

**ENGLISH
LANGUAGE
CENTRE@UVIC**



**University
of Victoria**



**University Pathways Program for International Students
SEPT. 4, 2018 – AUG. 23, 2019 | APPLICATION FORM**



University Pathways Program For International Students APPLICATION INFORMATION

Fee Information



Application deadline: April 30, 2018

- Application fee: \$325 CAD (includes courier fee)
Program cost: \$29,055 CAD
Deposit: \$1,000 CAD due with application (deposit is part of tuition, not an added cost)
Term 1: \$11,475 due by August 6, 2018
Term 2: \$9,356 due by December 3, 2018
Term 3: \$7,224 due by March 4, 2019

Please note: If students are required to repeat a course, extra fees will apply.

**For program information please
visit uvic.ca/pathways.**

*Please note: Students must be 17 years
old by the start of the program.*

How to Apply

1. Complete the applications, payment information, and homestay application forms (if applicable).

Send the completed forms to:

MAIL:

English Language Centre
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
Canada

COURIER:

English Language Centre
Division of Continuing Studies
Continuing Studies Building
3800 Finnerty Road (Ring Road)
Victoria BC V8W 3N6
Canada

FAX: 1-250-721-8774

EMAIL: elcreg@uvcs.uvic.ca

Application/Registration Questions?

Contact us at:

Phone 1-250-721-8469

Email elcreg@uvcs.uvic.ca

2. Submit the following **non-refundable fees** with your application form(s):

Application Fee: \$325

Deposit: \$1,000

- This deposit is part of the tuition fee, not an additional cost.

UVic Homestay Application Fee (if applicable): \$250

- Include the completed homestay application form on pages 5-6 (two pages).

4. Immediately arrange for your official interim transcripts and official IELTS, TOEFL or CAEL score to be sent to:

**Mail: Pathways Coordinator
Undergraduate Admissions
University of Victoria
PO Box 3025 STN CSC
Victoria BC V8W 3P2 Canada**

**Courier: Pathways Coordinator
Undergraduate Admissions
University of Victoria University
Centre
3800 Finnerty Road (Ring Road)
Victoria BC V8P 5C2**

What are "official transcripts"?

An **official transcript** is a record of grade from a secondary or post-secondary institution. Transcripts must be in a sealed, unopened envelope and couriered or mailed to the Undergraduate Administration Office at the University of Victoria. Students cannot deliver transcripts themselves. The student's copy, a photocopy or a transcript received open or in an unsealed envelope will be considered unofficial. Transcripts in languages other than English must be submitted together with a notarized English translation.

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

5. Arrange for your final official transcript to be sent when available. Final document deadline August 1, 2018. Note: Students will not be fully admitted to the Pathways program until their sealed official transcripts and test scores have been received by Undergraduate Admissions.
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 August 6, 2018. 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: <http://www.cic.gc.ca/english/information/offices/apply-where.asp>

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 M M / Y Y Y Y	To M M / Y Y Y Y

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 institution (do not abbreviate)	School Address	From M M / Y Y Y Y	To M M / Y Y Y Y	Degree or Diploma earned	Date conferred M M / Y Y Y Y

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 7.
- I have disclosed all secondary and post-secondary education.
- I understand that I will not be permitted to attend class until my fees are paid in full.
- I understand that the Pathways curriculum comprises language courses and first-year credit courses leading to undergraduate studies in Social Sciences, Science or Engineering.

Please 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 thereto 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** _____
DD MM YYYY

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 www.statcan.ca/english/concepts/ESIS). If you wish further information, contact the Office of the Registrar.

For office use only

Please send your completed application to:

Homestay Questions or Concerns?

homestay@uvcs.uvic.ca

Application Questions?

elcreg@uvcs.uvic.ca

MAIL:

English Language Centre
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
Canada

COURIER:

English Language Centre
Division of Continuing Studies
Continuing Studies Building
3800 Finnerty Road (Ring Road)
Victoria, BC V8W 3N6
Canada

EMAIL: elcreg@uvcs.uvic.ca

FAX: 1-250-721-8774

Homestay Payment

> **Application deadline: July 1, 2018**

\$250 Homestay Application Fee

- Non-refundable
- Payable at time of application

Homestay Accommodation Fees:

- \$950/month
- Student pays host family directly each month

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

Term Selection:

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.

September 3 to December 22, 2018

January 6 to April 27, 2019

April 28 to August 24, 2019

Please answer every question below. Incomplete forms will not be accepted.

Family Name _____ First Name _____ Male Female
 Nationality _____ Native Language _____ Date of Birth _____
DD MM YYYY

Personal Information

1. Do you smoke? Yes No

2. **In Canada, many host families have pets 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? Yes No (e.g., drugs, food, plants)

If yes, please describe: _____

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

If yes, please describe: _____

5. Are there any foods that you do not eat? Yes No

If yes, please describe: _____

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

Comments? _____

7. What are your hobbies and interests? _____

Homestay Application Form, University Pathways Program

It is important that you are matched 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.

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

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

Contact Information

YOU WILL RECEIVE HOMESTAY DETAILS BY EMAIL AT LEAST TWO WEEKS BEFORE YOUR PROGRAM START DATE.

Student Email _____ (All Homestay information will be sent to this address.)

Student Home Address _____ City _____

Province/State/Prefecture _____ Country _____ Postal/Zip Code _____

Student Phone _____
Country Code/Area Code/Phone

Where do you live now? _____ City _____

Province/State/Prefecture _____ Country _____ Postal/Zip Code _____

Agent Information

Are you using an educational agent? Yes No Name of Agency _____

Agency Branch _____ Agency Contact Name _____ Agent Email _____

Homestay Agreement – by signing below, I agree to the following terms and conditions:

- I will submit my Homestay application and non-refundable Homestay application fee by the deadline date as outlined above.
- I will be 18 years of age by the day I 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.**
- I understand that the Homestay Program places students with local families of diverse backgrounds, life experiences and world views.
- I understand that UVic Homestay will select a family based on the information I have provided on my Homestay application and that there is no guarantee that all of my personal preferences will be met.
- I have read, fully understand and agree to abide by the UVic Homestay Student Guidelines (<https://www.uvcs.uvic.ca/elc/homestay/students/guidelines/>)
- The Homestay contract with the host family is for the duration of my program.
- I agree to pay the Homestay fees directly to my host on the first day of arrival in their home, unless otherwise specified.
- I have a financial obligation to my host family for the duration of my placement as per my contract with UVic Homestay.
- I agree to provide a signed and completed Two Week Notice form should I decide to terminate the hosting relationship before the end of my contract.
- I will pay my host for two weeks from the day the Two Week Notice form is signed by my host and myself.
- I will have adequate medical insurance coverage for the duration of my stay in Canada.
- I will have adequate insurance coverage for my belongings and personal liability for the duration of my stay in Canada.
- I authorize UVic Homestay to release information in this application to my host family and educational institution or agent.

Signature of Applicant _____ Date _____
DD MM YYYY

For applications 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 that the University will deal directly with the Applicant in carrying out this agreement in accordance with its terms.

Signature of Parent/Guardian _____ Date _____
DD MM YYYY

NOTE: The Homestay Office cannot guarantee Homestay for applications received after the deadline dates as stated above. The University of Victoria reserves the right to require the total Homestay costs for the full academic term from any individual or group before they are accepted into UVic Homestay.

These non-refundable fees **MUST** accompany your application.

Applications without fee payment information will not be processed.

- \$325 Application Fee (includes courier fee)
- \$1000 Deposit (part of tuition fee, not an additional cost)
- \$250 Homestay Application fee
(if you are applying for homestay)

The first installment must be paid before the payment due date of **August 6, 2018**. 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

- Write student's name on bank wire.
- Specify 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.

- 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 University of Victoria

- Cheque**
• Canadian funds • payable to University of Victoria

Other Payment Instructions:

Program Policies, University Pathways Program

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. 4, 2018

Term 2: Jan. 7, 2019

Term 3: April 8, 2019

- Tuition fees for upcoming terms are refundable, less application fees and deposit(s), 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 \$250 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.**

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>.





University Pathways Program for International Students Application Checklist

- 1. Complete the Application Form. Applications will not be processed without a student signature.**
Deadline: April 30, 2018
- 2. Complete and sign the Homestay Application Form, if applicable. Applications will not be processed without a student signature.**
- 3. Pay the application fee(s) and deposit.**
 - \$325 Application Fee
 - \$1,000 Program Deposit (part of tuition not an additional cost)
 - \$250 Homestay Application Fee (if applicable)
- 4. Arrange for all official transcripts and language exam results to be sent to:**
 - Mail: Pathways Coordinator**
Undergraduate Admissions
University of Victoria
PO Box 3025 STN CSC
Victoria BC V8W 3P2 Canada
 - Courier: Pathways Coordinator**
Undergraduate Admissions
University of Victoria
University Centre
3800 Finnerty Road (Ring Road)
Victoria BC V8P 5C2 Canada
 - Deadline: August 1, 2018**
- 5. Next Steps**
 - Visit uvic.ca/applied 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

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