

ICEAP APPLICATION FORM

APPLICATION FORM

A. Basic Information of Applicant

Full name		Date of Birth		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Address				Nationality:	
English Test		<input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS <input type="checkbox"/> Other: _____		Score: _____	
Passport No.				Valid Until: Day _____ Month _____ Year _____	
Email address				Phone No.:	
Education	Name of Institutes You Have Ever Attended		From Year to Year	Country	Degree/Diploma
	High School				
	Post Secondary I				
	Post Secondary II				
Working History (If Available)		Employer:		Start time & End time:	
		Employer:		Start time & End time:	

B. Contact Person or Agency Information (Please filling out the consultant name, phone and mailing address)

Agency Name	Branch Name	Consultant Name
Consultant Phone	Fax	Email
Full Mailing Address		Country:

C. Language and Foundation Program Application

Will you apply the ICEAP program? (If you don't apply this program, please submit the English test score)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Start term of EAP	20____year, <input type="checkbox"/> January <input type="checkbox"/> March <input type="checkbox"/> May <input type="checkbox"/> July <input type="checkbox"/> September <input type="checkbox"/> November	
Start term of Pre-Master	20____year, <input type="checkbox"/> January <input type="checkbox"/> March <input type="checkbox"/> May <input type="checkbox"/> July <input type="checkbox"/> September <input type="checkbox"/> November	
Start term of Bridging/Pathway	20____year, <input type="checkbox"/> January <input type="checkbox"/> March <input type="checkbox"/> May <input type="checkbox"/> July <input type="checkbox"/> September <input type="checkbox"/> November	

D. Application of ICEAP linked Universities and Colleges (Optional)

Major Program	School applying: <input type="checkbox"/> King's <input type="checkbox"/> Brock <input type="checkbox"/> MSVU <input type="checkbox"/> Acadia <input type="checkbox"/> Nipissing <input type="checkbox"/> NSCAD <input type="checkbox"/> UCW <input type="checkbox"/> UPEI <input type="checkbox"/> Durham <input type="checkbox"/> NBCC <input type="checkbox"/> Lambton <input type="checkbox"/> Fanshawe <input type="checkbox"/> Algonquin <input type="checkbox"/> Centennial <input type="checkbox"/> St. Lawrence <input type="checkbox"/> IBU	
	Start term: 20____, <input type="checkbox"/> January <input type="checkbox"/> May <input type="checkbox"/> July <input type="checkbox"/> September (Please check the intake of the applied major)	
	Will you transfer credit? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide course outlines from your former college/university)	
Note: Please state clearly the credential (Certificate/Diploma/Bachelor/Graduate Certificate/Master) and name of program you are applying		
Program you are applying in King's		
Program you are applying in Brock		
Program you are applying in MSVU		
Program you are applying in Acadia		
Program you are applying in Nipissing		
Program you are applying in NSCAD		

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Program you are applying in UPEI	
Program you are applying in UCW	
Program you are applying in Durham	
Program you are applying in NBCC	
Program you are applying in Fanshawe	
Program you are applying in Algonquin	
Program you are applying in Centennial	
Program you are applying in St. Lawrence	
Program you are applying in Lambton	
Program you are applying in IBU	

E. Application Fee (Bank transfer)

Application fee:

- ☐ ICEAP Application fee \$260 CAD
☐ King's Application fee is Waiver
☐ Brock Application fee \$ 130 CAD
☐ MSVU Undergraduate Application fee \$40 CAD ☐ MSVU Graduate Application fee \$50 CAD
☐ Acadia Undergraduate Application fee \$40 CAD
☐ Nipissing Undergraduate Application fee \$117 CAD ☐ Nipissing Transfer credit assessment fee \$177
☐ Nipissing Graduate Application fee \$138
☐ NSCAD Undergraduate Application fee \$70 CAD ☐ NSCAD Certificate Course Application fee \$60 CAD
☐ UPEI Undergraduate Application fee \$50 CAD ☐ MBA Application fee \$50 CAD
☐ UCW Application fee is Waiver
☐ Durham College Application fee is Waiver
☐ NBCC Application fee \$100 CAD
☐ Fanshawe College Application fee \$100 CAD
☐ Algonquin College Application fee is Waiver
☐ Centennial College Application fee is Waiver
☐ St. Lawrence College Application fee \$100 CAD
☐ Lambton College Application fee \$100 CAD
☐ IBU Application fee is Waiver

Total: \$_____ for International Centre for EAP (ICEAP)

Authorization of credit card payment		
I authorized payment Application fee		
Total: \$_____ for International Centre for EAP (ICEAP)		
Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master	Card No.:	Card Valid: ____ (month)/ ____ (year)
Name of holder:	Signature of holder:	Security code-CVV: _____ (3-digit number)

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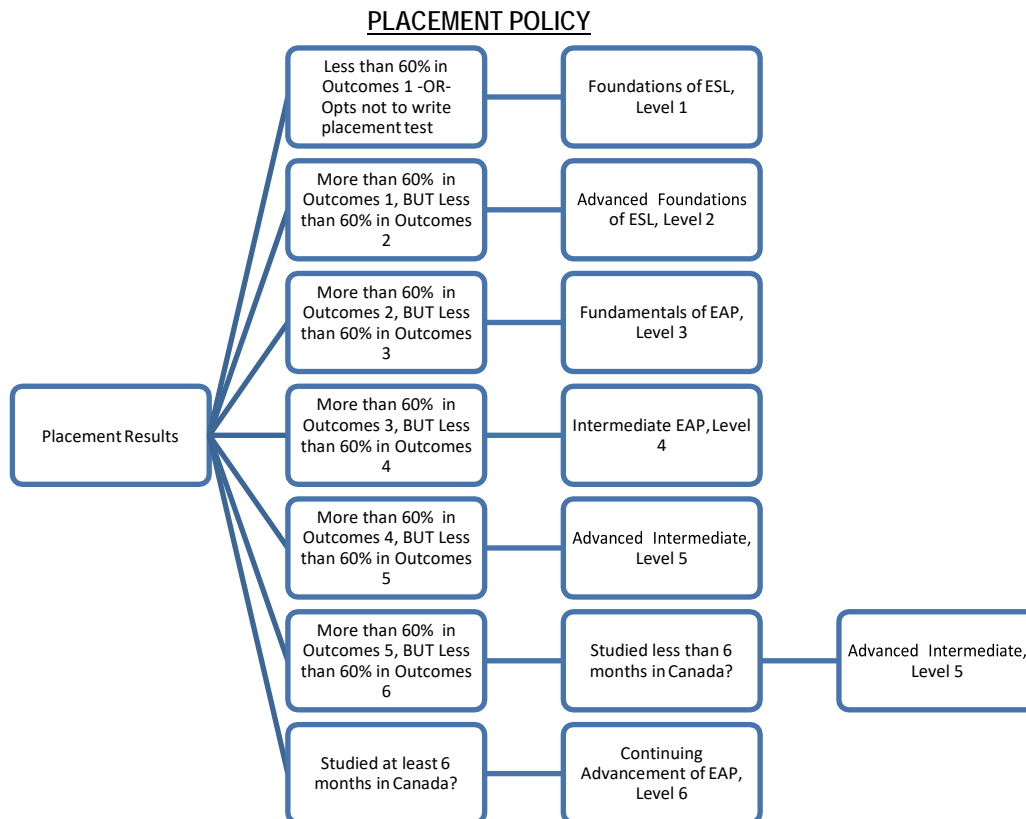
F. Application Documents:

Two notarized copies of high school Transcripts, college and university; two notarized copies of Diploma and or Degree, college and university (if applicable); Application form, please fill out clearly and sign it; receipt of application fee. All documents submitted to ICEAP will not be returned.

ICEAP Policies and Program Overview

The English for Academic Purposes Program (EAP) at the International Centre for EAP (ICEAP) has been designed to help improve a student's English language skills, removing a barrier to successful completion of subsequent academic programs or for further professional development. The EAP Program prepares students for the academic demands of a post-secondary institution. As closely as possible, it reflects the authentic tasks and assignments that students will be required to do when they go on to credit programs at university. Through our close relationship with our partners, students get the opportunity to experience university life first-hand while studying. Emphasis is placed on effective writing, reading, listening and speaking comprehension. The curriculum focuses on formal English development for academic and professional purposes as well as for functional everyday usage. Activities may include viewing and discussing videotaped lectures, listening and note-taking, practicing academic reading and writing and completing various university examinations. Students will also build critical thinking and research skills and participate in a number of discussions and seminars; allowing them to plan and prepare for their chosen professional field of study. Successful completion of the EAP Program verifies that a student has the Academic English skills necessary to function successfully in most introductory college-level courses and entry-level job training programs.

The EAP Program consists of six main levels plus a Bridge level; eight weeks each; 27.5 hours each week; 220 hours per session. The Pre Masters Programs consists of two 8 week courses: 27.5 hours each week, 220 hours per session.



* Please note: Any student who wishes to forego this testing will be automatically placed into the Foundations of ESL Module, Level 1. Unless a student has studied for at least 6 months AND scores higher than 70% in the Outcomes 6 section, the highest level a student will be placed into is Advanced Intermediate, Level 5. IELTS or TOEFL scores do not calculate into placement.

* The top student (highest overall average) in each section of Levels 1 to 4 qualifies for an academic advancement aka 'jump'. An advanced

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assessment will be completed to verify the fundamentals of the “jumped” level are understood by the student. Students securing an overall average of 70% on this exam are permitted to ‘jump’.

ICEAP Policies and Program Overview

ATTENDANCE POLICY

Attendance is taken all day – both mornings and afternoons. Students must attend a minimum of 90% of all classes each semester. **Any student missing more than 6 days of classes will not be eligible to write the final exams.**

REFUND POLICY

Students who pay the ICEAP tuition deposit agree to ICEAP’s refund policy as outlined below:

A. APPLICATION FEE RECEIVED BY ICEAP

A non-refundable Application Fee of CAD \$260 will apply to all enrolment applications made to ICEAP.

B. TUITION DEPOSIT AND FEES FOR ICEAP STUDENTS WHO HAVE APPLIED TO PARTNER INSTITUTIONS

I. All Refund requests **must** be made in writing to the Finance Department by the ICEAP student.

II. ICEAP will refund tuition fees deposited by an ICEAP Student who:

- fails to obtain a Student Visa from the Canadian Embassy before traveling to Canada;
- can provide documentation proving the rejection of their visa application.

III. All the refund applications should be submitted to International Centre for EAP within 3 years from the date of paying the tuition deposit to the International Centre for EAP. Once the 3-year deadline has passed, neither the refund request will be permitted, nor the eligibility to claim a refund remains valid.

Note: Refund of tuition deposits are only issued if the student is denied enrollment at ICEAP. Refunds may take up to 4 weeks to process. A wire transfer service charge will be applied against this type of refund.

III. Any ICEAP student who is successful in gaining a visa to study in Canada and subsequently begins their studies at ICEAP may qualify for a refund of unused tuition only after the student completes the ICEAP program which the student selected at registration and registers for the university degree program selected at registration.

IV. Any other requests for tuition refunds other than the failure to obtain a Student Visa by the Canadian Embassy **will not** be considered.

C. ACCOMMODATION SECURITY DEPOSITS

I. All requests for Accommodation Security Deposits must be made in writing to the Student Services Department by the student using the Accommodation Termination Notice form.

II. ICEAP will refund the balance of any money held on deposit as Accommodation Security once that student graduates from ICEAP and provides proof that their account with their accommodation provider is in good standing.

III. ICEAP students who wish to leave Accommodation and receive a refund prior to graduation from ICEAP must present proof that their account with their accommodation provider is in good standing.

IV. Requests will take 5 business days to process. ** Refund requests are not processed during Intake Weeks. For an Intake, Week schedule, please visit Schedule at <http://www.iceap.ca/home/fees-admission/>.

Notes: For Students who have proof of a qualified English Proficiency Test Score (i.e. TOEFL 80*, or IELTS 6.5 with no band below 6.0 for universities partners. IELTS 6.0 or equivalent for college partners).**

1. ICEAP only accepts students who do not possess adequate English Proficiency Test Scores into ICEAP EAP programs.
2. Level 5 is the highest entry level in which a student may begin their ICEAP EAP studies (students with IELTS 6.0 or those who have studied at least 6 months in Canada and have successfully passed the ICEAP challenge test are permitted to start from Level 6).
3. Students who have scored adequately on English Proficiency Tests from ICEAP and /or Partner Institution recognized programs should apply to their chosen university directly. ICEAP will not accept such students into language training programs unless they sign a declaration referencing their intent to study at ICEAP despite being eligible for direct entry into university programs.
4. If a student provides written proof of English Language proficiency from an ICEAP and/or Partner Institution recognized program

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after receiving an official ICEAP offer and paying the tuition deposit, no tuition refund will be given.

FEE SCHEDULE

You may receive your offer package close to or past your acceptance and payment due date. If this should occur, please make arrangements, upon receipt of this letter, for payment of at least an 8-month tuition deposit to guarantee your seat in the program. Your seat will be held until the last date to register.

Agreeing to the terms and conditions of the Letter of Acceptance and making the deposit chosen from the Fees Statement indicates that you understand that all eligible fees can be refunded only if your visa application is refused. Any remaining tuition deposit will be refunded only when you

successfully complete the ICEAP program indicated in this offer and enroll in an ICEAP partner program.

School Fees

Application Fee	[] 260. ⁰⁰
EAP Tuition Deposit (Undergraduate program)	[] 12,840. ⁰⁰
EAP Tuition Deposit (Graduate program)	[] 13,760. ⁰⁰
Pre- Master Degree Program Tuition Deposit	[] 7,800. ⁰⁰

*All fees are in Canadian Dollars (CAD).

** Specified fees are non-refundable

***These fees are refundable only if student does not secure a visa to enter Canada

ICEAP Student Service Fee**	[] 230. ⁰⁰
Student Union Fee **	[] 200. ⁰⁰
Mid-route Airport Pickup Fee (if applicable)**	[] 200. ⁰⁰
Homestay Registration Fee**	[] 150. ⁰⁰
Homestay Security Deposit (if applicable)	[] 1500. ⁰⁰
Partner School Application Processing Fee (if applicable) **	[] 250. ⁰⁰
Book Deposit	[] 600. ⁰⁰
Student Insurance	[] 650. ⁰⁰

➤ University application fees are available on partner websites.

ICEAP will collect, use, and disclose personal information to Citizen 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. By signing this application I acknowledge that I have had time to read and understand the ICEAP financial and admission policies associated with my acceptance to ICEAP. I agree that, when I am accepted to ICEAP, I will pay the fees associated with the program I have selected above, and I will be bound by the ICEAP refund and attendance policies.

APPLICANT SIGNATURE: _____ DATE: (MM/DD/YYYY) _____

PRINT NAME: _____

- All fees are subject to change without notice- fees on the website are most current