

Office Use Only



Upper Madison College  
100 Upper Madison Ave, Toronto, Ontario, M2N 5K1, Canada

# Application for Upper Madison College

Please submit your application with the non-refundable application fee and documents to:

Upper Madison College

Admission Office 5075 Yonge St. Suit 500(5th floor), Toronto, Ontario, Canada M2N 7H3  
TEL: 416-512-1026, 416-512-0965 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		Birth Date MM   DD   YYYY	
Program Applying for					
ESL	<input type="checkbox"/> Standard (20hrs/wk)		<input type="checkbox"/> Intensive (25hrs/wk)		<input type="checkbox"/> Super Intensive (30hrs/wk)
	Duration weeks		Preferred Entry Date MM   DD   YY		Level
Special Program					
Program Name	Duration weeks	Preferred Entry Date MM   DD   YY		Level	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Program Name	Duration weeks	Preferred Entry Date MM   DD   YY		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 \$ 100.00		
Method of Payment			Medical Insurance (\$1.50 × __ days) \$ _____		
Please indicate the form of payment in which your funds will be paid.			Homestay Placement Fee \$ 130.00		
<input type="checkbox"/> Bank Draft <input type="checkbox"/> Wire Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card (3% transaction fee)			Homestay Fee (\$200 × __ wks) \$ _____		
- All funds are payable to Upper Madison College			Reception Service \$ 100.00		
- Wire transfers should be sent to TD Canada Trust			<b>Total Deposit</b> \$ _____		
Bank address: 4841 Yonge St. Willowdale, Ontario, M2N 5X2			<b>Balance</b> \$ _____		
Beneficiary: Upper Madison College			*The balance of tuition to be paid within 4wks before the program's start date.		
Account No: 0618-5214611 Transit No: 19762-004					
Swift Code: TDOMCATTOR					
Application Declaration					
<b>Please read the following before signing:</b>					
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:					



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## TUITION REFUND POLICY

To be considered for a refund, a student must submit a written notice of withdrawal to UMC. Verbal notices are not considered. Notice of dismissal to a student also must be in written form.

**The policy applies to tuition only. Application fees, airport reception fees, and medical insurance are non-refundable.**

*Withdrawal Due to Student Visa / Study Permit Complications:*

(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 on or before the program start date and provide documentation of the circumstances within a reasonable amount of time. 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 on or before the program start date and provide documentation of the circumstances within a reasonable amount of time.

*Withdrawal for Reasons Unrelated to Student Visa / Study Permit:*

(2) (a) After the approval of student visa by the Canadian Authority, no refund will be made if an applicant for personal reasons does not come to Canada 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.

*Refunds before a program of study starts:*

(3) (a) If written notice of withdrawal is received by UMC 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.

(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. (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 are eligible for a refund of 50% of the total tuition fee. No tuition refunds will be granted after 4:00p.m. on Friday of the first week of classes in any session.

(5) Refunds owing students pursuant to sections 2 and 3 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.

### 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, providing the school is notified on 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).

### PROGRAM CHANGES

The Refund Policy applies to students who wish to change their program or schedules for any reason.

### 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 Section 2 of the UMC Refund Policy.
3. If a student withdraws from Homestay, in writing, 30 days prior to the Homestay commencement date all Homestay Fees will be refunded.
4. If a student withdraws from 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 Homestay.
5. If a student withdraws or is dismissed from 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 prorata basis for the used portion to the date of cancellation, and the unused portion for next 4 weeks period commencing from the date notice is given and effective.
6. If notice to transfer or cancel is more than 4 weeks, all remaining unused Homestay Fees are refunded.
7. There will be a \$25 Homestay Move Fee for any changed of 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 weeks contract period may be charge unless otherwise approved by the UMC Director responsible for Homestay.
9. A student will be dismissed from homestay if he or she has violated Canadian law 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 the recruiter.

### DISMISSAL POLICY

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

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