general they will be able to comprehend and produce English, both oral and written, in dealing with neighbours, classmates, co-workers, customers, and authorities. **For a comprehensive list, please see attachment #1** |
| **Method(s) of Evaluation\*** | Each level of the course includes 2 Quizzes and one final exam in addition to homework exercises. Each exam includes different sections such as listening, grammar, vocabulary, and reading. |
| **Completion Requirements\*** | Obtaining at least 70% of the total score. If below 50%, they must repeat that level, but if between 50% and 70%, they may re-take the test after at least one week.  |
| **Program Duration** | Our part-time classes are 12 hours per level in normally 6 weeks. The full-time classes are 20 hours a week. The ESL program takes approximately 18 months.  |
| **Homework Hours** | The workbook has one page homework for every page in the class book. In addition to the work, the Student Book has its own exercises. On average, the students do 2 or 3 hours homework for each hour of instruction.  |
| **Delivery Method(s)** | Indicate how the program is delivered[x]  In-class instruction[x]  Distance education[x]  Combined delivery (both in-class and distance) |
|  |  |
| **Required course materials** | One Student book, one work book, and one CD.  |
|  |  |
|  |  |
|  |  |

**Program Organization\***List the titles of the courses in this program in the order they are provided and the hours of instruction allotted to each.

|  |  |
| --- | --- |
| **Title of Courses** | **# of Hours\*** |
| TOUCHSTONE 1 | 24 |
| TOUCHSTONE 2 | 24 |
| TOUCHSTONE 3 | 24 |
| TOUCHSTONE 4 | 24 |
| VIEWPOINT 1 | 24 |
| VIEWPOINT 2 | 24 |

 |
| **STATEMENT OF STUDENT RIGHTS** |
| ­ Can Quest International College Inc is certified with the [Private Training Institutions Branch](https://www.privatetraininginstitutions.gov.bc.ca/) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training. Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities. You have the right to be treated **fairly** and **respectfully** by the institution. You have the right to a **student enrolment contract** that includes the following information:* amount of tuition and any additional fee for your program
* refund policy
* if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
* whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy. You have the right to access the institution’s **dispute resolution process** and to be **protected against retaliation** for making a complaint. You have the right to make a **claim** to PTIB for a **tuition refund** if:* your institution ceased to hold a certificate before you completed an approved program
* you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program. For more information about PTIB and how to be an informed student, go to: <http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.  |
| **PROGRAM COSTS** |
| Total tuition payable during contract term | $  |  |
| Application fee | $  |  |
| Assessment fee | $  |  |
| Administrative fee | $  |  |
| Fees for textbooks or other course materials, including equipment and uniforms | $  |  |
| Other mandatory fees (fees students must pay that are not in relation to an approved program) | $ N/A |  |
| Domestic student application fees cannot exceed $250 and international student application fees cannot exceed $1,000. Assessment fees cannot exceed $250. |  |  |
| **TOTAL PROGRAM COSTS** | **$**  |  |
|  |  |  |

|  |
| --- |
| **PAYMENT TERMS** |
| Method of payment: |

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  Cash [x]  Cheque [x]  Credit Card | [ ]  Other: | E transfer |  |

 |
| Institutions may include a payment plan here.  |
| **REFUND POLICY** |
|

| **Circumstances when Refund Payable**  | **Amount of Refund**  |
| --- | --- |
| **Before program start date**, institution receives a notice of withdrawal (applies to all students) |
| * No later than seven days after student signed the enrolment contract, and
* Before the program start date.
 | 100% tuition and all [related fees](#_Related_fees), other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials. |
| * At least 30 days before the later of:
1. The program start date in the most recent Letter of Acceptance (international students)
2. The program start date in the enrolment contract.
 | Institution may retain up to 10% of tuition, to a maximum of $1,000.Institution must refund fees paid for course materials if not provided to the student. |
| * More than seven days after the student and institution signed the enrolment contract, and
* Less than 30 days before the later of:
1. The program start date in the most recent Letter of Acceptance (international students)
2. The program start date in the enrolment contract.
 | Institution may retain up to 20% of tuition, to a maximum of $1,300.Institution must refund fees paid for course materials if not provided to the student. |
| **After program start date**, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education) |
| * After the program start date, and up to and including 10% of instruction hours have been provided.
 | Institution may retain up to 30% of tuition.Institution must refund fees paid for course materials if not provided to the student. |
| * After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided.
 | Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the student. |
| Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education): |
| * Student does not attend the first 30% of the program.
 | Institution may retain up to 50% of the tuition.Institution must refund fees paid for course materials if not provided to the student. |

|  |
| --- |
| Institution receives a refusal of study permit (applies to international students requiring a study permit):  |
| * Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:
1. The program start date in the most recent Letter of Acceptance
2. The program start date in the enrolment contract
* Student has not requested additional Letter(s) of Acceptance.
 | 100% tuition and all related fees, other than application fee. |
| After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):  |
| * Student completed up to 30% of the program.
 | Institution may retain up to 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student. |
| * Student completed more than 30% but less than 50% of the program (based on evaluation provided to student).
 | Institution may retain up to 50% of the tuition.Institution must refund fees paid for course materials if not provided to the student. |
| Student enrolled in a program without having met the admission requirements for the program  |
| * If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.
 | 100% tuition and all related fees, including application fees |
| Institution does not provide a work experience |
| * The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control.
 | 100% tuition and all related fees, other than application fees  |

Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).  |
| **PRIVATE TRAINING INSTITUTIONS BRANCH** |
| This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.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 consent to the Institution sharing my personal information with the Ministry of Advanced Education and Skills Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between Can Quest International College Inc and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program. Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Policy and Institution Certification, Private Training Institutions Branch, Governance, Legislation and Corporate Planning Division, Ministry of Advanced Education and Skills Training, 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 |  | Date Signed |
| **INSTITUTION SIGNATURE** |
| Fred Enayati |  |  |
|  |
| Signature of Institution Representative |  | Date Signed |
|  |