



2012 Application for Admission WORK EXPERIENCE PROGRAMS (WEP) APPLICATION VANCOUVER, TORONTO, MONTRÉAL

STUDENT INFORMATION

First Name: Last Name: Male Female Birthdate: Nationality: First language: Address: City: Province/State: Country: Postal Code: Telephone: Cell: Email: Emergency Contact Name: Emergency Tel:

STUDY INFORMATION

All students must come with a Study Permit for this program.

Table with columns: Choose Location, Choose WEP Type. Rows include Vancouver, Toronto, Montréal and various WEP types like Basic Service, Standard Service, Premium Service, and WEP-Volunteer Internship Program Combo\*.

\* If you are applying for WEP-Volunteer Internship Program Combo, please also fill out the Volunteer Internship Program application form.

Choose the program you are applying for

Table listing program options: WEP-6, WEP-8, WEP-10, WEP-12, WEP-14, WEP-16, WEP-18, WEP-20, WEP-24, WEP-26 with their respective durations.

♦♦ WEP-8 and WEP-10 Standard/Premium Services (Vancouver campus only): November and December start dates apply - Please contact ILSC before enrollment for availability; Toronto Standard Service available for WEP-12 and longer.

Please choose your Program Start Date from the dates listed below: Work Experience Program 2012: Jan 3, Jan 30, Feb 27, Mar 26, Apr 23, May 22, Jun 18, Jul 16, Aug, 13, Sep 10, Oct 9, Nov 5, Dec 3

If you wish, to take the Tourism and Hospitality Management Program at Greystone College Vancouver during the academic portion of your WEP, please fill out the Tourism and Hospitality Management Coop Program application form.

I completed the ILSC on-line language Test on (mm/dd/yy) Test #: Test #: Montréal only: second language

I completed the ILSC Interview on (mm/dd/yy) Interview #:

I found ILSC through: Brochure, ILSC Website, Friend/Family, Other website, Facebook, Agency (Agency Name: Fax:)

STUDENT CONTRACT

Please submit the completed WEP Application Form (which includes Letter of Understanding & Questionnaire) along with your resume. Some students may not be accepted into the program if unsuitable.

As the applicant, I hereby certify that I have read and understood all of ILSC's policies (see page 2), and the information I have given in this application, and the attached documents is truthful, complete and correct, and I agree that any inaccurate statements may disqualify my application.

Applicant's Signature: Date: (mm/dd/yy)

ILSC Agent's Signature: Date: (mm/dd/yy)

As the Agent I verify that I have carefully reviewed this application and the applicant's resume.

# 2012 Fees and Policies

## REGISTRATION FEES

All prices are in Canadian dollars. Availability of program is subject to student enrolment.

Registration Fee:	\$125 (Non-refundable)
Materials Fee:	\$140 (WEP 6: \$70)
Tuition Fee:*	ILSC Full-Time Intensive study schedule
Basic Service Fee**:	\$400 (Available at all locations)
Standard Service Fee:	\$800 (Available in Vancouver and Toronto)
Premium Service Fee:	\$1400 (Available in Vancouver)

\* Please refer to Greystone College Vancouver tuition fees if you intend to take the Tourism and Hospitality Management Program.

\*\* Basic Service Fee includes the \$200 non-refundable WEP processing fee, permit documentation and monitoring before and during the internship. Students are responsible for the payment of any government fees related to the application for permits, including CAQ.

Students can change between the services anytime 12 weeks prior to their scheduled internship start dates.

## ACCOMMODATION

Accommodation during the internship is the responsibility of the student. In some cases, the employer or ILSC may provide assistance with accommodation but this is not part of the program nor is it guaranteed. **For accommodation options, please contact your ILSC Marketing Representative.**

## REFUND POLICY

To receive a refund of any portion of tuition fees, you must give ILSC written notice that you intend to withdraw from the program in which you have enrolled. If your Study Permit or Visa is denied, ILSC will retain the lesser of 25% of the total tuition fees due or \$200 and, if applicable, the \$220 Accommodation Registration Fee.

If you cancel in writing before your program starts, you will receive a refund of the following percentage of your tuition fees:

- Less than 7 days after your registration is submitted and before the program start date: the greater of either 75% of the total fees due or total fees minus \$400
- 30 days or more before the program start date: 75% of the total fees due
- Less than 30 days before the program start date: 60% of the total fees due

If you cancel in writing or are dismissed from ILSC after your program starts, you will be refunded the following percentage of your tuition fees:

- Less than 10% of program completed: 50% of total fees
- 10-30% of program completed: 30% of total fees
- More than 30% of program completed: 0% (no refund)

Change of schedules is considered the same as cancellation. i.e. for a schedule change of Full-time Intensive (30 lessons/week) to Full-time (24 lessons/week), you will have to cancel the whole program and re-apply for the full-time program.

Specialty programs are not transferrable to core programs. If you change your program from a specialty program to a core program, you have to cancel the specialty program and re-apply for the core program.

If you are eligible for a refund under the conditions above, you will receive the refund within 30 days of ILSC receiving written notice of cancellation or ILSC's notice to you of dismissal.

## WEP FEE REFUND POLICY

**Before Arrival:** If students cancel the program due to visa or permit rejections, they are entitled to a full refund of the unused tuition and all the WEP fees. If students cancel the program due to their personal reasons, they are entitled to a refund minus the \$200 non-refundable WEP processing fee.

**After Arrival:** If students cancel the WEP Standard/Premium Service in writing after the program start date and 12 weeks or more prior to the internship start date, students will receive a refund of 50% of the service fee or the full amount credited to ILSC/Greystone College tuitions. Any cancellation with less than the minimum of 12 weeks of notice will not be eligible for a refund.

If students cancel the WEP Basic program greater than 6 weeks prior to their internship start date a full credit towards tuition minus a \$200 processing fee will be offered. Work permits must be returned to immigration or ILSC. No refunds will be offered if students cancel less than 6 weeks prior to their internship start date.

If students are eligible for a refund under the conditions above, they will receive the refund within 30 days of ILSC receiving written notice of cancellation or ILSC's notice to them of dismissal.

\*Work internships cannot exceed the number of hours of study at ILSC; regardless of your work permit expiry date.

## DISPUTE RESOLUTION POLICY

ILSC students can talk about difficulties with their teachers, Counsellors/Liaisons and/or Administration. If no satisfactory solution is found, students need to follow formal procedures including presenting the problem in writing to the School Director, who will, in writing, address and resolve the dispute. In case such disputes are not resolved to the students' satisfaction, students have the right to appeal the decision in writing to Languages Canada.

The ILSC Dismissal Policy can be found in the Orientation Package you are given on the first day of studies.

## ESSAY QUESTIONNAIRE

Print clearly. Your answers will help decide your suitability for the program.

1. How do you think your country may be different from Canada?

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2. What do you think the work culture in Canada is like?

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3. What does effective communication look like to you?

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4. What are your expectations and/or concerns about studying in another country?

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## LETTER OF UNDERSTANDING

This letter of understanding outlines the terms and conditions of the ILSC Work Experience Programs (WEP). Prior to acceptance into the program, ILSC requires the Study Abroad Agent's/Counsellor's and Applicant's signature to acknowledge their understanding of the following:

### 1. WEP is a holistic program, consisting of 50% academic studies followed by 50% internship experience.\*

All WEP Students are required to meet the following:

- Minimum 80% attendance of their academic classes
- A position report within 4 weeks of their internship start date
- Monthly monitoring reports while on internship

Inability to complete any of the above will result in removal from the WEP program, including cancellation of internship services and work permit sponsorship.

**\* Work Permits - in order to allow for enough time to look for a job, work permits will be issued to students 6-8 weeks prior to their internship start date.**

**\* Work internships cannot exceed the number of hours of study at ILSC; regardless of your work permit expiry date.**

### 2. WEP Basic Service:

- The ILSC Internship Department will help students apply for a work permit and SIN number, if required.
- Securing an internship is entirely students' responsibility.

### 3. WEP Standard/Premium Service:

- ILSC arranges interviews based on students' language skills, previous experiences and professional aptitude as well as current local labour market conditions.
- Students must reach the ILSC Intermediate 4 level at least one session prior to their internship start date.
- ILSC holds pre-interview meetings with applicants to help them perform well on the job interviews.
- Interviews are arranged for positions posted on the ILSC internship Database and through a WEP Coordinator.
- ILSC will facilitate up to two (Standard Service) to five interviews (Premium Service). The first job offer that students receive must be accepted. If students are unsuccessful in obtaining employment after the maximum allowed interviews, they are responsible for finding an internship on their own. There is no refund in this case.
- Internships will commence no later than 4 weeks following the scheduled start date of the internship. Students will receive up to 4 weeks of full-time classes until their internship begins. This may result in a shorter internship than scheduled.
- Students should understand that typical positions are entry level in available fields such as customer service, food and beverage and retail/service sectors. These positions may be anywhere in Canada. Transportation to interviews, relocation and accommodation prior to and during an internship is students' responsibility. Wage and salary should be confirmed by students and their prospective employers.
- ILSC does not guarantee a placement, interviews in specific fields or with specific employers.
- Once the job commences, the employers may change their job tasks or assignments from their initial agreement therefore students should be flexible as they are responsible for maintaining their internship.
- If students or employers end the internship position in question, students should understand that they are responsible for securing another internship.
- Standard/Premium Service students who plan to take a break during their program must discuss this with their marketing representative or education agency prior to registration.

I have read, understood and accepted the WEP Refund Policies (see page 2). I have read and understood the above Letter of Understanding in its entirety and I agree to its terms. I agree to attend classes regularly and fulfill any reasonable request made of me and deemed necessary, for the successful completion of this program. I hereby certify that the information I have given in the application and the attached documents, is truthful, complete and correct, and I agree that any inaccurate statements may disqualify my application.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (mm/dd/yy)

As the Agent I confirm that I have carefully reviewed this application and the student has signed the Letter of Understanding with complete comprehension of it.