



Please choose:

Toronto

Montreal

Application for Upper Madison College of Advanced Language Learning and Skill Development

Please submit your application with the non-refundable application fee and documents to Admission Office
 Toronto Office: 5075, Yonge St. Suite 500 (5th floor), Toronto, Ontario, Canada M2N 7H3 TEL: 416-512-1026 email: info@umcollege.ca
 Montreal Office : 360 Mayor Street, 3rd and 4th floore Montreal, QC Canada H3A 1N7 TEL: 514-281-0606 email info.montreal@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 Male Female		Date of Birth MM DD YY							
Program Applying for											
ESL FSL	Standard (18hrs/wk)		Intensive (25.2hrs/wk)		Super Intensive (30hrs/wk) (Toronto campus only)						
	Duration weeks		Preferred Entry Date MM DD YY		Current English Level:						
Special Program											
Program Name	Duration weeks	Preferred Entry Date MM DD YY			Current English Level	Full-time Part-time					
Program Name	Duration weeks	Preferred Entry Date MM DD YY			Current English Level	Full-time Part-time					
UMC Student Service Information			Method of payment								
Do you need homestay? Yes No (If yes, fill out Homestay application) Do you need airport pickup service? One way Both ways No Do you need to purchase medical insurance through us? Yes No Do you need to apply for CAQ (for Montreal Only)? Yes No <small>*international students are required to hold a medical insurance while staying in Canada.</small>			Please indicate the form of payment in which your funds will be paid. Bank Draft Wire Transfer Cheque Credit Card <u>(4% transaction fee)</u>								
Bank Information			Montreal								
Toronto - All funds are payable to Upper Madison College - Wire transfers should be sent to TD Canada Trust Bank address: 4841 Yonge St. Willowdale, Ontario, M2N 5X2 Beneficiary: Upper Madison College Account No: 004197625233039 Swift Code: TDOMCATTOR			- All funds are payable to Upper Madison College -Wire transfers should be sent to TD Canada Trust Bank address : 1401 Bleury Street Montreal, QC H3A2H6 Beneficiary : Upper Madison College Account No.:004425615221087 SWIFTCODE: TDOMCATTOR								
Application Declaration											
<p>Please read the following before signing:</p> <p>1. I declare that the information contained in this application is to the best of my knowledge complete and correct.</p> <p>2. I agree to abide by the rules and regulations of the college.</p> <p>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.</p>											
_____ Signature of applicant			_____ Date								
<table border="1"> <tr> <td>Agency:</td> <td>Agent:</td> </tr> <tr> <td>TEL:</td> <td>FAX:</td> </tr> <tr> <td>Email:</td> <td></td> </tr> </table>						Agency:	Agent:	TEL:	FAX:	Email:	
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1. INTERNATIONAL STUDENTS:

(Include students who received visa using the LOA issued by UMC)

1.1) UMC may retain the lesser of 25% of total fees or CAD\$200.00 from students who are denied an entry Visa and/or 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.

1.2) After the approval of an entry visa and/or study permit using the LOA from UMC 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.
1.2.a) 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:

(Include but not limited to students who holds study permit/entry visa without using the LOA issued by UMC and/or permanent residents)

2.1) Refunds will be given before the program of study starts:

2.1.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 non-refund administration fee. 2.1.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 non- refund administration fee. 2.1. 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.

2.2) Refunds after the program of study starts:

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

3. REFUND PAYMENT:

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.

4. DEFERRED ACCEPTANCE

If you cannot begin in the month applied for, the tuition and 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 official Letter of Acceptance showing such an extension can be obtained from the Admission Office for a fee of \$100 (in Canadian Currency).

UMC HOMESTAY FEES REFUND POLICY:

1. The Homestay Placement Fee is non-refundable under all circumstances.
2. All Homestay Fees minus placement fee will be refunded if a study permit/ entry visa 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 minus the placement fee.
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 and the Homestay placement fee.
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 fees for the 2 weeks and the amount calculated on a daily rate basis from the start date to the date of cancellation.
6. If notice to transfer or cancel exceeds 4 weeks, all remaining unused Homestay Fees will be 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 without any refund.
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
- Verbal and Physical abusive behavior toward other students or school staff.

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, custodian letter fee and medical insurance are non-refundable. The school will not withhold student's passport, study permit, or any similar documents under any circumstances.**