

## Entry Requirements

The minimum age for students wishing to take part in a program of study at iTTTi Vancouver is 15\*. Students under the age of 19 must have their application co-signed by a parent or legal guardian. Underage students may also be required to submit underage agreements signed by their parents. Custodianship may also need to be arranged.

\*With school approval based on custodian arrangements within Canada, some course may be available to students aged 13 to 14.

Personal Information			
First Name	Last Name	<input type="checkbox"/> M <input type="checkbox"/> F	
Date of Birth: D	M	Y	
Nationality			
Address (in your home country)			
City	Province/State/		
Postal Code	Country		
Telephone	Fax		
E-mail			
Emergency Contact			
Relationship	Telephone		

Travel & Medical Insurance <small>Purchase Travel Medical Insurance? **Travel Insurance is mandatory but students may purchase plans from alternative providers.</small>			
<input type="checkbox"/> Yes	Start Date:	End Date:	<input type="checkbox"/> No
Homestay Request	<input type="checkbox"/> Yes	Airport Transfer	<input type="checkbox"/> Arrival <input type="checkbox"/> Return <input type="checkbox"/> Yes

Course Selection	
<p><b>General English (GE)</b></p> <p><input type="checkbox"/> General English 30 (30 lessons per week)</p> <p><input type="checkbox"/> General English 15 (15 lessons per week)</p> <p><b>Speaking Clinic (SC)</b></p> <p><input type="checkbox"/> Speaking Clinic 30 (30 lessons per week)</p> <p><input type="checkbox"/> Speaking Clinic 15 (15 lessons per week)</p> <p><b>Speaking Test Master (STM)</b></p> <p><input type="checkbox"/> Speaking Test Master (30 lessons per week for 8 weeks)</p> <p><input type="checkbox"/> Speaking Test Master (15 lessons per week for 8 weeks)</p> <p><b>English for International Business (EIB)</b></p> <p><input type="checkbox"/> 30 lessons per week for 8 weeks</p> <p><input type="checkbox"/> 15 lessons per week for 8 weeks</p>	<p><b>Career English Focus</b></p> <p><input type="checkbox"/> Hospitality and Tourism English Specialist</p> <p><input type="checkbox"/> Marketing English Specialist</p> <p><b>Teen Project Learning Course</b></p> <p><input type="checkbox"/> Teen Project Learning Course (30 lessons per week)</p> <p><b>English For Academic Purposes</b></p> <p><input type="checkbox"/> 4 weeks</p> <p><input type="checkbox"/> 8 weeks</p> <p><input type="checkbox"/> 12 weeks</p> <p><b>Private lessons</b></p> <p><input type="checkbox"/> 1 - to-1 Lessons</p>

Course Dates	
Number of weeks:	
Start Date: D	M   Y   End Date: D   M   Y

I have read, understand and agree to the General Conditions Information and iTTTi Vancouver Policies as available on [www.ittti.ca](http://www.ittti.ca).

<b>Student Signature</b> _____	Date: D   M   Y
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Students under the age of 19 at time of registration must have their application form signed by a parent or legal guardian.

## How to Register for iTTTi

- 1 Apply online at [www.ittti.ca](http://www.ittti.ca) or fill out the application form on the page and fax or scan/email it to us.
- 2 Send a certified cheque/etransfer/wire transfer or credit card payment payable to iTTTi Vancouver for fees due
- 3 Upon receipt of payment, you will be sent a Letter of Acceptance which you may need to obtain your student visa.
- 4 Homestay application form is separate.

## Student Dismissal Policy

Students who are attending iTTTi Vancouver may be dismissed for any of the following reasons:

- 1 Fees have not been paid in full.
- 2 Repeatedly broken the iTTTi Vancouver "English Only" policy.
- 3 Caused unbearable disturbance in class.
- 4 Committed a "punishable by law" crime.
- 5 Abusive to staff, teachers or other students.
- 6 Proven themselves to be "unworthy" students (lewd, indecent or obscene behavior).

- 7 The sale or knowing possession of dangerous drugs, restricted narcotics/drugs on campus property.
- 8 Absenteeism for a period longer than three (3) days without notifying the institute and provision of a doctor's note.
- 9 Theft of or non-accidental damage to the institute's property.
- 10 Forgery, alteration or misuse of the institute's documents, records or identification, or knowingly furnishing false information to the institute.

## Program Refund Policy

If iTTTi Vancouver receives tuition from the student, or a person on behalf of the student, iTTTi Vancouver 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 according to the policy below. Course materials paid for but not received will be refunded if the student provides a notice of withdrawal to iTTTi Vancouver or if iTTTi Vancouver dismisses the student.

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 iTTTi Vancouver receives a student's notice of withdrawal
- (b) Of the date iTTTi Vancouver provides a notice of dismissal to the student
- (c) Of the date that the registrar provides notice to iTTTi Vancouver that iTTTi Vancouver is not complying with the first circumstance below

*iTTTi Vancouver is committed to bringing students quality learning experiences, maintaining a high level of academic infrastructure and providing the expert instructors that students have come to expect from us. In order to support this commitment, tuition fees and policies will not change in circumstance where we are obligated to deliver our programs in one or more alternative formats as a result of events which are beyond our reasonable control, such as- acts of war, terrorism, pandemics, illnesses, viruses, epidemics, governmental mandates, regulations, labour shortages/strikes, or other factors affecting our ability to provide*

*\* Programs that are more than \$4,000 tuition or longer than 6 months are registered as approved programs through PTIB (Private Training Institutions Branch). Programs that have tuition under \$4,000 and under 6 months do not require approval under the Private Training Act; and therefore students are not able to file a claim against the fund with the trustee (PTIB) in respect of the program of instruction.*

Circumstance	Tuition Refund Entitlement
A student is enrolled in a program: <ul style="list-style-type: none"> <li>o Without having met the admission requirements, and</li> <li>o Without having misrepresented his/her knowledge or skills when applying</li> </ul>	100% tuition refund and a 100% refund of all fees
A student does not attend the first 30% of the program	iTTTi Vancouver may retain up to 50% of the tuition
<b>iTTTi Vancouver receives a notice of withdrawal from a student, or delivers a notice of dismissal to a student, or an international student delivers an official refusal of study permit.</b>	
<b>In all cases below, the registration fee is non-refundable.</b>	
No later than seven days after the effective contract date, and Before the program start date.	100% tuition refund
Between the date the contract was signed and the start date of the program, where that period is less than seven days.	100% tuition refund
More than seven days after the effective contract date, and at least 30 days before the program start date.	iTTTi Vancouver may retain up to 10% of tuition, to a maximum of \$1,000
More than seven days after the effective contract date, and less than 30 days before the program start date.	iTTTi Vancouver may retain up to 20% of tuition, to a maximum of \$1,300
After the program starts, and up to and including the date on which 10% of the hours of instruction have been provided.	iTTTi Vancouver may retain up to 30% of tuition
After 11% and up to and including the date on which 29% of the hours of instruction have been provided.	iTTTi Vancouver may retain up to 50% of tuition
After the program starts, and 30% or more of the hours of instruction have been provided.	iTTTi Vancouver keeps all remaining tuition. No refund available.

## Homestay Refund Policy

\*Placement Fee is non-refundable, except if the visa is denied. Written proof must be provided from the Canadian Embassy or Consulate.

- If a student cancels up to 15 days or more to the scheduled start date of the homestay, homestay fee is fully refundable.
- If visa is denied, homestay fees are fully refundable. \* Written proof of official refusal letter must be provided.
- If a student cancels less than 14 days or less to the scheduled start date of the homestay, 2 weeks of homestay fees are due.
- If a student has already arrived and wants to cancel or move out from the homestay:
  - o Within the first two weeks of homestay, the student is required to give notice in writing to move out at the end of their first 4-week period. First 4 weeks is not refundable.
  - o Within the second two weeks of homestay, the student is required to give a minimum of two weeks notice to leave homestay.
  - o After the first four weeks of homestay, the student is required to give 4 weeks notice.
  - o Please contact us if you are unclear of the policy.

Contact Us

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Fax +1 604 681 5524

Web [www.iTTTi.ca](http://www.iTTTi.ca)

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