

THE COMMUNICATION EMBASSY CANADA INC.

ENROLMENT FORM



Name of Student: Mr. / Ms. _____

Permanent Address: _____

Country (Passport): _____ Date of Birth: _____

Tel. _____ Email: _____

Emergency Contact:

Name: _____ Phone number: _____

PROGRAM INFORMATION:

Starting Date: _____ Duration: _____ Hours (daily) _____

Do you want **The Communication Embassy** to arrange homestay?

Yes _____ Duration: _____

No _____ Address in Canada: _____

Do you want to obtain travel insurance through **The Communication Embassy**?

Yes _____ No _____

Do you want **The Communication Embassy** to arrange airport services?

Pick-up _____ Drop-off _____

FEES:

Course Fees: CDN\$ _____

Lodging Fees: CDN\$ _____

Registration CDN\$ _____

Homestay CDN\$ _____

Medical Insurance CDN\$ _____

Airport Services: CDN\$ _____

Pick-up CDN\$ _____

Drop-off CDN\$ _____

Deposit (Total Paid) CDN\$ _____

Balance: (Outstanding) CDN\$ _____

CONDITIONS: This document cannot be transferred. Any person that commits himself to taking a course at this institution can free himself/herself of his/her commitment provided he/she sends a notifying letter, REGISTERED MAIL, prior to commencement of the course. In such case **The Communication Embassy Canada Inc.** will claim an indemnity of 10% of the course fee. A student who has attended only part of a course at this institution is only required to pay for the months he/she attended or was scheduled for classes. However, in this case no refunds will be made for the portion of the not yet completed month; an official notice of withdrawal has to be given to **The Communication Embassy Canada Inc.** at least 3 weeks before the starting date of the next monthly session. In the case that the official notice of withdrawal has not been received on time, the student will be charged for the following month. Non-attendance, by itself, does not constitute an official withdrawal. I, the undersigned, wish to register to the above-mentioned course under the stipulated conditions, having read and understood this enrolment form.

Signature _____ Date _____