

# VICTORIA



## Victoria International Student Programs

### Instructions

Please carefully read these instructions before filling out the application form. Send the completed application form and required fees to our program office. Make a copy of the application form and any accompanying documentation, for your personal records.

Many students applying to VISP can enjoy the convenience of registering and paying on-line. Please visit our website for more information: [studyinvictoria.com](http://studyinvictoria.com)

### Academic High School Program/Uplands Campus Academic Transition Program (ATP)

Please visit our website [studyinvictoria.com](http://studyinvictoria.com) for current fees and program information.

### Refund Policy

Students are selected for Victoria International Student Programs with the expectation that they are committed to high achievement through serious study. We make a commitment to our students to assist them in achieving success. While we look forward to a good relationship with all of our students, in some cases circumstances change and the following refund policy will apply.

- Application Fee: non-refundable
- Homestay Placement Fee: non-refundable
- Homestay Monitoring Fee: non-refundable unless the student cancels prior to their program start date and/or leaves the program within 30 days of their start date. After 30 days no refund is provided.
- If applicable, the Legalization Fee will be deducted from the Homestay Monitoring Fee.
- If the request for a Study Permit is denied by Immigration, Refugees and Citizenship Canada (IRCC), the total School Fee paid is refundable less \$500 administration costs.
- If a student cancels prior to their program start date, two-thirds of the School Fee paid is refundable. If a student leaves the program within 30 days of their program start date, half the School Fee paid is refundable.
- After 30 days OR in the event of being required to leave the program because of faulty documents, failure to obey program rules or being charged with a criminal act in Canada, no refund is provided.



## Application Checklist

### Academic High School Program/Uplands Campus Academic Transition Program

#### Step One: Applying and Letter of Acknowledgement

Submit the following to the VISP office:

- Completed Application Form
- Final report cards for the last two years
- Photocopy of first page of passport
- A recent photograph
- \$250 Application Fee

Make all cheques and bank drafts payable to Victoria International Student Programs. Applications cannot be processed without all of the above items.

Visit [studyinvictoria.com](http://studyinvictoria.com) to apply and pay on-line and submit supporting documents electronically.

- Make a photocopy of the Application Form for personal records.

A Letter of Acknowledgement will be sent to all applicants regarding the application status.

#### Step Two: Letter of Acceptance Guarantee

Upon receipt of a Letter of Acknowledgement and invoice, please do the following:

- Pay all remaining applicable program fees.

Once all the above fees have been paid, an official Letter of Acceptance Guarantee will be issued. A guardianship letter will be issued, if required.

#### Step Three: Visa Application

Upon receipt of the official Letter of Acceptance Guarantee, please do the following:

- Immediately contact the nearest Immigration, Refugees and Citizenship Canada (IRCC) office for a Study Permit application form, or obtain one from the IRCC website. Be sure to apply as early as possible as the process can take over eight weeks.
- Complete the form and include the Letter of Acceptance Guarantee with your application package. Wait to receive a reply from IRCC.
- Make sure you have an updated passport.

**Please note:** Victoria International Student Programs has no influence over the visa application process. Please direct all enquiries regarding your visa status to your local IRCC office.

## VICTORIA



## Short-Term High School Experience Program/Camp Victoria Summer Program

### Short-Term High School Experience

Please visit our website [studyinvictoria.com](http://studyinvictoria.com) for current fees and program information.

Program Fees Include:

- School Fee
- Victoria International Airport Pick-up and Drop-off
- Homestay Fees (including 3 meals per day)
- Medical Insurance
- Participation Certificate
- VISP Souvenir

### Camp Victoria

Please visit our website [studyinvictoria.com](http://studyinvictoria.com) for current fees and program information.

Program Fees Include:

- School Fee
- Victoria International Airport Pick-up and Drop-off
- Homestay Fees (including 3 meals per day)
- Medical Insurance
- Activity & Entrance Fees
- Transportation to and from Activity Locations
- Participation Certificate
- VISP Souvenir

### Registration Information

1. Select your preferred dates
2. Complete the application form
3. Photocopy the first page of the student's passport
4. Submit the completed application form and passport copy to our office by fax, mail or email, along with payment in full. We will start processing your application once we receive your payment.
5. Have a valid travel document (a Study Permit is not required for the Short-Term or Camp Victoria Programs).

### Refund Policy

Fees are held pending student placement. Upon confirmation of placement and program acceptance, Victoria International Student Programs does not give refunds for short-term programs. In the event that a student must withdraw from the program for family emergency or medical reasons, VISP will provide a refund less a \$500 administration fee.



## Information for All Programs

### Payment of Fees

#### 1) Cheque or Bank Draft

Bank Draft or certified cheque providing the issuing bank is associated with a Canadian Bank. Use micro-encoded cheque or bank draft, payable to:

Victoria International Student Programs  
Uplands Campus, 3461 Henderson Road,  
Victoria, British Columbia, Canada V8P 5A8

#### 2) Wire Transfer

Ensure the student's full legal name is indicated on wire transfer payments.

Greater Victoria School District - International Student Program  
Canadian Imperial Bank of Commerce  
1175 Douglas Street, Victoria BC Canada  
Account number 40 - 12410  
Bank No. 010, Transit No. 00090  
Swift Code: CIBCCATT

#### 3) Visa or MasterCard

Provide account number, card expiry date and written authorization to charge fees to this account. Must arrange prior approval with account holder's bank.

#### 4) Online Payment

Many students applying to VISP can enjoy the convenience of registering and paying on-line. Please visit our website for more information.

### Refund Policy and Additional Terms & Conditions

Please see the refund policies for our programs on pages 1 and 3 of this brochure.

In addition, the Greater Victoria School District #61 is not liable for losses/expenses that may incur as a result of the District being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control. If the student's educational needs are greater than disclosed on the application, the District reserves the right to charge for extra support if such support is available. Any inaccuracy in the application submission is grounds for the District to terminate the agreement and send the student home without refund and at the parent's own expense.

### Medical Insurance

#### Academic High School Program / Uplands Campus Academic Transition Program

Medical insurance coverage will commence five days prior to the start of orientation and remain in effect five days after the end of the program. Medical insurance will provide protection during the 10-month school period, as well as any portion of July and August when the student is in Victoria. Temporary cancellation of medical insurance during absences from Canada is subject to an administration fee.

#### Short-Term High School Experience Program / Camp Victoria Summer Program

Medical insurance start date will be a maximum of two days prior to the start of the program. Insurance end date will be a maximum of two days after the program ends

### Travel Arrangements

#### Travel to Victoria

*Important Notes about Arrival and Departure:*

- Please arrange to arrive in Victoria a few days prior to the start of orientation.
- Arrival in Victoria must be no more than five (5) days before the start of orientation.
- Departure from Victoria must be no more than five (5) days after the end of the program.

Students should make travel arrangements as soon as possible. When arrangements are confirmed, students must contact their homestay family to inform them of the arrival date, time and flight number. In most cases, the homestay family will meet the student upon arrival.

Students must also send their travel information to the VISP office by email or fax. Include travel information for the student's end-of-program departure from Victoria, if it is available.

It is important that students book a flight through to VICTORIA International Airport. Do not end the flight in Vancouver unless a visit to the Vancouver region is part of the travel plan. Where students are visiting Vancouver first, arrangements for travel to Victoria should be made and provided to the homestay family and VISP Office.

#### Travel from Victoria

Students may not leave Victoria without permission from the VISP Office. This rule is in place for student safety.

Students who are planning trips home during holidays must book flights as early as possible. Students are expected to schedule holiday travel during school vacation periods. Students should not miss classes. The VISP Office can assist with suggestions about dependable travel companies.