

Office Use Only



# Application for Upper Madison College

Please submit your application with the non-refundable application fee and documents to: Admission Office 5075, Yonge St. Suite 500 (5th floor), Toronto, Ontario, Canada M2N 7H3 TEL: 416-512-1026 FAX: 416-512-0024 email:info@umcollege.ca

Personal Data					
Last Name (Please Print Clearly)		First Name:		Middle Name:	
Address				Telephone Number (Home)	
City/Province	Country	Postal Code		Telephone Number (Business/Cell)	
Emergency Contact person				Emergency Contact Telephone	
Email Address		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth MM DD YY	
Program Applying for ESL					
<input type="checkbox"/> Toronto Campus <input type="checkbox"/> Montreal Campus		<input type="checkbox"/> Standard (20hrs/wk) Duration _____ weeks		<input type="checkbox"/> Intensive (25hrs/wk) Preferred Entry Date MM DD YY	
				<input type="checkbox"/> Super Intensive (30hrs/wk) Current English Level:	
Special Program					
Program Name		Duration _____ weeks		Preferred Entry Date MM DD YY	
				Current English Level <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Program Name		Duration _____ weeks		Preferred Entry Date MM DD YY	
				Current English Level <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
UMC Student Service Information			Cost of the Program in Canadian Dollars		
Do you need homestay? <input type="checkbox"/> Yes <input type="checkbox"/> No			Tuition Fee 1 \$ _____		
Do you need reception service? <input type="checkbox"/> Yes <input type="checkbox"/> No			Tuition Fee 2 \$ _____		
Do you need to purchase medical insurance through us? <input type="checkbox"/> Yes <input type="checkbox"/> No			Tuition Fee 3 \$ _____		
*International students are required to hold a medical insurance while staying in Canada.			Application Fee \$ _____		
Method of Payment			Medical Insurance \$ _____		
Please indicate the form of payment in which your funds will be paid.			(\$1.50x ___ days)		
<input type="checkbox"/> Bank Draft <input type="checkbox"/> Wire Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <b>(3% transaction fee)</b>			Homestay Placement Fee \$ _____		
- All funds are payable to Upper Madison College			Homestay Fee \$ _____		
- Wire transfers should be sent to TD Canada Trust			Reception Service \$ _____		
Bank address: 4841 Yonge St. Willowdale, Ontario, M2N 5X2			<b>Total Deposit</b> \$ _____		
Beneficiary: Upper Madison College			<b>Balance</b> \$ _____		
Account No: 0618-5214611 Transit No: 19762-004			*The balance of tuition to be paid within 4wks before the program's start date.		
Swift Code: TDOMCATTOR					
Application Declaration					
<i>Please read the following before signing:</i>					
1. I declare that the information contained in this application is to the best of my knowledge complete and correct.					
2. I agree to abide by the rules and regulations of the college.					
3. I understand and agree that acceptance of this application in no way guarantees admission to the program or course and that this application is subject to the availability of seats. I understand and agree the college reserves the right to modify or cancel any program or course without notice or prejudice.					
_____ Signature of applicant			_____ Date		
Agency: _____		Agent: _____			
TEL: _____		FAX: _____			
Email: _____					

# UMC Refund Policy



To be considered for a refund, a student must submit a written notice of withdrawal to UMC. Verbal notices are not considered. The policy applies to tuition only. **Application fees, airport reception fees, and medical insurance are non-refundable.**

## [1] International Students:

(1) UMC may retain the lesser of 25% of total fees or CAD\$200.00 from students who: a) Are denied a Student Visa / Study Permit. The student or legal guardian must provide written notification of the situation to UMC and provide documentation of the circumstances seven (7) business days before the program starts. b) Do not receive a Student Visa / Study Permit before the program start date. The student or legal guardian must provide written notification of the situation to UMC and provide documentation of the circumstances seven (7) business days before the program starts.

(2) a) After the approval of a student visa by the Canadian Authority, no refund will be made if an applicant does not come to Canada on account of personal reasons and/or does not study the applied course. b) When an international student enrolled with UMC on the basis of a study permit either withdraws from or is dismissed by UMC, UMC will notify Citizenship and Immigration Canada within fourteen (14) calendar days that the student has either withdrawn or been dismissed.

## [2] Non-international students:

Refunds will be given before a program of study starts:

(3) a) If written notice of withdrawal is received by UMC no less than seven (7) days after the contract is made and before the program start date UMC may retain the lesser of 25% of the total fees or CAD\$500.00 after deducting CAD\$200.00 as a refund administration fee. b) If written notice of withdrawal is received by UMC thirty (30) or more days before the program start date UMC may retain 25% of the total fees after deducting CAD\$200.00 as a refund administration fee. c) If written notice of withdrawal is received by UMC less than thirty (30) days before the program start date, UMC may retain 40% of the total fees.

Refunds after the program of study starts:

(4) If written notice of withdrawal is received by UMC or if a student is dismissed within the first week of classes, the student is eligible for a refund of 50% of the total tuition fee minus CAD\$200.00 of refund administration fee. No tuition refund will be granted after 4:00p.m. on Friday of the first week.

(5) Refund owed to students pursuant to sections 1 and 2 will be paid after fourteen (14) days, but within thirty (30) days of receiving written notice of withdrawal from the student, or within thirty (30) days of UMC issuing written notice of dismissal.

registration fees are transferable to a later month for up to 6 months, provided that the school is notified 30 days before the first day. In such case, another office Letter of Acceptance showing such an extension can be obtained from the Admission Office for a fee of \$100 (in Canadian currency).

## UMC HOMESTAY FEE REFUND POLICY

1. The Homestay Placement Fee is non-refundable under all circumstances.
2. All Homestay Fees are refunded if a Student Permit is denied and the student provides UMC with written notification as outlined in the UMC Refund Policy.
3. If a student withdraws from a homestay, in writing, 30 days prior to the Homestay commencement date, all Homestay fees will be refunded.
4. If a student withdraws from a Homestay, in writing, before, but less than 30 days prior to the commencement of Homestay, all Homestay Fees will be refunded except fees for the first 2 weeks of the Homestay.
5. If a student withdraws or is dismissed from a Homestay, in writing, after commencement of the Homestay term with less than 30 days notice, all Homestay Fees will be refunded except the amount calculated on a strict prorated basis from the used portion to the date of cancellation..
6. If notice to transfer or cancel exceeds than 4 weeks, all remaining unused Homestay Fees are refunded.
7. There will be a CAD\$25 Homestay Move Fee for any changed homestay, unless otherwise approved by the UMC Director responsible for Homestay.
8. If a student requests to transfer to a different homestay family, the Homestay Move Fee will be charged and fees for the next 4-week contract period may be charged unless otherwise approved by the UMC Director responsible for Homestay.
9. A student will be dismissed from a homestay if he or she has violated Canadian laws and/or UMC Homestay Regulations.
10. Refunds will be issued within 30days of receiving written notice and only upon presentation of the original receipt. If a student was registered by a representative or the recruiter, the refund will be sent to the representative or a recruiter.

## DISMISSAL POLICY

The following may be causes for the immediate dismissal of a student:

- Possession of illegal or dangerous drugs or weapons
- Cheating, plagiarism, stealing, or forgery
- Theft or non-accidental destruction of school property
- Lewd, indecent, or obscene behavior on school property
- Abusive behavior toward other students or school staff