



International students, Visitors, skill Workers who want "Letter of Admission **LOA**" for immigration or other purposes must complete and sign all 4 pages + copy of passport + a Photo. Scan them all and submitted to the above email.

Student Gender Male Female Student ID: _____

Student first name: _____ Last name: _____

Street Name and Number: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____ Email: _____

Mother Tongue: _____ Country of Origin: _____

Type of Stay (Home- stay, Apartment, etc): _____ Duration of studies in weeks: _____

Start date: _____ Date of Birth: dd: _____ mm: _____ yyyy: _____

Program or Course applying for: _____ International Student (type YES or NO): _____

This section has to be filled in when a student is granted a study permit by IRCC.

Study Permit Number _____ Study Permit Expiry Date: _____

Date of Admittance into Canada _____

Primary method of program delivery: _____

Credential to be awarded upon Successful Completion of the Program: Non accreditation

International students who have received a letter of admission from CCE will only be eligible for a tuition fee refund if they present the refusal letter from Immigration, Refugees and Citizenship Canada (IRCC). In the event of tuition fee refunds, CCE must apply a 4% + deduction from the student's tuition fee as appropriate to any bank or service charges. The letter of admission will be emailed to accepted students. If you require the original letter, then a \$175 shipping fee will be applied in addition to the registration fee. Students are responsible for their own accommodations, insurance, transportation and other policies.

Note: No MAKE-UP classes for group program. Students are responsible for their attendance.

I, _____ agree with the above statement and acknowledge that I have received a copy of student contract.

Signature: _____ **date:** _____

Canada College of Education reserves the right to modify courses, programs, plan and policies without advance notice and at its sole discretion, reserves the right to suspend or cancel any program or course if enrolment number is deemed insufficient or for any other reasons. Students are responsible for their insurance, accommodation, transportation or other needs.



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International Student Consent Form
Notice of Collection of Personal Information and Consent
(Ontario Ministry of Advanced Education and Skills Development)

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, the Ministry of Advanced Education and Skills Development (the “Ministry”) conducts a site assessment to verify the information provided 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, Quality and Partnerships Unit

Private Career Colleges Branch

Ministry of Advanced Education and Skills Development

77 Wellesley Street West, P.O. Box 977

Toronto, Ontario M7A 1N3

416-314-0500 or ISP.TCU@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: _____

Refunds Policy

Canadian students who have enrolled in a part time, full time or private lessons course(s) can request a refund only after their first session (first class attendance). We do not provide any late refunds.



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International students who are applying from outside or within Canada and are granted a study permit will not be refunded under any circumstances. If any tuition fee is paid in advance, it can only be refunded when the student submits their **refusal letter** from *Immigration, Refugees and Citizenship Canada* (IRCC). Canada College of Education ONLY accepts the refusal letter from IRCC. As soon as a student is granted with their study permit, (regardless to if he/she comes to Canada or not) we are unable to provide you with a refund. **The tuition fees are non-transferable.**

Transfers: International and local students can transfer from other schools to CCE and receive a Letter of Admission for immigration purposes. Students can register and receive our discounted package. Students who are dismissed will not be eligible for a refund. International students who wish to change schools are required to notify us **30 days** prior to departure. *The first month of study will be non-refundable regardless to the student is attending classes or not.*

If you choose to withdraw from CCE, we will require proof that your *VISA status is lawful*. You are required to show your Boarding Pass if you are leaving Canada earlier than anticipated. Alternatively, if you are attending another academic institution, you are required to re-apply for a new study permit and you must provide CCE with valid documentation to demonstrate your eligibility to stay in Canada. Students who have applied through an agent are required to contact their agent for information on any possible refund process.

Cancellation after start date

% Program Completed	% Unused Tuition Refunded
Up to 10	50
Up to 40	30
After 40	0.0

If your application is rejected by IRCC then you have 90 days to request a refund. Students who are rejected may have an option to reapply for a study permit. In which case you will be charged a second non-refundable admission fee. Students may deposit any amount; the total amount will be shown on the letter of admission. CCE requires at least one month tuition fee to be deposited in advance.

1. Full tuition fees will be refunded if for any reason the course is not conducted by CCE (course cancelled).
2. A minimum of 5 weeks is needed for the processing of refunds.
3. No interest is charged on any refund payments.
4. No refunds will be provided if students have postponed the start of their course in Canada.
5. All refunds are made subject to the approval of the school board.

Please note that in the case of a refund, CCE will deduct a bank transfer charge, a service charge and other applicable fees from the student's tuition amount.

Method of refund: The repayment can be done by cheque, direct deposit, wire transfer or other methods. Students are required to provide us with all banking information including the swift number. CCE will deduct 4% from total tuition fee in order to cover the POS machine charge as well as other service fees.

Student Name/Agent/Guardian _____ Signature: _____ Date: _____
(Guardian must sign for under age of 16)



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Method of payment

We accept several payment methods including:

Cash, Cheques, Debit and Credit cards for international students who currently reside in or outside of Canada.

I authorize Canada College of Education to charge my Credit Card for the total indicated below

Non refundable admission fee:	\$ _____	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard
Tuition fee:	\$ _____	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money Order
Other fees:	\$ _____	<input type="checkbox"/> Other Method _____	
Total fees:	\$ _____		

Student's full name: _____

Name of cardholder: _____
(If not the same as student name)

Card#: _____ Expiry date: _____ CW: _____

Billing Address: _____

SIGNATURE: _____ Date: _____

Disclaimer: Any transaction online may be subject to some degree of vulnerability. Canada College of education takes no responsibility regarding the security of credit card information submitted online. If this is an issue please use another method of payment.