

PERSONAL INFORMATION

Student Type:

A Number:

Last Name (Family Name)

First Name(s)

Street Address/PO Box/Rural Route/Lot#

City

State/Province

Postal/Zip Code

Country

Telephone

Email Address

Gender

Date of Birth

Nationality

Visa Status:

How did you hear about us?

What are your language goals?

To be fully accepted into SMU

To improve English for daily life

To attend a Canadian university/college

For credit in my home university

Other:

TUITION AND FEES

2024 IEP Programs			
Program	Semester	Fee	DUE NOW
English for Academic Purposes (EAP)	Winter 1 (January 08 to March 01) Winter 2 (March 04 to April 26) Spring (May 06 to June 28) Summer (July 02 to August 23) Fall 1 (September 03 to October 25) Fall 2 (October 28 to December 20)	C\$3500*	Tuition Deposit \$500 Application & Administrative Fee \$175 <i>*This amount will be subtracted from your total fees</i>
English for Personal and Professional Communication (EPPC)	Winter 1 (January 08 to March 01) Winter 2 (March 04 to April 26) Spring (May 06 to June 28) Summer (July 02 to August 23) Fall 1 (September 03 to October 25) Fall 2 (October 28 to December 20)	C\$3500*	
One Month Immersion (IMM)	Winter 1 Winter 2 Spring Summer Fall 1 Fall 2	C\$2000*	
University Bridging Program (UBP)	Winter (January 08 to April 26) Spring (May 06 to August 23) Fall (September 03 to December 20)	C\$4600*	
Accommodation			
I require accommodation.			
Preferences: Homestay only Residence only No preference			
Homestay then residence Residence then homestay			
Accommodation Fees	Homestay (per 8 weeks)	C\$2000	Homestay placement fee C\$325 (includes airport pick-up)
	Residence (per 16 weeks) This does not include the cost of a meal plan.	C\$3338-3990	Residence deposit, linen and application fee C\$1310
	Airport Reception Service	C\$125	C\$125
TOTAL AMOUNT ENCLOSED (add DUE NOW items you checked off, do not include tuition and semester housing costs)			

Mandatory program fees: Textbook/resource fee of C\$250 per semester; Emergency Health Insurance Fee of C\$54 per month or any part of a month, plus C\$75 non-refundable administration fee. Fees are subject to change).

***If you have a Conditional Letter of Acceptance to Saint Mary's University, the administrative fee of 75.00 is only required.**

Fees are due four weeks before the start of a semester. Deposit "DUE NOW" fees are due at the time of applying. Registration will not be completed without deposit fees.

REGISTRATION POLICY Please read carefully

To apply for the Intensive English program, all students who are not conditionally accepted to Saint Mary's University must pay a \$175.00 non-refundable and non-transferable application and administrative fee. Students who are conditionally accepted to Saint Mary's University must pay a \$75.00 non-refundable and non-transferable administrative fee. A \$500 tuition deposit is required for all programs. All remaining tuition and other fees are due 30 days before the start of each semester. Students applying after the 30-day period must pay all fees in full on registration.

REFUND POLICY Please read carefully

Until the start of any semester, students who notify The Language Centre of their withdrawal in writing will receive a refund of their tuition fees paid, less a one-time \$500.00 administration fee with the following exceptions:

1. If a student withdraws because they have been denied a visa or study permit, Saint Mary's will refund tuition fees paid, less the \$175 application and administrative fee. For students who are conditionally accepted, Saint Mary's will refund tuition fees paid, less the \$75 administrative fee. A copy of the letter stating the visa denial must be provided to the Language Centre before a refund can be made.
2. If a student withdraws in writing after the start of a semester, the following refund schedule will apply:
 - Up to Friday, Week 1 - 75%
 - Up to Friday, Week 2 - 50%
 - Up to Friday, Week 3 - 25%

There will be no refunds after Week 4 in any given semester.

Un-utilized insurance will be returned to the student who withdraws from the program without using the services or making any claims at all, i.e \$54 for each month yet to commence. No refund is available for any month that has commenced.

No refunds are available on the textbooks. No refunds will be paid to sponsored or scholarship students.

Refunds will be returned using the same method of payment used to pay the original fees. Cash payments will be refunded by cheque. Wire transfer charges will be deducted from the amount due to the student as stated above. Payments made using CIBC International Student Pay will be refunded using the original reference code.

Refund Policy: Accommodation

Application for residence or homestay does not guarantee acceptance. Acceptance is conditional upon available space. If accommodation is not available, the residence deposit or homestay placement fee will be refunded. The residence application fee of C\$35.00 is non-refundable. Students will be notified of their status as soon as possible. Once students have received their residence confirmation or homestay placement from the Language Centre, the Residence deposit and homestay placement fee is non-refundable. PLEASE NOTE: ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

ATTENDANCE POLICY

Students must attend at least 80% of all classes and 70% any individual class (morning or afternoon) to pass a course. There are no excused absences. Instructors will be tracking attendance throughout the course.

CITIZENSHIP AND IMMIGRATION CANADA Please read carefully

If applying for a Study Permit from Citizenship and Immigration Canada, you will be asked to report the DLI# for The Language Centre at Saint Mary's University.

The DLI for EAP, EPPC and IMM is: 019347769972

The DLI for UBP, Pre-MFIN and MPP is: 019021279692

Saint Mary's University will collect, use, and disclose personal information to Citizenship and Immigration Canada, Canada Border Services Agency, and the NS Department of Labour and Advanced Education only to the extent that such disclosure is necessary for the operation, implementation and administration of the program for which the information has been originally collected.

CERTIFICATION

I have read and fully understand all the criteria and policies regarding acceptance into the IEP program. I certify that the information contained in this application is correct to the extent of my knowledge and belief.

Applicant Signature (unsigned applicants cannot be considered)

Date

Send the completed application and payment to language@smu.ca

EMERGENCY CONTACT INFORMATION

In case of an Emergency, please contact my

Their name is

Their phone number is

Their email address is

I understand that it is **my** responsibility to learn and follow all Intensive English Program rules and policies.

Signature

Date

PAYMENT

Deposits and Administrative fee may be paid to Saint Mary's by, telegraphic transfer, personal cheque, Traveler's Cheque, Visa, MasterCard, American Express or debit card. A tuition deposit of \$500 is required upon registration.

How will you pay? I am paying by credit card.
I am sending money by telegraphic transfer (see details below).
I have enclosed a cheque or money order.

The balance of all fees is due 30 days before the start of the session and can be paid by telegraphic transfer, CIBC International Student Pay, Cheque or Money order. For those paying the balance of all fees by CIBC International Student Pay, please go to <https://www.smu.ca/academics/payment-methods.html#CIBC> site). If paying by telegraphic transfer, please remit funds to Saint Mary's University using the following bank information:

Telegraphic Transfer:

When you send a telegraphic transfer, **please add \$10 to your total to cover any incurring bank fees.** Please send the transfer to:

Bank Name: Royal Bank of Canada
Bank Address: 5855 Spring Garden Road, Halifax, Nova Scotia, Canada B3H 4S2
Branch Transit Number: 03413-003 **Account Number:** 0000117 **Swift:** ROYCCAT2

Credit Card:

Visa Mastercard American Express C\$ _____
Total Amount (from above)

Card Number:

Expiration Date:

CVV:

Name of Cardholder (as it appears on the card)

Signature of Cardholder

CIBC International Student Pay:

A new secure online portal for international students to make payments in their own currency. This site guarantees you a competitive foreign exchange rate, valid for 72 hours and provides instructions on how to make your payment at your local bank in your local currency.

CIBC International Student Pay allows you to conveniently choose from the following payment methods: International Wire Transfer, Visa & MasterCard Debit and Credit Cards, China UnionPay, and ACH Direct Debit for U.S. bank accounts.

Note: If you do not have an S#, you must activate your account and generate your S# before making a payment. You will need your student ID (A#), found on your acceptance letter/email and your PIN. The default PIN is your date of birth in the format DDMMYY unless you have already changed it.