



# International Admissions

email: international\_applications@camosun.ca  
web: camosun.ca/international

**Mailing Address for official transcripts:**  
Camosun College  
International Department  
1931 Argyle Avenue  
Victoria, BC V8P 5J2  
Canada

## International Applicant Declaration

**This is a fillable PDF form. Please fill it in electronically and sign in handwriting.**

**The student's signature MUST match the signature on the passport.**

Education Planner BC reference number (indicated on the application fee receipt)

**Indicate your preferred program of study. If you have a second choice of program, please indicate this as well.**

### Choice 1

Program name (if not listed)

University Transfer: Target University and major  
(2+2 or 1+3 Transfer programs)

*Example: University of Victoria, Bachelor of Science (BSc) - Marine biology*

I intend to complete a version of the program above with a co-op/internship or other applicable work experience designation (if available and where applicable). Yes  No

### Choice 2

*If you select a second choice, you will only need to pay the application fee once.*

Program name (if not listed)

University Transfer: Target University and major  
(2+2 or 1+3 Transfer programs)

*Example: University of Victoria, Bachelor of Science (BSc) - Marine biology*

I intend to complete a version of the program above with a co-op/internship or other applicable work experience designation (if available and where applicable). Yes  No

Full legal name (as in Passport)

Date of Birth  YYYY-MM-DD  Student's Email

Country of Citizenship  Country of Residence

- I, the Applicant, declare that all information contained on my Education Planner BC application (reference #  ) is true and complete.
- I agree to abide by the rules, regulations and policies of Camosun College.
- I understand the application fee is non-refundable and the application will not be processed until this fee is received.
- I understand and agree that submission of this application in no way guarantees admission to the program or course.
- I understand and agree the College reserves the right to modify or cancel any program or course without notice or prejudice.

Signature of Applicant

Date

**MUST match signature on passport**

YYYY-MM-DD

# First Semester International Student Refund / Deferral Procedure

Amended: September 6, 2022

## Refund procedure

**The first semester tuition and fee deposit is non-refundable, unless your Study Permit is refused.** If your Study Permit is refused by Immigration, Refugees and Citizenship Canada (IRCC) you will receive a full refund, less a \$300.00 CAD administrative fee, as long as you formally request a refund from Camosun International at least 3 weeks (21 days) before the first day of classes, identified in Box 27 on your Letter of Acceptance;

### To request a tuition and fee deposit refund:

1. Contact the Admissions Officer with your refund request by email or through your Education Consultant and include a copy of your refusal letter and a copy of your passport page which shows your signature
2. Complete and sign the Refund Request form obtained from the Admissions Officer, or through your Education Consultant, if applicable

**IMPORTANT:** All documents must be typed and submitted in PDF format

- If your Study Permit application is refused by IRCC for fraud/alleged fraud or other dishonesty, Camosun College will retain the tuition and fee deposit as penalty
- Failure to submit your application for a Study Permit before the expiry of the Letter of Acceptance will result in a cancellation of your admission
- Once you have been issued a Letter of Acceptance (LOA), if you cancel your admission to Camosun College you are not eligible for a refund unless you can demonstrate that your circumstances for requesting a refund are exceptional
- If you cancel your admission to Camosun College due to exceptional circumstances, you may apply for a refund (full or partial) through a formal request (petition). Contact Camosun International for more information
- Camosun College retains the right to determine what an exceptional circumstance is and what documentation is necessary to prove that an exceptional circumstance has occurred. Exceptional circumstances might include, but are not limited to, debilitating injury, death of parent, compulsory military draft due to an armed conflict, collapse of banking system in the country of residence

Under no circumstance can the tuition and fee deposit be transferred to another student or institution

## Deferral Procedure

If you are unable to start the semester due to a delay in receiving your Study Permit or an exceptional circumstance, with approval, your admission may be deferred to the next semester one time only as long as you have communicated the request to the Admissions Officer at least 3 weeks (21 days) before classes begin. If you have not submitted your deferral request on time, and do not attend the first day of classes, part or all of your tuition and fee deposit may be forfeited.

### To request a deferral:

Use [Offer of Admission Deferral Request](#) web form. Attach any documents that support your request (if applicable)

**IMPORTANT:** Deferrals are one time only; no further deferrals may be authorized, under any circumstances. Your program start date can be deferred up to a maximum of four (4) months after the program start date indicated on your initial Letter of Acceptance, OR until the next available program start date.

## Fraudulent documents

Submission of fraudulent documents will result in the loss of your tuition and fee deposit as penalty.

By signing this document, you agree to all of the terms set out in this Agreement, and agree to the College's decision and interpretation of these terms. *Additionally, you are giving permission to Camosun College to inform Immigration, Refugees and Citizenship Canada (IRCC) and/or Canadian Border Services Agency (CBSA) of any information it deems to be important to maintain the integrity of the Canadian Study Permit Program.*

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must match your passport signature)

**IMPORTANT:** Your tuition and fee deposit only covers tuition and the fees charged by Camosun College. It does not cover any other costs associated with studying in Canada.

**Applicant, please retain a copy of this document for future reference**

# New International Student Program Change Procedure

Effective: January 9, 2024

**IMPORTANT:** **You may incur financial penalty for program changes.** Please review this document before making any changes to your program or dropping courses.

This outlines the program change procedure for international students starting a new program at Camosun College.

- The term **'you'** within this procedure refers specifically to a New or Returning International student who is starting a new program.
- The term **'New student'** within this procedure refers to an individual who has never attended a for-credit course or program at the College; or a Camosun Upgrading Student conditionally admitted into undergraduate academic program while taking College Preparatory and/or English Language Development (ELD) courses at Camosun.
- The term **'Returning Student'** within this procedure refers to an individual who has previously studied at Camosun College and is starting a new program at Camosun after having no registration activity in the past thirteen (13) months or greater.
- The term **'We'** refers to Camosun College.

We understand that you may wish to rethink your program choice to meet your educational goals.

We may consider program change requests, subject to the availability of seats and you meeting respective admission requirements. Not all programs will have seats available. Popular programs often have long waitlists.

To initiate a program change, first meet with an International Academic Advisor and work with International Admissions to make any necessary changes.

## Penalties for Approved Program Changes

Program Change Requested	Penalty
Before <i>Deferral Deadline</i>	No penalty
From <i>Deferral Deadline</i> to <i>Add/Drop Deadline</i>	You will lose 50% of first semester tuition, and you will have to pay full tuition for the new program
After <i>Add/Drop deadline</i>	You are responsible for full tuition for both the original and new program's first semester tuition

The *Deferral Deadline* is outlined in *First Semester International Student Refund / Deferral Procedure*  
<https://camosun.ca/international/accepted-students-international/international-tuition-fees#refund-policy>

The *Add/Drop Deadlines* for respective terms(semesters) are posted on *Important Dates and Deadlines* page of Camosun College website:  
<https://camosun.ca/dates>

After the program change has been approved, you must ensure there are courses/subjects available in the new program. You will also be responsible for registering your courses/subjects. If you are adding courses after the *Add/Drop deadline* you must obtain Faculty permission.

**Exception 1:** No penalty will occur if courses/subjects in your original program can be used towards the new program and a class schedule change is not required.

**Exception 2:** If you are requesting a program change due to exceptional circumstances, you may petition for the penalty to be waived or reduced. Please write a petition and attach all applicable supporting documents to your program change request.

*By signing this document, you agree to all of the terms set out in this Agreement, and agree to the College's decision and interpretation of these terms.*

Full legal name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must match your passport signature)

**Applicant, please retain a copy of this document for future reference**