



OXFORD
College of Canada

English Language Centre

2025 Registration Form

- New Student
- Extending Student

Student Number _____

Student Information

First Name	_____	Last Name	_____
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth (dd/mm/yyyy)	_____
Nationality	_____	Country of Residence	_____
Mother Tongue	_____	Email	_____
Address (Number)	_____	City	_____
Street	_____	Province	_____
Country	_____	Postal Code	_____
Telephone	_____	WhatsApp / Mobile #	_____

EMERGENCY CONTACT or LEGAL GUARDIAN (if student is under 18 years old)

First Name	_____	Last Name	_____
Email	_____	Telephone	_____
Relationship	_____	<input type="checkbox"/> Home Country <input type="checkbox"/> Canada	

AGENCY (if applicable)

Agency Name	_____	Contact Person	_____
Agent Email	_____	Agent Telephone	_____

STATUS in CANADA

Visa / Permit Visitor/eTA Study Permit Work Permit Permanent Residency

Program Registration

Start Date (dd/mm/yyyy)	_____	Total Number of Weeks	_____
Program	<input type="checkbox"/> General English <input type="checkbox"/> English for Health Care (EHC) <input type="checkbox"/> IELTS <input type="checkbox"/> University College Preparation (UCPP)	_____ / _____ / _____ <small>dd mm yyyy</small> weeks _____	
Lesson Option	<input type="checkbox"/> Semi-Intensive <input type="checkbox"/> Intensive <input type="checkbox"/> Intensive Plus <input type="checkbox"/> Premium Plus		

English Level

- Beginner Low Intermediate Intermediate High Intermediate Advanced

For direct entry into UCPP or EHC (Official IELTS or iBT TOEFL) _____

Medical Insurance and Health Information

Do you require medical insurance? Yes No

Start Date (dd/mm/yyyy) _____ Total Number of Weeks _____
 End Date (dd/mm/yyyy) _____

** You must have valid medical insurance while studying in Canada. If you have medical insurance, please provide a copy of the insurance 2 weeks prior to your arrival.**

I confirm that all of the information that I have submitted to OCC is accurate and complete. I understand that any false or incomplete information submitted may invalidate my registration. I confirm that I have read, understand, and agree to abide by the terms and conditions of registration including the Cancellation and Tuition Refund Policies.

Student Name

Student Signature

Date dd / mm / yyyy

Cancellation/Refund Policy

Cancellation Policy

In the event that a student must cancel their program, the school must receive a written notification of the cancellation by completing a cancellation/refund form available from the school. Refunds are processed according to the terms below:

% of Program Completed	% Tuition Refunded
Cancellation 30 days or more before the <u>start date</u>	75% (minus registration fee)
Cancellation less than 30 days before the <u>start date</u>	50% (minus registration fee)
0 - 24% of the <u>length of study</u>	25% of tuition remaining (minus registration fee)
Over 25% of the <u>length of study</u>	0%

** The start date refers to the first day at OCC, not individual program start dates.

*** Length of study refers to the entire duration of your registration, not the length of individual programs

***The Registration fee is non-refundable.**

Tuition Refund

Students who are unable to obtain the necessary permits to enter Canada will receive a 100% refund to tuition fees, less the \$195.00 Registration fee. The school must receive written notification of the cancellation by completing a cancellation/refund request form available from the school and send a copy of the letter of rejection from Citizenship and Immigration Canada before the refund will be processed.

Accommodation Refund

Cancellation Prior to Arrival

- a) If the student cancels within 2 weeks prior to arrival, the homestay registration fee and two weeks homestay will be charged.
- b) In the event that the students does not arrive to homestay, the 4-week homestay fee will be applied.

Cancellation After Arrival

Students are expected to provide 30 days notice of withdrawal from the homestay program. Students who withdraw after arrival will not receive a refund of the Homestay Registration Fee, or the remainder of the homestay session (4 weeks). Students are welcome to stay with the host throughout the notice period.

Cancellation Due to Visa Denial

If a student cancels due to a visa denial, the accommodation placement fee will be refunded, along with homestay fees paid after the visa refusal letter is submitted to Oxford College of Canada's administration staff.

Conditions of Enrolment

Oxford College of Canada (OCC) reserves the right to refuse any undesirable registration. OCC reserves the right to change start dates, programs, and course content at any time and without prior notice. Fees, dates and conditions listed in the school brochure are subject to change without prior notice. Courses are available based on enrolment.

OCC and its directors and shareholders accept no responsibility whatsoever for any lost or damage to the personal belongings or property of student or program participants or for any injury to or death of a student or program participant occurring on or off school property.

Students must comply with the rules of the school. Failure to comply with the rules of the school may result in dismissal.

Neither OCC nor its representatives is liable in cases where OCC is unable to fulfill any services to which they are contractually bound because of weather, labour disputes, or other reasons which are beyond their control.

Student Rights and Responsibilities

Student Rights

OCC Pledges to uphold student rights as outlined in the statements below. Furthermore, OCC pledges to adhere to the following policies and procedures regarding:

- Registration form
- Fee Collection & Refund Policy
- Academic Good Standing Policy
- Credential Assessment

Student at OCC have the right to:

- Protection under the laws governing the province of Ontario
- Study in an environment where health and safety regulations are adhered to
- Respect for one's person and property
- Privacy of personal information
- Support from OCC staff in pursuit of academic progress
- Support and information regarding life in Canada
- A study environment free of discrimination based on ethnicity, religion, sexuality or gender
- Lodge formal complaints as outlined in the Student Complaint Procedure

Student at OCC Undertake to do the following:

- Abide by the laws governing the province of Ontario
- Follow school rules
- Follow school safety procedures
- Respect the equal rights of others regardless of ethnicity, religion, sexuality or gender
- Treat school property and the property of others with respect
- Refrain from consuming alcohol and or cannabis in all forms on OCC premises
- Refrain from attending school while intoxicated on alcohol, cannabis or any other illegal substance
- Refrain from unauthorized sales of goods and services on school property
- Behave in a way that does not harm, or threaten to harm, others either physically or mentally

Student Code of Conduct

Students are responsible and accountable for their behaviour on school property and when participating in school-organized activities

New Student
 Extending Student
 Student Number _____

Student Information

First Name _____ Last Name _____
 Gender Male Female Other Date of Birth (dd/mm/yyyy) _____
 Nationality _____ Email _____
 Telephone _____ WhatsApp _____

EMERGENCY CONTACT

First Name _____ Last Name _____
 Email _____ Telephone _____
 Relationship _____ Home Country Canada

Accommodation Information

What type of accommodation do you require? Not Required Homestay Residence (May - Aug only)
 Homestay Options: Full Board (3 meals per day) Room Only
 Half Board (2 meals per day)
 Start Date (dd/mm/yyyy) _____ Finsh Date (dd/mm/yyyy) _____
 Total Number of Weeks _____ Departure Date (dd/mm/yyyy) _____

Please answer the following questions to assist us in finding an appropriate host family for you

Do you smoke? Yes No Do you have any special dietary or food preferences? Yes No
 Can you live in a home with smokers? Yes No
 Can you live with pets? Yes No If yes, please describe: _____
 Can you live with small children? Yes No
 What are your hobbies and interests? _____

 Do you have any allergies or medical concerns? Yes No
 If yes, please describe: _____

Flight Information

Airport pick-up Requested Yes No
 Date (dd/mm/yyyy) _____ Airline: _____
 Time: _____ Flight Number: _____