



University
of Victoria

WELCOME TO THE **UVIC PATHWAY PROGRAM**

SEPTEMBER 5, 2023 - AUGUST 23, 2024

**ENGLISH
LANGUAGE
CENTRE@UVIC**

Fee Information

Application deadline: April 30, 2023**Application fee:** \$325 CAD (includes courier fee)**Program cost:** \$36,405 CAD

Deposit: \$1,000 CAD due with application (part of tuition, not an additional cost)

Term 1: \$13,630 due by July 31, 2023

Term 2: \$10,635 due by Nov. 27, 2023

Term 3: \$11,140 due by Feb. 26, 2024

Note: if students are required to repeat a course, extra fees will apply.**For program information please visit
uvic.ca/pathway****Note:** students must be 17 years old by
the start of the program.

How to Apply

1. Complete and sign the **Program Application** form and the **Homestay Application** form (if applicable).
2. Complete the **Payment Information** form to submit the following **non-refundable** fees with your application:
 - Application fee: \$325
 - Deposit: \$1,000 (part of tuition, not an additional cost)
 - UVic Homestay Application fee (if applicable): \$300
3. Email ALL completed forms to elcreg@uvic.ca
4. Immediately arrange for your official IELTS, TOEFL or CAEL score to be sent to:

MailUndergraduate Admissions
University of Victoria
PO Box 3025 STN CSC
Victoria, BC V8W 3P2**Courier**Undergraduate Admissions
University of Victoria
Jamie Cassels Centre, Room A102
3800 Finnerty Road
Victoria, BC V8P 5C2**Application/registration questions?****Contact us at:**

Phone: 1-250-721-8469

Email: elcreg@uvic.caIELTS and TOEFL or CAEL results can be sent electronically. UVic's institution number is **0989**.*The official test results must be submitted directly from the testing centre to Undergraduate Admissions. Undergraduate Admissions will not accept any unofficial test results for evaluation.*

5. Arrange for your final official transcript to be sent when it's available. The final document deadline is Aug. 1, 2023.

For further information on how to submit your final grades, please visit:

uvic.ca/undergraduate/admissions/how-to-apply/submit-your-final-grades/index.php**NOTE** - Official transcripts must be sent directly to UVic from the issuing organizations. This should be done electronically whenever possible, but we will also accept transcripts by mail or by courier. We will not accept transcripts any other way.

6. You will be notified by email once you have been accepted into the program. The original Letter of Acceptance will be sent by FedEx courier. We will send you a Letter of Acceptance, receipt and further program information by email and FedEx courier to confirm your registration.
7. The first installment must be paid before the payment due date of July 31, 2023. If payment is not received before the deadline, your registration may be cancelled. Students are not permitted to attend class if their account is not up to date.
8. Contact the Canadian Embassy or Consulate in your country to determine what documents are needed to apply for a study permit. It is the student's responsibility to obtain a study permit for the duration of the program. To find a visa office, visit: **canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/international-visa-offices.html**

This form is for the use of international applicants to the UVic Pathway Program only. If you have previously registered in a credit course at UVic, please do not use this form. Pathway applicants will be assessed for academic admissibility and upon successful completion of the program, they may be permitted to register in degree studies in the faculty of Social Sciences, Science or Engineering.

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For office use only

Fees received _____

Pathway Selection

I am applying to the Pathway Program in: SOCIAL SCIENCES (Canadian Career) SCIENCE ENGINEERING

Personal Information

Mr Mrs Ms Miss Other _____

Family name _____ Given name _____

Gender Male Female Non-binary Undeclared Date of birth _____
DD MM YYYY

Country of citizenship _____ Native language _____

Citizenship information Canadian citizen Study permit/student visa Permanent resident/landed immigrant

Student Mailing Address

Apt. number/street/box number/ RR.SS, site, comp _____

City or town _____

Province and country _____ Postal code _____

Student home telephone _____ Alternate telephone _____

Student email address (UVic contacts students by email) _____

Medical and Physical Conditions: Special Needs and Accommodations

Do you have any special medical conditions, physical limitations, or mental health concerns that will require you to access special equipment or services at UVic to facilitate your learning and your stay? No Yes *If yes, the ELC will contact you in order to clarify your needs/requirements.*

Note: students requiring special equipment, services or diets may be required to cover the associated costs. The University of Victoria does not guarantee the availability of these services.

Agent (Proxy) Information

PERMISSION TO RELEASE PERSONAL INFORMATION (PROXY)

The University of Victoria is subject to the Freedom of Information and Protection of Privacy Act. If you anticipate that a family member, agent or other representative will inquire about your application on your behalf and you wish that person to have access to the information, we require your written permission before any personal information is released. *I hereby consent to the release of information to the person listed below during the application and evaluation period only:*

Student signature _____ Proxy's relationship to you _____

Agent (proxy) name _____ Name of agency _____ Agency branch _____

Agency address _____ Agency city _____

Agency phone _____ Agency email _____

Country code / area code / phone number

Accommodation Request

YES – Homestay accommodation and meals

✓ You must submit a completed Homestay Application (on pages 5 to 7) and a \$300 Homestay Application fee.

YES – Housing on UVic campus

Note: spaces are limited and accommodation cannot be guaranteed. You will be contacted with information about applying for housing after you have been admitted.

NO – I do not require accommodation. Please send information about private housing options so I can make my own arrangements.

Personal Information

Family Name _____ First Name _____

Academic History

REQUIREMENT TO DISCLOSE INFORMATION

Applicants are required to disclose all secondary and post-secondary institutions where any course registrations were made and arrange for all official transcripts to be sent directly to Undergraduate Admissions. Applicants who fail to meet these requirements may lose transfer credit and/or have their admission and registration cancelled.

1. You must list all secondary schools attended, grades 9 to 12 (most recent first):

Date of graduation (or expected date of graduation) Month _____ Year _____

Name of secondary school (do not abbreviate)	School address	Grade/level	From MM / YYYY	To MM / YYYY

2. If studying the BC Curriculum, please include your PEN# _____

3. Language proficiency (official test scores will be required). Minimum requirement: IELTS 5.5, no section less than 5.0, TOEFL 71, no section less than 15, or CAEL 50 with no section less than 40.

My current CAEL, IELTS or TOEFL score is _____ Section scores _____ *Please include a copy of your test scores.*

4. You must list all college, university and other post-secondary institutions in which you have registered for a course or are currently attending, including withdrawals, incomplete or failed studies (most recent first). Official transcripts will be required in all cases.

If you registered at any post-secondary institution after submission of this application, you must notify Undergraduate Admissions in writing and submit official transcripts.

Name of post-secondary school (do not abbreviate)	School address	From MM / YYYY	To MM / YYYY	Degree or Diploma earned	Date conferred MM / YYYY

Program Agreement

- ✓ I agree that the information provided to the University of Victoria on this form is accurate.
- ✓ I have read and understood the Refund, Program Change and Cancellation Policies on page 8.
- ✓ I have disclosed all secondary and post-secondary education.
- ✓ I understand that I will not be permitted to attend class until my term fees are paid in full.
- ✓ I understand that the Pathway curriculum comprises language courses and first-year credit courses leading to undergraduate studies in Social Sciences, Science or Engineering.

Note: students who are under 19 years of age may be required to sign an information waiver during the first week of their program.

Declaration

I accept and submit myself to the statutes, rules, regulations and ordinances of the University of Victoria as authorized by the Senate and the Board of Governors and the faculty or school in which in due course I shall be registered and to any amendments there to which may be made while I am a student of the University and I promise to observe the same. I consent and authorize the disclosure of any information to the University of Victoria by an educational institution for the purpose of verifying information provided as part of this process and I understand that an admission or registration granted on the basis of this application may be revoked if the answers given above are untrue in any material respect.

SIGNATURE _____

DATE _____
 D D M M Y Y Y Y

The University of Victoria collects the personal information on this form pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Act. The information is used for the purpose of admission, registration and other decisions on your academic status and for the purposes consistent with other programs and activities of the University and may be used for research purposes but in those cases, individual identities will not be disclosed. Personal information is reported to Statistics Canada under the legal authority of the Statistics Act (see statcan.ca/english/concepts/ESIS). If you wish further information, contact the Office of the Registrar.

Please answer all of the questions below to apply for homestay. Incomplete forms will not be accepted.

Personal Information

Family Name _____ First Name _____

Gender: Female Male Non-binary Undeclared Native Language _____

Country of Citizenship _____ Date of Birth: _____
D D M M Y Y Y Y

Student Email _____ *All homestay information is sent to this address.*

Address _____

City _____ Province/State/Prefecture _____

Country _____ Postal/Zip Code _____

Phone: Country Code: _____ Area Code: _____ Phone Number: _____

Are you using an educational agent? Yes No If yes, what is the Agency's name _____

Contact name _____ Agent Email _____

Voluntary Vaccine Declaration

This information is confidential and will only be used to match hosts and students who are concerned about vaccination status.

- I am fully vaccinated
- I will be fully vaccinated by the start of my program
- I will be partially vaccinated by the start of my program
- I am unvaccinated/choose not to disclose

Personal Profile (Part 1)

1. Do you smoke? Yes No

2. **In Canada, many host families have pet animals in their homes.**

Do you have allergies to cats? Yes No Do you have allergies to dogs? Yes No

Comments? _____

3. Do you have any allergies **(to drugs, food or plants, for example)?** Yes No

If yes, please describe: _____

4. a) Do you have any physical disabilities or health issues? Yes No

If yes, please describe: _____

b) Do you have any special medical conditions, physical limitations, or mental health concerns that will require you to access special equipment or services in your Homestay accommodation? Yes No

If yes, a UVic Coordinator will contact you to clarify your needs/requirements.

Please note: Students requiring special equipment or services may be required to cover the associated costs. The University of Victoria does not guarantee the availability of these services.

5. a) What are your favourite foods? _____

b) Are there any foods that you do not eat? Yes No If yes, please describe: _____

Please note: Students requiring special diets must cover their own costs of meal supplements.

6. Would you prefer a family with: Children No children No preference

7. How would you describe yourself in 3 words? _____

8. What are your hobbies/interests? _____

Personal Information

Family Name _____ First Name _____

Personal Profile (Part 2)

Please answer the following questions so that we can match you with a host who has similar expectations to yours. For example, some students would like to be very involved with their host family. Other students would like to act more independently.

9. How would you describe your ideal host family? _____

10. Is there any other information UVic Homestay should know about you? _____

Term Selection**Application deadline: July 1, 2023****Please check the term(s) for which you will require Homestay, and remember:**

- Hosts are only available from the arrival date to the departure date of the term listed below.
- You will be placed in Homestay for the full duration of your term(s).
- If you apply for terms beginning in September and January, we will place you in Homestay for the time between these terms.

Application questions?
elcreg@uvic.ca **Sept. 4 to Dec. 19, 2023** **January 2 to April 27, 2024** **April 28 to Aug. 23, 2024****Homestay Payment****\$300 Homestay Application fee:**

- Non-refundable
- Payable at time of application

Homestay accommodation fees:

- \$1260/month
- Student pays host family directly each month

All fees are listed in Canadian dollars and subject to change. Please visit uvic.ca/elc/schedule for the most up-to-date fee information.

Personal Information

Family Name _____ First Name _____

Homestay Agreement – by signing/typing their name below, the student agrees to the following terms and conditions:

- ✓ They will submit their Homestay application form and non-refundable Homestay application fee by the deadline date as outlined above.
- ✓ They will be 18 years of age by the day they begin Homestay. **Applicants under the age of 19 must also have the signature of their parent or guardian. Please Note: In carrying out this agreement, the University will communicate directly with the student, not with the parent or guardian.**
- ✓ They understand that UVic Homestay places students with local hosts of diverse backgrounds, life experiences and world views.
- ✓ They understand that UVic Homestay will select a host based on the information provided on their Homestay application form and that there is no guarantee that all of their personal preferences will be met.
- ✓ They have read, fully understand and agree to abide by the UVic Homestay Student Guidelines: uvic.ca/elc/homestay-student-guidelines
- ✓ The Homestay contract with the host is for the duration of their term(s).
- ✓ They must be in full-time studies in order to be in the Homestay program.
- ✓ They agree to pay the Homestay fees directly to their host on the first day of arrival in their home, unless otherwise specified.
- ✓ They have a financial obligation to their host for the duration of their placement as per their contract with UVic Homestay.
- ✓ They agree to provide a signed and completed “Two Week Notice” form should they decide to terminate the hosting relationship before the end of their contract.
- ✓ They will pay their host for two weeks from the day the “Two Week Notice” form is signed by themselves and their host.
- ✓ They will have adequate medical insurance coverage for the duration of their stay in Canada.
- ✓ They will have adequate insurance coverage for their belongings and personal liability for the duration of their stay in Canada.
- ✓ They authorize UVic Homestay to release information in this application to their host and educational institution or agent.
- ✓ They understand their responsibility to report any physical or mental health conditions that could impact their program participation / learning at the English Language Centre and which may require special services. They may be required to submit a doctor’s certificate to receive special services and may be required to cover their associated costs. The University of Victoria does not guarantee the availability of these services.
- ✓ They agree to UVic Homestay disclosing personal information, contained in this application, to third party homestay providers and/or to the transmission of personal information by email stored on servers located or accessed from outside of Canada (such as Gmail or Hotmail). The Freedom of Information and Protection of Privacy Act requires their consent. Their personal information will be collected and used for homestay placement purposes only.

Signature of Applicant _____ Date: _____
D D M M Y Y Y Y

For applicants under the age of 19: I am the parent or guardian of the Applicant named above. I acknowledge that the Applicant and I have read, understood and agree to be bound by the agreement, including the UVic Homestay Student Guidelines. I understand and agree that as the Applicant is a mature student, the University will deal directly with the Applicant in carrying out this agreement in accordance with its terms.

Signature of Parent/Guardian _____ Date: _____
D D M M Y Y Y Y

PLEASE NOTE: The Homestay Office cannot guarantee Homestay for applications received after the stated deadline date. The University of Victoria reserves the right to require the total Homestay costs for the full academic term from any individual or group before acceptance into UVic Homestay. The Homestay Program adheres to the University of Victoria’s Policy on Human Rights, Equity and Fairness (GV0200).

After You Apply:

- UVic Homestay staff will check your application to make sure that you have included the **Payment Information** form (page 8). We cannot process your Homestay application without the Homestay application fee.
- UVic Homestay staff will use the information you have provided on the application form to match you with a local host, taking into consideration both your needs and those of the Homestay host. Health concerns or issues are prioritized for matches. While our program does its best to match a student’s preferences, we cannot guarantee that these will be met.
- Once matched, our UVic Homestay staff will send you a placement contract, stating the dates of your Homestay contract as well as information about your Homestay host, including their contact information.
- You will receive your Homestay contract within 2-3 weeks of your program start date (or sometimes earlier, depending when you apply). Please contact your Homestay host as soon as you receive your contract, so you can get to know them and share your flight arrival details.
- Your first Homestay payment (\$1260) will be due upon arrival in Victoria, paid directly to your Homestay host.

THESE NON-REFUNDABLE FEES MUST ACCOMPANY YOUR APPLICATION

- \$325 Application Fee (includes courier fee)
- \$1,000 deposit (part of tuition fee, not an additional cost)
- \$300 Homestay Application Fee (if you are applying for homestay)

Applications without fee payment information will not be processed.

The first installment must be paid before the payment due date of **July 31, 2023**. If payment is not received before the deadline, your registration may be cancelled. Students are not permitted to attend class if their account is not up to date.

Student Information

Family name _____ First name _____

I am paying a total of \$ _____ by:

Credit card

If you indicate that you would like to pay by credit card on this form, you will receive an email message from the Registration staff with the subject line "(Last name, First name): Payment Authorization, UVic English Language Centre."

This message will direct you to a secure site for secure online payment authorization. Upon payment processing you will receive a receipt to confirm payment.

Email address for secure online authorization: _____

- Bank wire**—send bank wire to: Royal Bank of Canada
1079 Douglas Street
Victoria, BC V8W 2C5 Canada
Transit #08000
Account #000-009-1
Institution #003
Swift ROYCCAT2

- Online Payment via Western Union "GlobalPay for Students"**
If you indicate that you would like to pay by Western Union, you will receive an email message from the Registration staff with online payment instructions.

- International Money Order**
- Canadian funds – payable to the University of Victoria

- Cheque**
- Canadian funds – payable to the University of Victoria

- Write student's name on bank wire.
- Specify if the bank wire is for the "English Language Centre".
- List the University of Victoria as the beneficiary.
- Applications **WILL NOT** be processed until we receive a copy of the bank wire by fax or email.

Other payment instructions: _____

Program Policies

STUDENTS MUST:

- be punctual, attend and participate in all classes
- behave responsibly and follow the regulations of the University of Victoria

REFUND

- The application fee, deposits and homestay application fee are non-refundable.
- No refund of tuition is possible after the beginning of each term.

Term start dates:

- Term 1: Sept. 5, 2023
- Term 2: Jan. 2, 2024
- Term 3: April 2, 2024

- Tuition fees for upcoming terms are refundable, less application fees and deposit, for registrations canceled before the first day of each term. See above for term start dates.
- If the Canadian Embassy rejects the application for a Study Permit, the ELC will refund the \$1000 deposit and the \$300 homestay application fee. The ELC must be informed before the program start date. Copies of documentation from the Embassy will be required.

- If a student applies but is not academically admissible for Preliminary Admission, they will receive a full refund of tuition and deposit. Students who do not submit required documentation are not eligible for a refund. **Application fees are non-refundable.**

Note: ALL final documents need to be received in order to confirm admission status.

PROGRAM CHANGE/CANCELLATION POLICY

- The English Language Centre reserves the right to make changes in fees, schedules, and courses without notice, and to cancel courses if enrollment is insufficient.
- If a program is cancelled or rescheduled, the liability of the English Language Centre is limited to a refund of the program fee or transfer to another program.
- The English Language Centre reserves the right to establish special regulations for admission to non-degree programs or courses.

The relevant law for all matters concerning programs shall be the law of the Province of British Columbia, Canada. The English Language Centre collects personal information on its form pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Act. The information you provide is used for the purposes of admission, registration, and other decisions relating to your program. For details on how the information is used, contact the English Language Centre or read UVic Policy 4400, Access to Student Records: <http://registrar.uvic.ca/home/documents/access.html>.

Application Checklist

1. **Complete and sign the Program Application form and the Homestay Application form (if applicable). Applications will not be processed without a student's signature.**

Application Deadline – April 30, 2023

2. **Pay the application fee(s) and deposit.**

\$325 Application Fee

\$1000 Program Deposit (part of tuition; not an additional cost)

\$300 Homestay Application Fee (if applicable)

3. **Immediately arrange for your official IELTS, TOEFL or CAEL score to be sent to:**

Mail

Undergraduate Admissions

University of Victoria

PO Box 3025 STN CSC

Victoria, BC V8W 3P2

Courier

Undergraduate Admissions

University of Victoria

Jamie Cassels Centre, Room A102

3800 Finnerty Road

Victoria, BC V8P 5C2

IELTS, TOEFL and CAEL results can be sent electronically. UVic's institutions number is **0989**.

The official test results must be submitted directly from the testing centre to Undergraduate Admissions.

Undergraduate Admissions will not accept any unofficial test results for evaluation.

4. **Arrange for your final official transcript to be sent when it's available.**

For further information on how to submit your final grades, please visit uvic.ca/undergraduate/admissions/how-to-apply/submit-your-final-grades/index.php

The final document deadline is Aug. 1, 2023

5. **Next Steps**

Visit uvic.ca/application to check the status of your application

Questions? Contact us

English Language Centre

Division of Continuing Studies

University of Victoria

PO Box 1700 STN CSC

Victoria BC V8W 2Y2

Canada

T: 1-250-721-8469

F: 1-250-721-8774

E: elc@uvic.ca

uvic.ca/elc


ELC on Social Media

 /EnglishLanguageCentre

 @ELC_UVic

 @elc_uvic

 /EnglishLanguageUVIC

 /school/english-language-centre-at-uvic