

ALPHA INTERNATIONAL STUDENT APPLICATION FORM

Office use only: Student ID # _____

PERSONAL INFORMATION			
<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth: Year: _____	Month: _____ Day: _____ Nationality: _____
Family Name: _____		Given Name (s): _____	
Mailing Address	Street Number and name: _____		
	City: _____		Province/State: _____
	Country: _____		Postal Code: _____
Phone Numbers: Home _____		Work _____	
E-Mail: _____			
First Language: _____		Other: _____	Country of Origin: _____
Contact Person in Canada (complete only if application is being submitted by someone in Canada on behalf of the applicant)			
Name: _____		Telephone: _____	
E-mail: _____			
FEEDBACK:			
How did you hear about St. Lawrence College?			
<input type="checkbox"/> St. Lawrence College Staff		<input type="checkbox"/> School Counselor	
<input type="checkbox"/> Alpha College promotion		<input type="checkbox"/> Friends	
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Recruitment Fair	
		<input type="checkbox"/> Current College Students	
		<input type="checkbox"/> World Wide Web (Internet)	
		<input type="checkbox"/> Other	
PROGRAM			
English as a Second Language (ESL) Program			Are you applying for ESL Programme? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> 14 Weeks		<input type="checkbox"/> 28 Weeks	
<input type="checkbox"/> 42 Weeks		<input type="checkbox"/> _____ Weeks	
		Start Date / /	
		Year Month Day	
Post-Secondary Program (Which program are you applying to?)			
PROGRAM CODE (if known)	PROGRAM TITLE/CAMPUS	PROGRAM LENGTH	START DATE
1. K			Month
			Year
2. K			Month
			Year

OFFICE USE ONLY:

MATR: _____
 RESIDENCY: _____
 English test score: _____
 CONDITIONS: _____
 LOA SENT: _____

ACADEMIC RECORDS

Highest Level Passed:

English Level Testing (Test date must be within the past two years):

St. Lawrence College, English for Academic Purposes, LEVEL COMPLETED:

Language Test Score (if available): TOFEL: IELTS: CAEL: STEP/EIKEN:

Test Completed: Date: Country:

Other English Assessment:

NOTE: Your most recent high-school, college or university transcript and English Testing Scores must accompany your application for Post-Secondary programs.**AGENT** (Complete only if applicant is represented by an agent)

Agent Name:

Telephone:

Email:

PROCEDURES FOR PAYMENT

Please send your completed application form to:

**International Admissions
St. Lawrence College @ Alpha International
3405 Kennedy Rd, 2nd Floor
Scarborough, ON M1V 4Y3
Canada**

Fax: 416-640-1330

Email: admissions@slc-alpha.ca

A non-refundable processing fee of CAD \$150 must be submitted with this form if you are applying for post-secondary studies under the SDS program. Make drafts payable to St. Lawrence College-Alpha. In the event of a visa refusal for any reason, CAD \$200 will be retained for administrative costs.

Method of Payment (check one):

VISA

MASTER CARD

Bank Draft / Money Order

Other

If paying by VISA or MASTER CARD, please complete the following:

Card Number:

Expiry Date:

Name on Card (print):

Signature of Cardholder: _____

DECLARATION

I declare the above information is true and complete. I understand that any false or incomplete information submitted in support of my application may invalidate my application and result in the withdrawal by St. Lawrence College of a place which may be offered and that this withdrawal may take place any time in my enrolment.

I authorize St. Lawrence College to obtain details to my academic record at the institutions listed previously and from whom I have provided transcripts. **I authorize the release of my official transcript (x 2) upon completion of my academic program to Alpha International Academy** (on my behalf).

For Indian and Chinese students only: I will apply for my Study Permit under the SDS* program. Yes ____ No ____

Signature: _____

Applicant

Date: _____



ENROLMENT DECLARATION

Family Name: _____ Given Name(s): _____

How did you apply with our institution?

Self Agent Other _____

Agent Contact Info: (if applicable)

Contact name: _____ Phone Number: _____

Address: _____

DECLARATION

I declare the above information is true and complete. I understand that any false or incomplete information submitted in support of my application may invalidate my application and result in the withdrawal by St. Lawrence College of a place which may be offered and that this withdrawal may take place at any time in my enrolment.

I declare that third party services will only be valid as indicated on this declaration at the time of application, and no changes to the specified agent will be allowed after registration.

Signature _____ Date: _____

Applicant

Signature _____ Date: _____

Parent/Guardian/Representative (if applicant is under 18 years of age)



Alpha International Academy

Student Enrollment Contract

- 1) AIA is affiliated with St. Lawrence College, which provides oversight over all curriculum, faculty, and operational quality for college level programs delivered at Alpha Campus. Students are considered enrolled at St. Lawrence College once admitted. Graduates will receive a St. Lawrence College-issued diploma or graduate certificate, depending on their program of study.
- 2) In order to successfully complete the program the Student must have completed all academic requirements of his/her program, and paid off all fees owing.
- 3) Information of enrollment, attendance, and/or grading information will be shared with Citizenship and Immigration Canada when requested, in compliance with any applicable privacy legislation requirements.
- 4) Students are not guaranteed employment upon completion of the program requirements or graduation.
- 5) The Student is obligated to follow policies and procedures as provided in AIA's Policy Manual, AIA's Student Handbook, including AIA Refund Policy, St. Lawrence College's Academic Policy Manual, and any amendments or additions that the student is notified of.
- 6) The Student is responsible for ensuring full payment of his/her tuition, providing and keeping documents up-to-date, fulfilling all academic requirements, withdrawing from courses or the program if needed, notifying AIA of any changes or problems, applying for graduation, etc.

By signing this contract, I fully understand and agree to the terms, conditions, policies, rules, and regulations which are described in the body, and documents referenced to in this contract.

Name of Student (Print)

Signature of Student

AIA Staff

Date

Schedule C: International Student Consent Form

Notice of Collection of Personal Information and Consent **(Ontario Ministry of Training, Colleges and Universities)**

International students seeking a study permit to attend a postsecondary learning institution in Ontario must attend a postsecondary institution designated by Ontario for the purposes of the *Immigration and Refugee Protection Regulations* (Canada). This is often referred to as the International Student Program ("ISP").

Under the ISP, private postsecondary institutions are designated by Ontario on an annual basis. As a result, private postsecondary institutions that wish to remain designated apply for designation annually.

At the time that you are asked to read and sign this document, you are (1) applying to be enrolled in an institution that is applying for designation for the first time, (2) applying to be enrolled in a designated institution, or (3) enrolled in a designated institution. If you are enrolled in an institution that is currently designated, the institution may be applying for further designation annually.

When reviewing an institution's application for designation under the ISP, Ontario's Ministry of Training, Colleges and Universities (the "Ministry") conducts a site assessment to verify the information in the institution's application with respect to its educational policies and procedures. The Ministry may also monitor institutions that are designated to determine whether those institutions are complying with the terms and conditions of designation.

As part of the site assessment and the Ministry's ongoing monitoring of designated institutions, the Ministry reviews a representative sample of student and prospective student records, such as student and prospective student contracts, registration forms, records of enrollment, documents pertaining to academic assessment and progress, and other documents contained in the student or prospective student file. The Ministry also may need to make copies of student and prospective student records in order to complete its review of the institution's (1) application for designation or (2) ongoing compliance with the terms and conditions of designation.

Your consent is requested to allow the Ministry to access the personal information you have provided to the institution that may be contained in your student records. Without your consent, the Ministry cannot access your records as may be required in order to assess the institution's application for designation or ongoing compliance with designation conditions.

The Ministry collects and uses this information under the authority of ss. 38(2) and 39(1)(a) of the *Freedom of Information and Protection of Privacy Act* and the *Immigration and Refugee Protection Act* (Canada) and its *Regulations*. Questions about the collection, use and disclosure of this information may be addressed to:

Manager, Operations and Projects Unit
Private Career Colleges Branch
Ministry of Training, Colleges and Universities
77 Wellesley Street West, P.O. Box 977
Toronto, Ontario M7A 1N3
416-314-0500 or ISP@ontario.ca

CONSENT

By signing below, I hereby consent to: (check boxes that apply)

the Ministry's collection of my personal information from the institution at which I am enrolled or applying to be enrolled for the purposes of assessing the institution's current and future applications for designation under the International Student Program

the Ministry's collection of my personal information from the institution at which I am enrolled or applying to be enrolled for the purposes of assessing the institution's ongoing compliance with the terms and conditions of designation, if it is designated by Ontario

Name: _____

Signature: _____ Date: _____

For students under 16 years of age, the parent or guardian must also sign:

Name: _____

Signature: _____ Date: _____

REFUND POLICY FOR INTERNATIONAL STUDENT

St. Lawrence College @ Alpha International Academy encourages all international students to carefully choose their program of studies before selecting and making any payments to St. Lawrence College (Alpha International Academy). If students have questions regarding this Refund policy, please contact us at info@slc-alpha.ca

The International Student Refund policy has been developed in compliance with the Ontario Ministry of Advanced Education and Skills Development's (MAESD) Policy on Tuition and Ancillary Fees and the Citizenship and Immigration Canada (CIC) Study Permit guidelines.

STUDENTS WHO DO NOT RECEIVE A VISA OR MEET PREREQUISITES

Alpha International Academy will provide a refund of any prepaid tuition (less a \$ 300 refund processing fee) if the applicant is denied a student visa under the condition that the applicant provides an authentic visa denial letter* issued by the Canadian High Commission within the first ten (10) days of the applicant's first semester. Provided such visa denial letter is deemed to be genuine and accurate by Alpha International Academy, the applicant will receive a refund of prepaid tuition fees, less the \$300 refund processing fee.

*documents provided must be sent to an admission officer at Alpha International Academy.

A written request for withdrawal will only be accepted from students who have not yet entered Canada or received a valid study permit allowing entry into Canada.

STUDENTS WHO WISH TO TRANSFER TO ANOTHER INSTITUTION

International students who withdraw before the Withdraw Deadline (within the first ten (10) days of the applicant's first semester) are entitled to a refund of tuition and ancillary fees less the non-refundable portion. The refundable portion of tuition and ancillary fees is calculated in accordance with the Ontario Ministry of Advanced Education and Skills Development's Policy on Tuition and Ancillary Fees. If a request for transfer is not received before the deadline of the international student's semester, no refund of semester fees will be issued.

To verify the identity of the student and to safeguard prepaid monies deposited by students, all international students must request a transfer and refund IN PERSON at Alpha International Academy. Students must make an appointment to complete their transfer. Appointments can be made by contacting: info@slc-alpha.ca. If students show up without an appointment, their transfer will not be processed.

Students who wish to request a transfer must do so in person at the Alpha International Academy within the first ten (10) days of the applicant's first semester.

Students who request a transfer to another institution must meet the following criteria:

- Meet the transfer deadline
- Apply for an appointment in person at Alpha International Academy
- Complete all of the refund documents provided
- Provide a valid letter from the receiving institution indicating start date and program of studies
- Provide a valid Certification of Acceptance for students transferring to the province of Quebec*
- Provide proof of full or partial tuition payment to the receiving institution
- Provide a copy of their passport
- Provide a copy of valid permits (study and/or work permit)

If transferring to another institution, students must study at an approved Designated Learning Institute for the same semester as accepted to attend at Alpha International Academy. In order to qualify for and process the refund, a valid letter from the other institution indicating start date and program of studies, proof of tuition payment, copy of passport and valid permits (study and/or work permit) must be presented at the time of the transfer application.

*For students accepted to educational institutions in Quebec, students must be in possession of a Certification of Acceptance (CAQ).

The CAQ must accompany the Quebec institution's letter of acceptance.

STUDENTS WHO WITHDRAW

Students that have entered Canada on a study permit must remain enrolled as students. If a student is not intending to study as a full time student, they must return to their home country. Students who withdraw and return home must submit the withdrawal application documents including, a copy of their passport and valid permits (study and/or work permit), flight ticket and re-entry stamp upon return to home country.

RETURN OF TUITION AND ANCILLARY FEES

The non-refundable portion of tuition and ancillary fees (varies depending on the program) will be withheld by Alpha International Academy for students who transfer or withdraw.

In accordance with industry best practices and to abide by the Government of Canada's guidelines, Alpha International Academy will only return funds to the original payer and payer account. The funds will not be transferred to another institution.

Any wire transfer fees or other bank charges associated with returning the funds will be subtracted from the amount returned.

Alpha International Academy will require between 60 and 90 days to complete the return of funds once Alpha International Academy has received all documentation required to support the refund request.

Alpha International Academy bears no responsibility for funds that do not reach their destination due to inaccurate or obsolete financial information provided by the student. Applicants/students are responsible for all banking and foreign exchange charges associated with their payment/refund.

Signature: _____ Date: _____

Applicant