

# APPLICATION FORM

- Be sure to initial each page as well as sign and date this form.
- Return this form to the Office of Admissions and Student Services with the non-refundable fee.
- Please submit official transcripts for evaluation to the Office of the Registrar.
- Neither the Application Form nor Transcript Evaluation will be processed without payment of the non- refundable fee.

**Program applying for:**

- |   |   |
|---|---|
| <input type="checkbox"/> Intensive English Full Time                | <input type="checkbox"/> Hospitality Management Co-op Diploma 12+12 |
| <input type="checkbox"/> Intensive English Part Time                | <input type="checkbox"/> Hospitality Management Co-op Diploma 6+6   |
| <input type="checkbox"/> Network and Systems Solutions Diploma      | <input type="checkbox"/> Hospitality Management Co-op Diploma 4+4   |
| <input type="checkbox"/> International Business Management Diploma  | <input type="checkbox"/> OTHER, Name of program: _____              |
| <input type="checkbox"/> Web & Mobile App Development Co-op Diploma |   |

**Start-Date:** \_\_\_\_\_ **End-Date:** \_\_\_\_\_ **Duration:** \_\_\_\_\_  
Day Month Year Day Month Year

**Student's legal name:**

\_\_\_\_\_  
Surname (Family name) Given names English name (if applicable)

**Date of birth:**

\_\_\_\_\_  
Day Month Year

**Age:** \_\_\_\_\_

**M F**

**e-mail**

**Current address:**

(In Canada)

\_\_\_\_\_  
Street address City Province

\_\_\_\_\_  
Postal code Phone number

**Permanent address:**

(Home country)

\_\_\_\_\_  
Street address City Province

\_\_\_\_\_  
Country Postal code Phone number

**Emergency contact:**

_____ <small>Name</small>	_____ <small>Home phone number</small>
_____ <small>Street address</small>	_____ <small>Work phone number</small>
_____ <small>City / Postal code</small>	_____ <small>Fax</small>
_____ <small>Relationship to student</small>	_____ <small>e-mail</small>

Initials



## EDUCATION BACKGROUND

**Last school attended:** \_\_\_\_\_  
Name of school
City, Country
Last date attended

**Highest level of education attained:** \_\_\_\_\_

**English mark(s):** TOEFL \_\_\_\_\_ CBT \_\_\_\_\_ IBT \_\_\_\_\_  
 IELTS \_\_\_\_\_ OTHER(S) \_\_\_\_\_

**Is homestay required?**  Yes  No (Please, note Student's information may be referred to a separate agency for Homestay)

**How did you hear about Cornerstone?**

**Agent** \_\_\_\_\_  
Name of Agent
Phone No.
E-mail

**Friend/Relative**

**Other** \_\_\_\_\_

## PAYMENT METHOD

**Cheque:** Please make cheques\* payable to **Cornerstone International Education Inc.**  
 \* A \$100 fee is charged for non-sufficient funds.

**Credit card**

**Wire Transfer Bank Information**

**Account name:** CORNERSTONE INTERNATIONAL EDUCATION INC.  
**Bank name:** TD Canada Trust  
**Bank institution:** 004  
**Branch transit:** 9713  
**Branch address:** 2100-3779 Sexsmith Road, Richmond BC, V5X 3Z9  
**SWIFT:** TDOMCATTOR  
**Account number:** 9713-5224018  
**\*\*\* Student must pay extra \$30 wire transfer bank fee or applicable \*\*\***

**Late payments will be subject to the following fees:**

- More than 3 days: \$50
- More than 5 days: \$100
- More than 10 days: may be subject to dismissal

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## REFUND POLICY

- 1) A student may be entitled to a refund of tuition fees in the event that:
  - a) The student provides written notice to the institution that he or she is withdrawing from the program; or
  - b) The institution provides written notice to the student advising that the student has been dismissed from the program.
- 2) 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.
- 3) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
- 4) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. 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.
- 5) 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.
- 6) Refunds before the program of study starts**
  - a) If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.
  - b) If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.
  - c) Subject to Section 1(a) above, if written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$1300.
- 7) Refund after the program of study starts**
  - a) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition due under the contract.
  - b) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition due under the contract.
  - c) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.
- 8) Where a student did not meet the college and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the college will refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.
- 9) Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.
- 10) Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge:
  - a) The student must return the equipment unopened or as issued within 14 calendar days; and
  - b) If the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.
- 11) Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.
- 12) Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates as set out in Section 7 above.



**13) International Students**

- a) An international student is a person who is not a Canadian citizen, permanent resident or who has been determined under the Immigration and Refugee Protection Act to be a Convention Refugee.
- b) If an international student's Study Permit application has not been completed by the start date identified in the institution's Letter of Acceptance and the student so notifies the college, at the request of the student, the institution may issue an additional Letter of Acceptance for a later start date. In such a circumstance, the institution may charge the student an additional \$50 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application.
- c) If an international student is denied a Study Permit, Cornerstone will retain the following fees, including registration and tuition fees, according to the program they have applied for:
- ESL: \$200
  - Hospitality Management: \$400
  - Web and Mobile app Development: \$400
  - Network and Systems Solutions: \$400
  - International Business Management: \$400
  - Graphic Design: \$400
- d) Students denied a Study Permit must provide the institution with a copy of the denial letter prior to the program start date as set out in the institution's most recently issued Letter of Acceptance.
- e) Should a student fail to advise the institution, or choose to withdraw for other reasons, the refund policy set out in Section 6 will apply. Refunds owed to students must be paid within 30 days of the institutions receiving a copy of the Study Permit denial letter.

**All requests for refunds must be made in writing to Cornerstone International Community College of Canada explaining the reason for withdrawing from the program of study.**

**Please allow 30 days for the processing of all refunds.**

- \* Students who are given complimentary ESL courses as part of our career programs pricing packages and withdraw from the career program while they still qualify for a refund may be charged full regular price for all complimentary courses that they have completed.
- \* The College has the right to change the start-date without prior notice. Cornerstone reserves the right to cancel any program due to insufficient enrollment. Should this occur, 100% of the fees will be refunded.
- \* The letter of acceptance is considered as a signed contract; accordingly, in case of cancellation/withdraw, the refund policy is implemented.
- \* A program transfer fee of \$995.00 may apply when students decide to downgrade or change program.
- \* Registration fee is non refundable. In addition, a \$50 administrative fee applies if a student decides to cancel/withdraw from the program.
- \* Students who decide to withdraw while on a promotional package and still qualify for a refund, may be charged regular tuition fees as package discount will not apply.

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 Applicant's signature

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 Date

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