



Applicant Information

Family/Last Name: _____ UW Student #: _____
*exactly as name appears on passport *if available

Given Name: _____ Date of Birth (mm/dd/yy): _____
*exactly as name appears on passport

Gender: ☐ Female ☐ Male ☐ Other Citizenship: _____ First Language: _____

Status: ☐ Canadian Citizen ☐ Permanent Resident ☐ International Student ☐ Visitor ☐ Other _____
*please identify

Contact Information

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

Street Address: _____ City: _____

Province/State: _____ Country: _____ Postal/Country Code: _____

Telephone: _____ Fax: _____ Email: _____

Mailing Address:

Street Address: _____ City: _____

Province/State: _____ Country: _____ Postal/Country Code: _____

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.

Name: _____ ☐ Parent ☐ Guardian ☐ Next of Kin

Telephone: _____ Email: _____

Program Selection

Indicate which course/s you want to apply for:

Beginner

☐ Level I

☐ Level II

Intermediate

☐ Level III

☐ Level IV

Advanced

☐ English for Business Professionals

English for Academic Writing I - Blended

English for Academic Writing II - Blended

English for Academic Learning and Speaking Part I

Speaking and Pronunciation

Program Dates: May 14 - August 1, 2019

Application Deadline: April 30, 2019

FOR OFFICE USE ONLY:

Processed by: _____

Documents: _____

Date: _____



English Proficiency

Have you taken an English proficiency test or have a copy of your most current Canadian Language Benchmark (CLB) level?

☐ YES ☐ NO

If "YES", indicate the type of test, e.g. IELTS or TOEFL, and your overall score:

Test: _____ Score: _____ Assessment Date (mm/dd/yy): _____

OR if "YES", submit a copy of the test scores with this program, application form and indicate your most current Canadian Language Benchmark (CLB) level:

Listening _____ Speaking _____ Reading _____ Writing _____ Assessment Date (mm/dd/yy): _____

Additional Information

Where did you first hear about The University of Winnipeg English Language Program?

Why have you registered for this program?

What are your future plans? (e.g. enter university, advance in your career, etc.)

Program Costs

Application Fee

\$120

The application deadline is two weeks before the program start date. The application fee is due when you submit the program application form. Your application will not be processed until the application fee payment has been received. This fee is required for first-time applicants only.

Tuition per Course

\$500

The tuition fee is due by the application deadline which is two weeks before the program start date. A \$100 late registration fee will apply after the deadline. Students may be required to purchase course textbooks.

International Student Health Insurance

Contact infoelp@uwinnipeg.ca or 204.982.1703 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.



Payment Details

Enclosed payments with application:

- ☐ **Application fee** **\$120** **required for first time applicants only*
- ☐ **Tuition fee** **\$500 per course**
- ☐ **Health Insurance fee** \$ _____ **if applicable*

PAYMENT ENCLOSED: \$ _____

FOR OFFICE USE ONLY:

Receipt #: _____

Receipt #: _____

Receipt #: _____

All fees must be paid to The University of Winnipeg in Canadian funds. 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*

Program Policies

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

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 Registration and Refund Policy:

- The application fee, homestay application fee, homestay placement 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 registration fee will apply after the application deadline.
- 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 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.

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.

Name: _____ ☐ Parent ☐ Guardian ☐ Next of Kin

Telephone: _____ 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 bring your completed application form, fees and required documents to:

Terena Caryk
Part-Time Programs Coordinator
English Language Program
The University of Winnipeg
Unit 5 - 491 Portage Avenue
Winnipeg, Manitoba, Canada R3B 2E9

Tel: 204.982.6636
Email: t.caryk@uwinnipeg.ca
Website: <https://www.uwinnipeg.ca/elp/elp/part-time-program.html>