



Applicant Information

Have you ever applied to/been registered with The University of Winnipeg? Y/N \_\_\_\_\_

Family/Last Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

First Name: \_\_\_\_\_ UW Student #: \_\_\_\_\_

\*if available

Gender:  Female  Male  Gender Diverse  Prefer Not to Say Date of Birth (mm/dd/yy): \_\_\_\_\_

Citizenship: \_\_\_\_\_ First Language: \_\_\_\_\_ SIN#: \_\_\_\_\_

Do you currently have a valid passport? Y/N \_\_\_\_\_

Passport Name: \_\_\_\_\_

Enter your name exactly as it appears on your passport.

Contact Information

Permanent Address: This address appears on the Letter of Acceptance. Program updates are sent via email. Use the personal email that you check frequently.

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Country Code: \_\_\_\_\_

Telephone:  Cell: \_\_\_\_\_  Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address:

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Country Code: \_\_\_\_\_

Demographics

Citizenship Status:

Canadian Citizen  Canadian Permanent Resident or Refugee  International

For Canadian Citizens:

Aboriginal Self-Declaration Y/N \_\_\_\_\_

Aboriginal Ancestry:  First Nations  First Nations Non-Status  Inuit  Metis  Other

For Permanent Residents/Refugees:

Country of Citizenship \_\_\_\_\_ Date of Permanent Resident/Refugee Status \_\_\_\_\_

For International:

Country of Citizenship \_\_\_\_\_ Date of Entry into Canada, if known \_\_\_\_\_

Emergency Contact Information

I, \_\_\_\_\_, consent to the release of my personal information to the contact listed below in case of emergency during my time in the English Language Program at The University of Winnipeg.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_



Program Selection

Indicate which term/s you want to apply for:

- Fall 2020 September 14 - October 30
Winter 2021 January 11 - February 26
Spring 2021 May 10 - June 25
Summer Intensive 2021 July 5 - 30

For more information and to view the Student Handbook

FOR OFFICE USE ONLY: Processed by: Document: Date:

Required Application Documents

Submit the following required documents with your application form:

- Official transcripts demonstrating successful completion of 45 credit hours of university education or an undergraduate degree.
A one-page essay on: What experiences/education have you had that make you want to pursue this certification? What do you hope to do after completing this program?
Submission of an academic or professional reference letter
Proof of language requirement: If English is not the student's first/primary language and they are not from an English exempt country, they must provide supporting documentation to show they meet one of the conditions below.

Additional Information

Where did you first hear about our English as an Additional Language Teacher Certificate Program (EALTCP)?

What is your highest level of education?

- Secondary / High School Post Secondary/University or College

Institution Country: Institution City: Institution Name:

High School:

Did you graduate? Y/N Graduation Year, if applicable

Post-Secondary:

Credential Earned? Degree Diploma Not applicable

Degree Name Graduation Year

Please indicate which information can be shared with your Agent: Admission Academic Financial All

Do you have an agent? YES NO

If "YES", please provide the complete legal name of your agent:

Agent First Name Agent Last Name

Agent Email Address Agent Phone Number

Agent Address



Program Information

TESL Canada Certification

EALTCP is fully accredited with TESL Canada. Students who complete the EALTCP but have not yet completed an undergraduate degree will not be qualified for TESL Canada professional certification. For more information about this accreditation, contact TESL Canada at www.tesl.ca.

Program Application Fee \$120 The application fee is due when you submit the program application form. Your application will not be processed until payment has been received. This fee is required for first-time applicants only.

Tuition & Deposit \$2,240 A tuition deposit of \$500 is due with the program application. Your application will not be processed until payment has been received. The final remaining tuition fee payment is due three weeks before the program start date. A \$100 late payment fee will apply after the payment deadline. Students may be required to purchase course textbooks.

Practicum \$280

International Student Health Insurance Contact infoealtcp@uwinnipeg.ca or 204.982.1816 for fee information.

\*required only for international students in Canada on a visa or study permit

Health coverage for international students is required when in Canada and a student insurance plan is provided with guard.me. You must purchase health insurance through The University of Winnipeg. Health insurance must be paid before or upon arrival in Winnipeg at: ELP Registration Office Room 1C15, Centennial Hall, 515 Portage Avenue, Winnipeg, Manitoba.

Homestay Program

Do you want to enroll in the Homestay Program? [ ] YES [ ] NO

If "YES," submit a Homestay Program application form with this program application form. The Homestay Program application forms can be found on the "Homestay" section of our website Homestay website.

Note: The Homestay Program application and placement fees are due when you submit the homestay application form. Your application will not be processed until payment has been received. The final remaining homestay fee payment is due three weeks before the program start date. A \$100 late payment fee will apply after the homestay application deadline.

- Homestay Application Fee \$120
Placement Fee \$220
Homestay Fee \$1,275 (Fall 2020, Winter or Spring 2021) \$750 (Summer Intensive 2021)
Pre-paid Homestay Extension Fee \$120/term (Only applicable if you want make pre-payments for homestay fee for the second and/or third term)
Special Diet Administration Fee \$120
Special Diet Fee (i.e. Vegan, Vegetarian, Gluten Free, Halal, Kosher etc.) \$170 (Fall 2020, Winter or Spring 2021) \$100 (Summer Intensive 2021)

Payment Details

Enclosed payments with application:

- [ ] Application fee \$120 \*required for first time applicants only
[ ] Tuition fee
[ ] Deposit \$500 \*required with application or [ ] In-full \$2,240 \*advance payment optional
[ ] Practicum fee \$280
[ ] Health Insurance fee \$ \_\_\_\_\_ \*if applicable
[ ] Homestay Program fees \*if applicable
[ ] Homestay Application fee \$120 \*required for first time applicants only
[ ] Placement fee \$220 \*required with application
[ ] Homestay fee \$1,275 \*advance payment optional
[ ] Special Diet Administration Fee \$120 \*required with application
[ ] Special Diet Fee \*advance payment optional
[ ] \$170 (Fall 2020, Winter or Spring 2021)
[ ] \$100 (Summer Intensive 2021)

FOR OFFICE USE ONLY:
Receipt #: \_\_\_\_\_
Receipt #: \_\_\_\_\_
Receipt #: \_\_\_\_\_

Please indicate the amount you want to pay: \$ \_\_\_\_\_



Payment Details Cont'd

Indicate payment type:

Credit Card

Card type: VISA MasterCard

Card Number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

Cheque/Money Order \*accepted from Canadian banks only

Debit/Cash \*in-person only

International Payments via Flywire

- You require a student number to pay via Flywire. Visit https://www.flywire.com/ to learn more information.
- Submit this application form without the required fees and request a student number.
- Use the student number we provide to make your payment at https://www.flywire.com/pay/uwinnipeg.
- Submit a copy of your Flywire transfer receipt to the ELP Registration Office.

Program Policies

Letter of Acceptance (LOA): After we receive your application form, application fee and tuition deposit payments, we will send you a Letter of Acceptance for each session for which you have paid a tuition deposit.

Study Permit: You do not need a study permit if you plan to study for less than six months in Canada. You do need a study permit if you plan to study for more than six months in Canada. Please consult your nearest Canadian Consulate or Embassy for more information.

Important: ELP may be required to provide the federal and provincial governments, information related to attendance and/or proof of progress in a program for all international students. Such information sharing shall comply with applicable privacy legislation requirements. Any change in study status (e.g. you are no longer studying at the university due to financial arrears) may be updated with Immigration Refugees and Citizenship Canada (IRCC) as per the requirements of the International Student Program.

Deferral Policy:

- If you wish to transfer to another term, ELP must receive written notice of deferral at least two weeks before the program start date. You can only defer twice and will be charged a \$50 administrative fee per deferral.
- If you wish to transfer your homestay to another term, the Homestay Program must receive written notice of deferral at least two weeks before the program start date. You can only defer twice and will be charged a \$50 administrative fee per deferral.

Late Payment and Refund Policy:

- The application fee, health insurance fee\*, and tuition deposit are non-refundable.
- The tuition fee is non-refundable after the application deadline which is two weeks before the program start date.
- A \$100 late payment fee will apply after the payment deadline which is three weeks before the program start date.
- The tuition fee is refundable if your visa/study permit is denied but ELP must receive written notice at least two weeks before the program start date. To receive a refund, original documentation from Immigration, Refugees and Citizenship Canada must be sent to the Registration Office, 515 Portage Avenue, Winnipeg, MB, R3B 2E9 for review. You will be charged a \$150 administrative fee.
- The tuition fee is refundable if you wish to withdraw voluntarily before the application deadline which is two weeks before the program start date. To receive a refund, ELP must receive written notice at least two weeks before the program start date. You will be charged a \$500 administrative fee.

\*The health insurance fees are only refundable if your visa/study permit has been denied and/or if you voluntarily withdraw from the program before the application deadline, and you have provided written notice at least two weeks before the program start date.

All programs, dates, policies, and fees are subject to change without notice. The University of Winnipeg reserves the right to cancel courses or programs; in these cases, all payments are returned to students.



Release of Information

Complete this section if you wish to authorize the university to disclose information regarding your enrolment status or release your documents to a Third Party.

Do you consent to the release of personal information to an authorized person or organization? Y/N \_\_\_\_\_

Name of Authorized Person or Organization: \_\_\_\_\_

Relationship:  Parent  Guardian  Next of Kin  Other \_\_\_\_\_ \*if other, please indicate relationship

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I declare that I have read and understood the information on this application, and that all statements made with respect to this application are true and complete. I understand and I agree to the payment schedule and refund policy of the English Language Program. I understand that accepting this declaration permits The University of Winnipeg to request, confirm, and/or share any necessary information with other educational institutions to support my application. I understand that information regarding my enrolment status in the program and copies of my enrolment documents may be disclosed to any third party noted in the above "Permission to Release". I agree, if admitted, to comply with the regulations of The University of Winnipeg.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FIPPA): The University of Winnipeg will use the personal information collected on this form for registration, accounting and correspondence purposes related to fee payment only. It is collected under the general authority of The University of Winnipeg Act, in conformity with, and protected under, the Manitoba Freedom of Information and Protection of Privacy Act. Elements of your personal information may also be provided to program staff to inform you of program and community events, and to Advancement Services/University of Winnipeg Foundation for alumni contact purposes. Finally, personal information may be used to conduct research into program enrolment and related statistical profiling activities. If you have any questions about the collection and use of this information please contact: Dan Elves at da.elves@uwinnipeg.ca.

I have read and understood the FIPPA statement and Important Program Policies above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed application form, fees and required documents to or email to:

Registration Office, Room 1C15
English Language Program
The University of Winnipeg
515 Portage Avenue
Winnipeg, Manitoba, Canada R3B 2E9

For more information
Tel: 204.982.1816
Email: infoealtcp@uwinnipeg.ca
Website: uwinnipeg.ca/elp/ealtcp/