

Agent Name, Agency		Fax Number
<input type="text"/>		<input type="text"/>
Student ID Number	Male / Female (circle)	
<input type="text"/>	<input type="text"/>	
Family Name	Given Name	English Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality	Date of Birth	Passport Number
<input type="text"/>	<input type="text"/> (YY/MM/DD)	<input type="text"/>
Home Address	Current Address	
Apt #, Address	Apt #, Address	
City, Province	City, Province	
Country, Postal Code	Country, Postal Code	
Phone Number	Fax Number	E-mail Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrolment: Full-time / Part-time (circle)		
Program	Tuition Fee	Promotion
<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Weeks	Starting Date	Finishing Date
<input type="text"/> weeks	<input type="text"/> (YY/MM/DD)	<input type="text"/> (YY/MM/DD)
Cancellation Reason		
<input type="text"/>		

OFFICE USE ONLY

Approved by

Cancellation Date	Total Refundable Amount	Payment Schedule
<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Notes		
<input type="text"/>		

Cancellation and Refund Policy

Once registered, students will have a seat reserved for them in class. As such, students are required to understand and agree to NCA College of Applied Language's Cancellation and Refund Policy before registering for class.

If the student chooses to withdraw from their program, the cancellation policy is as follows:

- The registration fee and service fees (such as Airport Pickup, Accommodation Arrangement, and Health Insurance) are non-refundable.
- Students registering through a student agency, travel agency or by any other non direct method must submit cancellation or refund requests the same way. The school will not deal directly with a student who has registered through an outside channel.
- Students who have received a letter of acceptance for use in obtaining a study permit are not eligible for a refund. A student is eligible if the visa application has been rejected and proof is presented to the school before a student's original start date. With documented proof received in time, students are eligible for a 100% refund less the registration fee of \$100. It is a student's responsibility to fill it out their visa applications accurately and timely. If they are rejected based on page errors on the fault of the student or because it is late, NCA will not refund the tuition.
- Students who have registered during a promotional period, or have received a discount of any kind are not eligible for refunds. In cases where a student is unable to attend school, and has supporting documentation, the school may be able to hold the registration for a period of no more than one year from the initial start date, allowing the student to attend class.
- Students may not submit refund or cancellation requests after the original start date of their program. Students requesting a refund/cancellation who meet all the above criteria and make the request before they begin studying are eligible for a refund of up to 50%.