



Student information

First Name: _____ Last Name: _____
 Birth day: M/D/Y _____
 Sex: male female Citizenship: _____
 Address: _____
 City: _____ Province: _____
 Country: _____ Post code: _____
 Tel: _____ Fax: _____
 E-mail: _____

Education information

Graduate from High School University Others _____
 Name of School: _____
 Graduate date: M/Y _____ Major _____

Family information

Emergency contact person: _____
 Parents' address: _____
 _____ Post code: _____
 Tel: _____ Fax: _____

Tuition Refund Policy

30 days or more before start date 90% (or College retains \$750.00, whichever is less), 29 days or less before start date 80% (or College retains \$1000.00 whichever is less), from program start date to 10% of program completed 70%, up to 30% of program completed 50%, more than 30% of program completed no refund.

The refund policy complies with the government regulations set out by the Private Career Training Institutions Agency of British Columbia. The College will retain the \$150 application fee even if the student is denied authorization by Canadian Government, students that are denied entry visas are entitled to 90% refund (or College retains \$400.00 whichever is less). The % of the refunds is determined by the date a written notice is received from the student. Refunds will be paid within 30 days of receiving a written notice from the student. Re-issue of acceptance letters will incur in a \$200.00 fee.

Code of Ethics and disclaimer

I agree to abide by the code of conduct that includes punctuality, good attendance and professional behaviour in my dealing with other students and staff. I undertake not to engage in any reckless or illegal activities and agree to conduct myself in safe manner under all circumstances.

Signature of applicant: _____
 _____ (Parent or guardian if under 19)

Date of application: _____

Program information

Name of Program: _____
 Start date: M/D/Y _____
 Term: 2 3 4 6 8 12 20 24 mo.
 Others: _____ months ★Term=includes internship
 Require ESL program: Yes No
 Name of ESL School: _____
 Name of Program: _____
 Start date: M/D/Y _____ Term: _____ months

How did you find out about Arbutus College?

School agent: _____
 Newspaper or Magazine: _____
 Internet Friend Others: _____

Accommodation

Request an application for homestay: Yes No
 Start date: M/D/Y _____ Term: _____ months
 Comment: _____

Medical insurance

(It is strongly recommended that all students at Arbutus College have a medical insurance for study period at Arbutus College.)

Request an application for medical insurance: Yes No
 Start day: M/D/Y _____ Term: _____ months
 Have a valid medical insurance: Yes No

Memo



ARBUTUS COLLEGE

Communication Arts, Business & Technology

EDUCATION FOR THE NEW ECONOMY

Admission

1. Graduation from a secondary school (high school)
2. Entrance Exam (70% or better on SLEP Test* some programs require higher scores, ie. co-op students need 85%, UT students 90%, etc. please contact us for more information) or English Language proficiency Test such as TOEIC, TOEFL etc.
(TOEIC, 670 or better, TOEFL 480 or better for Business programs; TOEIC 700 or better, TOEFL 500 or better for Translation & Interpreting)
3. Any additional information that may support your application such as awards, letters of reference etc.

How to Register

An applicant must submit the following documents and fees in order to process the application. Arbutus College shall promptly inform you of the status of your application. All documents can be sent by fax, mail or e-mail to Arbutus College.

1. Application form, completed in full
2. Entrance Exam (70% or better* some programs require higher scores, ie. co-op students need 85%, UT students 90%, etc. please contact us for more information) or copy of English proficiency Test such as TOEIC, TOEFL etc.
3. Verified copy of your passport with picture
4. Verified copy of your high school/college/university/others transcripts if applicable.
5. Verified copy of your Medical insurance.
6. All payments (Tuition, Material, Application, Homestay if you request)

Note to applicant

For all study periods longer than 6 months, you will require a study permit. Since study permits can take up to 2 or 3 months to process, you should allow for this time when you register. In order to obtain a study permit, you will need a Letter of Acceptance from Arbutus College along with proof of financial support. If you are planning to study for 6 months or less, you may do so with a Visitor's Visa or a Working Holiday Visa. Check the Canadian visa requirements for citizens of your country at your nearest Canadian Embassy or Consulate. For more information please visit www.cic.gc.ca.

Accommodation

If you require homestay, you must fill in the start date and term on the front page. Arbutus College does not provide homestay, however, the college will provide students with a list of options they may want to explore, students then will do their own arrangements. Do not hesitate to contact us for more information.

Medical insurance

A person new to British Columbia, Canadian residents and international students need temporary coverage by a private or BC (British Columbia) medical insurance while they stay in Canada. Please note that BC medical insurance takes 3 months to take effect. Application and payment will be made in Canada. For more information, contact us.

How to make a payment

All payments may be made by bank transfer, credit card, or international money order.

Bank: **CIBC** CANADIAN IMPERIAL BANK OF COMMERCE
2288 WEST 41ST AVE. VANCOUVEWR, B.C. V6M 1Z8
CREDIT ACCOUNT OF:
ARBUTUS COLLEGE OF COMMUNICATION ART,
BUSINESS & TECHNOLOGY INC.
06000 010 7129114
SWIFT CODE: CIBCCATT

Arbutus College

Harbour Centre, 5th Floor, Spencer Building
P.O. Box 12064, 555 West Hastings Street,
Vancouver, B.C, Canada, V6B 4N5

Tel: 604-681-7701 Fax: 604-681-7709
info@arbutuscollege.com

(Please fax or mail a copy of the transaction receipt after sending funds so that we can confirm it.)