Application for Admission

Program Information

Preferred start term: Year: _____ □ Winter (Jan.) □ Spring (April) □ Summer (July) □ Fall (Oct.)

Program of Study: □ Associate of Arts □ Bachelor of Arts □ Bachelor of Commerce □ MBA
□ Visiting Student*

Preferred Campus: □ Vancouver (on campus) □ Online

*A "visiting student" must submit a copy of the Letter of Permission from their home institution.
**Students may be considered for the University Pathway Program, University Access Courses and/or MBA Foundation courses if they do not fully meet degree admission requirements. Please see the Admissions Policy for further information.

Student Information

Title: □ Mr. □ Ms. □ Mrs. □ Dr. Legal Surname/Family Name:_____

First name:_____ Middle/Other Names:_____

Preferred First Name:_____ Former Surname/Family Name:_____

Mailing Address:_____

City:_____Province/State:_____

Country:_____Postal Code:_____
*All correspondence will be sent to this address. You must notify Admissions of any address change.

Phone: (country code)(area code)_____Alternate Phone: (country code)(area code)_____

Cell/Mobile: (country code)(area code)_____Student's Personal Email: _____

Permanent Address (if different from above):_____

City:_____Province/State:_____

Postal Code:_____Country:_____

Emergency Contact Person

Surname/Family Name: _____ First: _____

Relationship to Student : _____

Phone: (country code)(area code)_____Cell/Mobile: (country code)(area code)_____

Email address: _____

UNIVERSITY CANADA WEST

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Biographical Information

Date of Birth (YYYY/MM/DD): _____ Gender: ☐ Male ☐ Female ☐ Other

Citizenship: ☐ Canadian ☐ Other (specify): _____

If "other" Canadian Residency or Visa Status:

☐ Permanent Resident ☐ Refugee ☐ Student Visa/Study Permit ☐ Other (specify): _____

Country of Origin: _____

First language: ☐ English ☐ Other (specify): _____

(Voluntary Disclosure) Disability/Medical Condition?: ☐ No ☐ Yes

(Voluntary Disclosure) Do you identify yourself as a Canadian Aboriginal person?
☐ No ☐ Yes If yes, are you: ☐ First Nations ☐ Metis ☐ Inuit

Previous Education

BC PEN (Personal Education Number) leave blank if you do not have one: _____

Secondary School/High School AND Post-Secondary (eg. College, University) Information:

List all the schools, colleges, universities, and other secondary and post-secondary institutions you are currently or have previously attended.
Students must submit transcripts confirming attendance at each institution whether or not a credential was completed at the institution. Students must also submit documents confirming graduation from any institutions. If transcripts are written in a language other than English, an official English translation must also be submitted. Submitted documents become the property of UCW and will not be returned.

Previous Secondary and Post-Secondary Institutions	Province/Country	Dates Attended		Last Grade/Level Completed	Credential Awarded or date of expected graduation
		From	To		

Have you ever been required to withdraw for academic reasons or been expelled from another institution?
☐ No ☐ Yes (specify reason): _____

Do you have any professional designation? (eg. CPA, CA, CGA, CMA, CHRP, P.Eng)
☐ No
☐ Yes (specify): ☐ CPA ☐ CA ☐ CGA ☐ CMA ☐ CHRP ☐ P.Eng ☐ Other: _____

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Standardized Admission Testing

If English is not your first language or if you are an international student, please indicate the following:
Number of years in English language studies: _____
English Language Proficiency test taken: □ IELTS □ TOEFL □ PTE □ None □ Other: _____
Score achieved: _____ Date test taken (YYYY/MM/DD): _____
For MBA candidates:
□ GMAT score achieved: _____ Date test taken (YYYY/MM/DD): _____
□ GRE score achieved: _____ Date test taken (YYYY/MM/DD): _____

Employment Information (optional)

Position title: _____ Employer/Company Name: _____
Country: _____

Dates of employment (from YYYY/MM/DD): _____ to (YYYY/MM/DD):_____

Job Status: □ Full time or □ Part time AND □ Temporary or □ Permanent

Declaration: I hereby declare that:

- The information I have submitted in this application for admission is true, correct, and complete to the best of my knowledge
- I understand that submission of any false statements or documents will result in the immediate cancellation of my admission and registration
- I understand that completion of this signed application permits University Canada West to request and/or confirm any information necessary to support my application for admission
- I understand and acknowledge that it is my responsibility to be aware of, and comply with, all University Canada West policies and procedures.

Privacy & Data Protection

By submitting this application form you confirm that you are requesting admission to a UCW educational program ("Program") and are providing the above information about you (your "personal data") for these purposes. UCW requires this information for legitimate business purposes, and, at your request, in order to make decisions about your admission to the Program. Your personal data will be collected, used and disclosed only for these purposes and, in the event you are admitted to the Program, to manage your enrollment and attendance at UCW, including registration, maintenance of your student records, the provision of related services to you and for other purposes related to your participation in the Program and our evaluation and improvement of the Program. The failure to provide complete or accurate information may result in UCW's inability to process your application. Your personal data may be shared with federal and provincial regulatory or government bodies as required or permitted by law. UCW processes admission applications in cooperation with its parent company, Global University Systems (GUS), which is based in the United Kingdom and the Netherlands. GUS may access and use your personal data outside of Canada for these purposes. Further information about the retention of your data, how it is collected, used and disclosed by UCW, and your rights to seek access to, correction or the destruction of your personal data are available in UCW's Privacy Policy. Our Privacy Policy also sets out the circumstances in which we may share information about you with our service providers based within and outside of Canada. Questions or complaints about this notice or the collection, use, disclosure or protection of your personal data should be directed to our Privacy Officer at 604-915-9607.

In Canada, UCW complies with the *Personal Information Protection* Act and the *Personal Information Protection and Electronic Documents Act*. For the purposes of this legislation, by submitting this application you consent to the collection, use and disclosure of your personal data as described above and in accordance with our Privacy Policy.

_____ _____

Student's Signature **Date Signed**

TERMS AND CONDITIONS

Before completing this form, please ensure that you have read the full University Canada West Terms and Conditions.

1) All students are responsible for understanding and adhering to UCW policies and procedures as outlined in the UCW Academic Calendar and policy documents available on the UCW website.

2) Tuition Refunds
   Refer to Policy 3001 Student Tuition Refunds for complete details. The policy includes the following:

   Written notification is required for all cancellations and withdrawals. Refunds will be based on the date of receipt of the official written notification. Refunds may take up to 30 business days to process.

   a) Domestic Students
      Prospective domestic students who decide not to start their program or withdraw from course(s) up to the DROP/ADD deadline of the term receive a 100% refund of all monies paid, excluding:
      - non-refundable application fees;
      - non-refundable program or registration fees;
      - withdrawal processing fee; and
      - any other non-refundable fees as identified in the UCW Calendar

   b) International Students
      Prospective international students who have been issued a Letter of Admission (LOA) or a Conditional Letter of Admission (CLOA) and who decide not to start their program or who withdraw from their registered course(s) on or before the drop/add deadline for the term will receive a refund **ONLY** if their student visa or study permit is denied by Immigration, Refugees, and Citizenship Canada (IRCC). Any refund of a required initial deposit (first term's tuition and compulsory fees), will exclude:
      - non-refundable application fees;
      - non-refundable program or registration fees;
      - withdrawal processing fee;
      - wire transfer fee; and
      - any other non-refundable fees as identified in the UCW Calendar.

      Prospective International students will **NOT** be eligible for a refund and the initial deposit fee (first term's tuition and compulsory fees) will be forfeited and retained by UCW if:
      - their student visa is denied by IRCC due to misrepresentation (directly or indirectly misrepresenting or withholding material facts) or by providing false or misleading information or documentation.
      - the student or his/her representative misrepresents (directly or indirectly misrepresenting or withholding material facts) or provides false or misleading information or documentation to the University Canada West.

3) Wire Transfers
   Any refunds to International students which are provided via wire transfer will have a $35 processing fee deducted from the refund total.

4) University Limited Financial Liability
The University's financial liability in relation to the student's enrolment is strictly limited to the tuition paid by or on behalf of the student and the refund policy. For greater certainty, the University is not liable for any other cost or loss (direct or indirect) of any kind whatsoever, including, but not limited to, the result of the cancellation or delay in the offering of a course or program, except as provided for through the applicable tuition refund policy. Students should note that any tuition payments received by the University from a government program, an agency, or a person other than the student will be refunded, on behalf of the student to that government, agency, or other person.

5) Medical Insurance
All on-campus UCW students are required to have current medical insurance while registered at University Canada West. International students must obtain private medical coverage for at least their first three (3) months in BC before they are eligible for coverage through the Medical Insurance Plan of BC.

6) Published Programs
University Canada West reserves the right to alter published programs, course dates, timetables, faculty, course specifications, the content of lectures and/or study materials and locations. The availability of all programs is subject to student demand.

7) Dates of Programs
University Canada West reserves the right to alter start dates of programs. All course timetables are subject to change.

8) Access to Online Resources
University Canada West does not guarantee availability of the online resources and other added-value services due to reasons beyond University Canada West's control, including technical faults and limitations.

9) Limit of the University's Responsibility
The University accepts no responsibility for the interruption or discontinuance of any class or course of instruction because of natural disasters/an act of God, fire, riot, strike, or any cause beyond the control of the University.

10) University's Right to Limit Enrolment
The University reserves the right to limit enrolment or registration in courses, to revise or cancel the curricula, or to cancel or revise any of the programs or courses listed.

11) Exclusion
To the extent permitted by law, we, other members of our group of companies and associated parties exclude all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity.

By submitting this application form, the student agrees to all the terms and conditions set out by UCW.

☐ I accept. By ticking this box I agree to all of the above statements and give my consent to the above terms.

Student's Signature _____ **Date Signed** _____

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Consent to Authorize a Third Party (eg. Education consultant/agent, UCW academic pathway partner, etc.)

If you are working with an education agent who is assisting you with the application process or if you have a relative or friend who will be the primary contact for the application process, you must provide written consent for UCW to communicate and share information with that person (third party). If you do not provide written consent we may not communicate with that person or group.
Please complete the form below if you wish to have an education agent or other person work with UCW on your behalf.

□ I am not using a third party and want all correspondence and communication to come directly to me.

REPRESENTATIVE INFORMATION

I have chosen the person/company stated below to receive all my correspondence and act as my representative.
□ Relative □ Agent
□ Other (please specify): _____

Full Name _____ Company or Relationship _____

Address _____

Telephone (country code)(area code)_____Fax (country code)(area code)_____

Email Address (This will be the primary email for all Admissions communications) _____

I authorize the person/company stated above to access all of my educational information:

□ Until the first day of classes only
□ From now until _____
YYYY/MM/DD
□ For 12 months following the signed date on this form only

Conditions

1. I understand that the Authorized Representative is permitted to represent me up to and including the end date I have selected and I confirm that I have obtained the Representative's authorization to provide their personal information to UCW.
2. I understand that if I wish to extend the authorization period I have selected above, it is my responsibility to submit a new consent for authorized representative form.
3. I understand that any request to cancel this authorization before the end date I have selected above must be submitted in writing.
4. I understand that submission of this form overrides any Consent to Authorize a Third Party Representative form I may have submitted previously.
5. I understand that it is my responsibility to update and maintain my current email and phone information on MyUCW when the authorization period I have selected above is over.
6. I understand that it is my responsibility to provide local contact information as soon as I arrive in Canada.
7. I have read and understood the above statements.

_____ _____

Student's Signature **Date Signed**

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Application Checklist

All documents submitted to UCW become the property of the University and will not be returned.

□ 1. Completed Application form

□ 2. Copy of Passport Biographical - page and Passport Photo

□ 3. Official Transcripts - Sent directly from your academic institution to UCW in a sealed envelope and confirming the awarding of any completed credentials (eg. high school graduation, Bachelor's degree, etc.)

□ 4. Proof of English Proficiency (IELTS - 6.5 or better with a minimum of 6.0 in the writing band and no band less than 5.5 or equivalent documentation of English proficiency)

□ 5. Résumé/CV

□ 6. Letter of Intent

□ 7. Certified translations of official documents that are not in English (if applicable)

□ 8. Domestic students who are not Canadian Citizens must provide proof of Permanent Residency or Refugee status.

Additional documents for MBA direct applicants:

MBA direct applicants must document successful achievement of ONE of the following:

□ A Bachelor degree in Business Administration (BBA) or Commerce (BCom) or equivalent

□ An appropriate Canadian professional designation or equivalent (such as CPA, P.Eng, etc.)

□ At least 2 years of documented professional or management experience

□ Acceptable score in GMAT (minimum 50) or an equivalent score on the GRE within the last 5 years

Payment Information

If you wish to pay by cheque or money order, simply print the completed application and mail it along with the payment to:

The Office of the Registrar,
University Canada West
Suite 100 – 626 West Pender Street,
Vancouver, BC, Canada
V6B 1V9

You may also pay online at https://www.myucwest.ca/payments/
Instructions for payment by wire transfer are provided with your confirmation of application.