



## Agent Manual and Checklist

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## Application checklist

To ensure efficient processing of submitted applications, please ensure that you have submitted all of the following required forms, supporting documents and fees.

### Application and supporting documents

- Completed international application for admission (print from website <http://www.viu.ca/international/forms/application.pdf>, or complete online <https://records.viu.ca/www/study/apponline.htm>)
- Certified copy of educational transcripts in original language and English translation
- Proof of English language proficiency (as required)
- Proof of Bachelor's degree (for MBA/MScIB applicants only)
- Letter of intent, 2 letters of recommendation and resume (for MBA/MScIB applicants only)
- Passport-size photograph
- Covering letter (see page 12 & 13)

### Documents Sent After the Offer Letter Received

- Completed fee payment form
- Completed international student arrival information form (received with letter of acceptance)
- Completed student profile form (for students interested in peerstay or homestay accommodation)
- Completed on-campus residence form (for students interested in living on-campus)

### Fees

All fees are in Canadian dollars and are subject to change without prior notice.

- \$150 application processing fee.
- \$200 homestay placement fee. Only for students interested in peerstay or homestay accommodation.
- \$700 homestay deposit. Only for students interested in peerstay or homestay accommodation.
- Student residence fees (See <http://viuresidences.ca/fees.html>)

### Homestay: Checklist

- Homestay/Peerstay Student Profile
- Homestay/Peerstay application fee: \$200 CAD
- Homestay/Peerstay refundable deposit \$700 CAD
- All items above in to Vancouver Island University Homestay Department (**no later than 6 weeks before the start of school**)
- Arrival details to Nanaimo

\* **Student may begin Homestay/Peerstay 4-5 days prior to the start of school.**

## *3-step application process*

### *Undergraduate and English Language Centre*

This section is intended to simplify the application process for Vancouver Island University Degree, Diploma and Certificate programs.

#### **Step one**

Obtain and complete a copy of the application from:

- A recent brochure, or
- Print from web site <http://www.viu.ca/international/forms/application.pdf>, or

Complete online <https://records.viu.ca/www/study/apponline.htm>

#### **Step two**

Obtain all required supporting documents for your application:

- To meet English language requirements, students must have completed Vancouver Island University's English Language Program, or have already achieved a minimum TOEFL 80 iBT with no section less than 19, IELTS 6.0 (with no band under 5.5), CAEL 60, Cambridge Certificate of Proficiency in English (min."B"), Cambridge Certificate of Advanced English (min."B"). Vancouver Island University's institutional code for TOEFL is 9581.
- Certified copy of all educational documents in the original language, and a certified copy translated into English, if applicable. First-year credit may be granted for most Advanced Placement and International Baccalaureate (higher level) courses.
- Other
  - Passport-size photograph

#### **Step three**

Courier your completed application, supporting documents and non refundable application fee (\$150CAD) to:

Jane Kelly  
Director of International Admissions  
Vancouver Island University  
900 Fifth Street  
Nanaimo, BC  
Canada, V9R 5S5

## ***3-step application process for MBA/MScIB***

Application process for Vancouver Island University MBA/MScIB dual degree program

### **Step one**

Obtain and complete a copy of the application from:

- A recent brochure, or
- Print from web site <http://www.viu.ca/international/forms/application.pdf>, or

Complete online <https://records.viu.ca/www/study/apponline.htm>

### **Step two**

Obtain all required supporting documents for your application:

- To meet English language requirements, students must have completed Vancouver Island University's English Language Program, or have already achieved a minimum TOEFL iBT 88 with no section lower than 20, or IELTS 6.5 (with no band under 6.0), CAEL 70, or equivalents.
- Proof of university bachelor's degree from a recognized, accredited institution, from a business or non-business program. A minimum "B" average in the last 2 years of undergraduate. Submitted transcripts must be translated to English.
- Other
  - Resume, letter of intent, and 2 letters of recommendation from past employers or professors must be included as part of the application.
  - Work experience preferred but not required.
  - GMAT optional but not required.
  - Passport-size photograph

### **Step three**

Courier your completed application, supporting documents and non refundable application fee (\$150CAD) to:

Jane Kelly  
Director of International Admissions  
Vancouver Island University  
900 Fifth Street  
Nanaimo, BC  
Canada, V9R 5S5

## *Fee payment and refund policy*

### **Tuition Fees**

Information on Vancouver Island University international student tuition fees is available online at <http://www.viu.ca/international/tuition.asp>. Fees and payment schedules vary by program so please check the website regularly for current information. Students who are accepted into a program at VIU will receive an initial fee payment schedule with the letter of offer.

### **Refund Policy**

New applicants may be eligible to apply for a refund **in exceptional circumstances only**. Requests for refunds must be made in writing to the Dean of International Education. The approval or rejection of a request for a refund will be determined based on the rationale provided in the submission. Any refunds will require the approval of the Dean of International Education.

If approved for a refund, in no cases will the refund exceed the following guidelines:

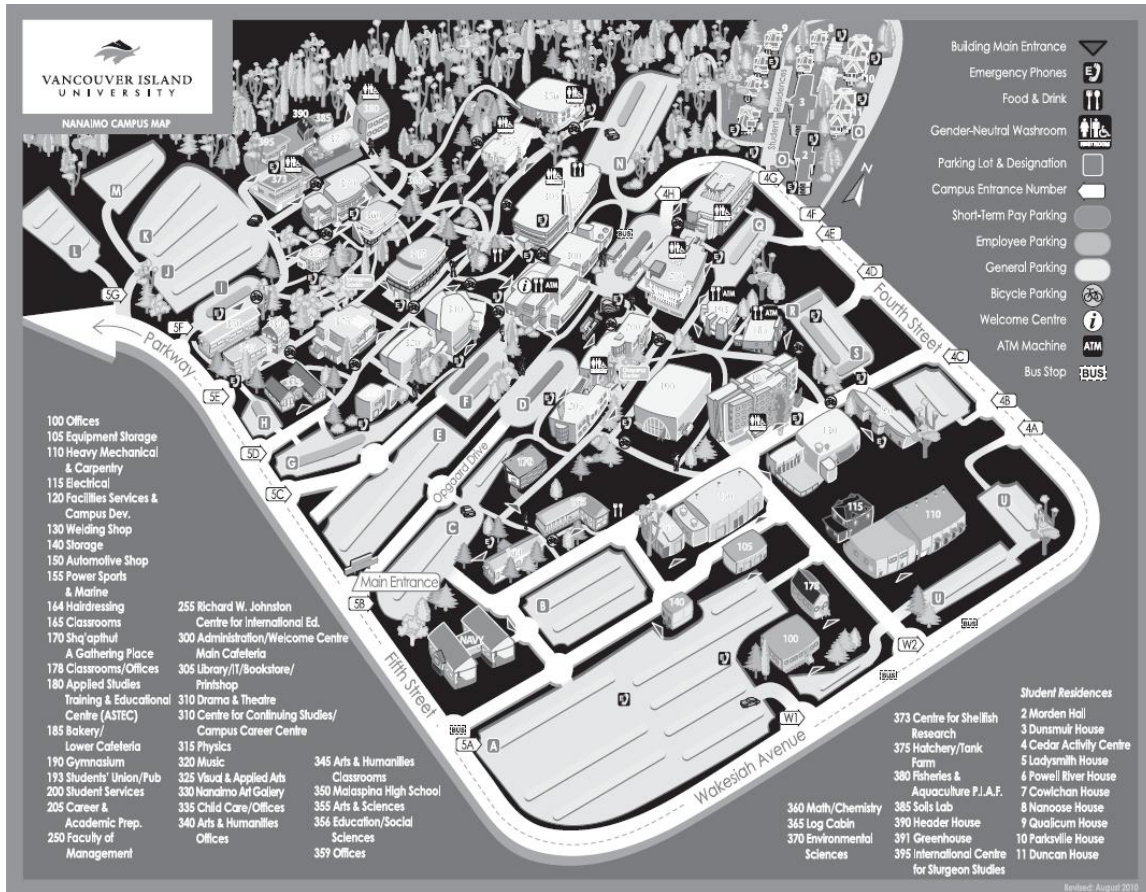
- 75% of tuition for cancellation of application before August 1 (Fall), December 1 (Spring), and April 1 (Intersession)
- 50% of tuition after the above dates and before the first day of the semester
- 25% of tuition before the end of the second week of the semester
- Student activity and students' union fees are not refundable

A student whose study permit is rejected will receive a full refund minus the \$150CAD Application Processing Fee and courier fees. A copy of the letter of refusal from the Canadian Embassy must be received before the refund will be processed.

Complete policy information <http://www.viu.ca/international/tuition.asp>

# Appendix A – Campus map

Map available online at <http://viu.ca/map/index.asp>.



## **Appendix B – Directions to Vancouver Island University**

Vancouver Island University is located less than a 20-minute drive from the Nanaimo Airport, a 10-minute drive from downtown Nanaimo and the Departure Bay ferry terminal, and a 20-minute drive from Duke Point ferry terminal. Students who are staying in homestay or peerstay will be picked up by their homestay or peerstay families at the point of entry in Nanaimo. Students are advised to arrive 4-5 days before the start of classes to attend an orientation and to visit the Centre for International Education (Building 255), where staff will provide assistance with course selection, registration, and general information about the campus and Nanaimo.

### **Arriving to Nanaimo**

#### **By air**

Students traveling to Canada from overseas by air should book their airline ticket to Nanaimo Airport (YCD) [www.nanaimoairport.com](http://www.nanaimoairport.com). Students will change planes at Vancouver International Airport (YVR) [www.yvr.ca](http://www.yvr.ca).

#### **By ferry**

There are two car/passenger ferries from Vancouver to Nanaimo:

- Tsawwassen in Vancouver to Duke Point, south of Nanaimo;
- Horseshoe Bay in Vancouver to Departure Bay, close to downtown Nanaimo.
- For information, visit: [www.bcf ferries.com/schedules/mainland](http://www.bcf ferries.com/schedules/mainland).

### **Arrival Services**

If students are not making a connecting flight to Nanaimo Airport (YCD) from Vancouver International (YVR) and would like assistance to any of the ferry services (BC Ferries), or harbour to harbour float planes, please contact Beaton's Meet and Greet, e-mail [beatons1@shaw.ca](mailto:beatons1@shaw.ca) or visit their website at <http://www.beatonsmeetandgreet.com> to reserve online. They will be happy to meet students at the exit from the arrivals area at YVR and transport them to the ferry or float plane service that they have chosen. They will also assist students to purchase a ticket on their Vancouver to Nanaimo transportation and make sure that if they are staying with a host family in Nanaimo, that they are called to be ready to pick the student up at the appropriate location.

If Homestay/Peerstay is not arranged with Vancouver Island University, there is airport shuttle service available for a nominal fee: <http://www.nanaimoairporter.com>. Taxis are available from both ferry terminals.

# Appendix C – English Language Centre, Undergraduate and MBA/MScIB Application form

Form available online <http://www.viu.ca/international/forms/application.pdf>



**International Application for Admission**  
 900 FIFTH STREET, NANAIMO, B.C., CANADA V9R 5S5 • TEL: 250-740-6316 • FAX: 250-740-6471  
 E-MAIL: [study@viu.ca](mailto:study@viu.ca) • WEBSITE: [www.viu.ca](http://www.viu.ca)

- You must enclose:
1. A \$150 (Cdn) non-refundable Application Processing Fee.
  2. A passport-size photograph.
  3. For English Language Certificate program: High school graduation transcript.
  4. For Academic programs: An official copy of your educational documents in your own language, and a copy translated into English, if applicable. Proof of English language requirements: successful completion of VIU's English Language Certificate, or min. TOEFL 80 IBT no section less than 19, TOEFL PBT 550, IELTS 6.0 no band less than 5.5, CAEL 60, Cambridge Certificate of Proficiency in English (min. "B"), Cambridge Certificate of Advanced English (min. "B"). TOEFL Institutional code is 9581.
  5. For MBA programs: See number 4, above; In addition, include 2 letters of reference, letter of introduction, and a résumé.

Personal Data	Family Name		First Name		Middle Name(s)		
	Telephone Number ( ) ( )		Fax Number ( ) ( )		Date of Birth Yr. Mo. Day		
	Mailing Address		Place of Birth		Maie <input type="checkbox"/> Female <input type="checkbox"/>		
	Citizenship		E-mail Address (representative)		E-mail Address (student)		
	First Language		Citizenship Status will be: <input type="checkbox"/> Study Permit <input type="checkbox"/> Minister's Permit <input type="checkbox"/> Other, specify				
	Passport/Travel Document No.		Country of Issue		Sponsoring Organization & E-mail Contact		
Emergency Contact	Name		Telephone		E-mail Address		
	Preferred Language		Relation to student (father, friend, etc.)				
Program Choice	I want to study in VIU's English Language Certificate Program.		<input type="checkbox"/> Yes <input type="checkbox"/> No		I want to start my studies: _____ month year		
	I want to study in a University Program at VIU.		<input type="checkbox"/> Yes <input type="checkbox"/> No		Program name: _____		
Educational Background	Name of last college/university attended _____						
	From _____ year		to _____ year		Transcript attached, if applicable <input type="checkbox"/>		
	Grade/Form/Level completed or Degree/Diploma earned _____						
	Address of last college/university attended _____ _____ City Country						
Previous Year's History	Please indicate your main activity during the past year.			Please indicate where you were located.			
	<input type="checkbox"/> Attending Secondary School		<input type="checkbox"/> Attending College		<input type="checkbox"/> Working		
<input type="checkbox"/> Other Educational Institution		<input type="checkbox"/> Attending University		<input type="checkbox"/> Other			
<input type="checkbox"/> in British Columbia		<input type="checkbox"/> in another country					
<input type="checkbox"/> in another province							
Payment & Declaration	<b>Type of Payment</b>						
	<input type="checkbox"/> Certified Cheque or Money Order – Reference # _____						
	<input type="checkbox"/> Bank Transfer – Reference # _____						
	<input type="checkbox"/> Credit Card: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express						
	<input type="checkbox"/> I authorize to charge \$150 (Cdn) to my credit card.						
	Credit Card Number: _____						
Expiry Date: _____ Month Year							
Cardholder's Name: _____							
Cardholder's Signature: _____							
Please read the following before signing:							
1. I understand that acceptance of this application does not guarantee admission to a program or course.							
2. I understand that my admission is subject to availability of a place for me in the program for which I have applied.							
3. I agree to abide by the rules and regulations of Vancouver Island University and of the department and program in which I shall be registered, and any changes which may be made while I am a student at VIU.							
4. I certify that all statements on this application are true and complete. I understand that misrepresentation of this information in any material way may result in cancellation of my admission or registration status.							
I hereby authorize Vancouver Island University to release transcripts of my record to: <input type="checkbox"/> Parents <input type="checkbox"/> Sponsoring Agency <input type="checkbox"/> Other Educational Institution							
Date: _____							
Signature of Applicant: _____							
I declare that the statements in this application are complete and correct.							

January 2011

Visit our website: [www.viu.ca/international](http://www.viu.ca/international)

# Appendix D – Homestay/Peerstay Student Profile Form

Form available online at <http://www.viu.ca/international/documents/StudentProfile.pdf>.



**VANCOUVER ISLAND UNIVERSITY  
HOMESTAY/PEERSTAY PROGRAM  
APPLICATION**

## STUDENT PROFILE

*Please complete the entire form*

You will not be matched with a host family until the homestay/peerstay deposit (\$700), non-refundable placement fee (\$150) and arrival details to Nanaimo are received. Students matched with a host family may begin homestay a maximum of 4-5 days before the start of classes. *This profile, all fees and arrival details must be received in our office no later than 6 weeks before arrival.*

Please note the following increases are in effect as of April 1, 2011:

\*Homestay Placement fee will increase to \$200

Students who cancel after being placed with a host family will forfeit 50% of the homestay/peerstay deposit. If the student cancels before placement with a family, they will forfeit the placement fee only.

Please print clearly, using black ink and return all five (5) pages of this application along with the placement fee and deposit to:

**HOMESTAY/PEERSTAY PROGRAM  
CENTRE FOR INTERNATIONAL EDUCATION**  
Vancouver Island University  
900 Fifth Street Nanaimo, BC V9R 5S5 Canada  
Telephone: 250-740-6159 Fax: 250-740-6471  
Email: [homestay@viu.ca](mailto:homestay@viu.ca)

<b>PERSONAL INFORMATION</b>			
WHICH SEMESTER WILL YOU START?	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer of (Year) _____
IN WHAT PROGRAM ARE YOU ENROLLED?	<input type="checkbox"/> ESL	<input type="checkbox"/> Academic	<input type="checkbox"/> MBA
NAME Last/Family/Surname	FIRST/Given Name	ENGLISH NAME/Nick-name	
	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth _____ (Year-Month-Day)	
NATIONALITY _____			
HOME/MAILING ADDRESS _____ (Street Address)			
(City)	(Country)	(Code)	
TELEPHONE NUMBER (Country/City Code)	FAX NUMBER	STUDENT EMAIL ADDRESS	

AGENCY: _____	NAME OF CONTACT: _____
EMAIL: _____	
<i>Please note: Where possible, all correspondence from the Homestay/Peerstay Office will be sent to both the agent and the student.</i>	

<b>ACCOMMODATION CHOICE</b> (please check one)	
<input type="checkbox"/> <b>HOMESTAY</b> Including food for 3 meals per day. Student will be taught to prepare their own breakfast and lunch. Food is provided by the host.	<input type="checkbox"/> <b>PEERSTAY</b> Students do their own shopping, cooking & clean-up.

J:\Student Services\HOMESTAY\FORMS\Student\Student Profile.doc





VANCOUVER ISLAND UNIVERSITY  
HOMESTAY/PEERSTAY PROGRAM  
APPLICATION

**STUDENT PROFILE**

*continued*

- ◆ Are you able to cook?  No  Yes  A little
- ◆ Do you have food allergies or require a special diet? \_\_\_\_\_
- ◆ Are you allergic to dogs?  No  Yes
- ◆ Are you allergic to cats?  No  Yes
- ◆ Do you take any medication?  No  Yes  
If yes, please describe: \_\_\_\_\_
- ◆ Do you have any special physical needs?  Yes  No \_\_\_\_\_
- ◆ Do you have any allergies? (drugs, foods, plants, etc)  No  Yes  
If yes, please describe: \_\_\_\_\_

PLEASE NOTE: If you require medication or are on a special diet, you MUST bring a letter from your doctor, in English, explaining the problem, the medication you require and any special considerations, such as foods you must not eat.

- ◆ Have you ever lived on your own?  No  Yes If yes, when, where, and for how long?  
\_\_\_\_\_
- ◆ Will you bring your own computer?  No  Yes  
*If you answered "no", please be aware that, if/when you use the host's computer, you will be expected to adhere to their computer and internet usage guidelines.*

**YOUR CHARACTER:**  Outgoing  Shy  Independent  Energetic  Adapt easily  
(check all that apply)  Talkative  Quiet  Other

**YOUR PREFERENCES:**  Family with young children  Family with teenagers  Adult with no children  
(check all that apply)  No preferences  Family hosting another International Student

**YOUR ENGLISH LEVEL:**  None  Survival  Beginner  Intermediate  Advanced

Additional comments/information: \_\_\_\_\_

**\* All students must have medical insurance while in Canada \***

**PLEASE NOTE:** Canada is a multicultural society that values and respects the diversity of all Canadians. Many different kinds of Canadian families participate in the Homestay/Peerstay Program. There are single people with or without children, as well as couples with or without children. There are also Canadians of many races, religions, and cultures. For example, Vancouver Island University hosts will consist of suitable Caucasian and non-Caucasian families.

Some families work full-time, while others work part-time and/or are retired. Every host family will have their own unique lifestyle, so please be open and willing to share and enjoy a meaningful Homestay or Peerstay experience with the host family we have selected for you.

I understand and agree with the information contained on this form. I further understand that Vancouver Island University staff will select a family based on the information I have provided and that they cannot guarantee that all my personal preferences will be met.

I hereby authorize Vancouver Island University to release information in this application to my host family.

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian (Required if applicant is under 19 years of age) \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent/person assisting the student with this application. \_\_\_\_\_  
Date

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**VANCOUVER ISLAND UNIVERSITY  
HOMESTAY/PEERSTAY PROGRAM  
APPLICATION**

**HOMESTAY STUDENT LETTER OF AGREEMENT**

*The Vancouver Island University Homestay/Peerstay Program is designed to promote friendship and language learning and to provide an opportunity for cultural exchange between Canadian families and the international students who attend Vancouver Island University.*

*While you are in Homestay, please expect to be treated with respect by your hosts. In turn, you must also respect and show your host every courtesy.*

**I AGREE TO:**

1. Pay the Homestay fee of \$700 per month to my host family on the first day of each month, and to pay \$25.00 per night for any **additional** nights that I stay with my host family. I understand that the Homestay deposit I paid in advance to the Vancouver Island University Homestay/Peerstay Program is not my first month's Homestay fee and that the deposit will be held by Vancouver Island University until I have left the Homestay program with proper notice.
2. Be responsible for all telephone expenses, including long distance calls and taxes. If I have my own telephone, I will pay the installation charge and monthly rental and usage charges. **I will use a long distance telephone card if I use my host family's telephone. I will ask permission to make long distance calls on my host family's phone before I use it.**
3. I understand I will not receive my deposit refund until after I move out of my Homestay and have given appropriate notice to my host family. Lack of 30 days notice will mean less than a full return of deposit.
4. Give minimum one month or **THIRTY (30) DAYS NOTICE IN WRITING** to my hosts before moving. Notice can be given on any day of the month, allowing me to move on the same day the following month.
5. Pay the Homestay fee for the entire thirty (30) day period after I give my host family notice, regardless of whether I remain in the homestay for the full thirty (30) days.
6. Homestay deposits must be requested in writing (Moving Notification Form) not longer than 36 months after the last day of registered classes at Vancouver Island University.
7. Become familiar with and understand the routines of the home I am staying in and follow those routines.
8. Discuss with my hosts any of my special requirements, preferences and interests so they can understand what I will need to feel comfortable.
9. Always tell my hosts if I will be away overnight and leave a telephone number where I can be contacted.
10. Always tell my hosts if I will not be home for the evening meal or if I will be arriving home late in the evening.
11. Ask my hosts permission before inviting guests to the home.
12. Clean my own room and change the bed sheets. Clean the bathroom after I use it. Help my hosts clean the dishes after the evening meal. Be prepared to do my own laundry, make my own breakfast and lunch, and assist in household duties as other family members do.
13. Arrange personal insurance for my possessions (neither Vancouver Island University nor the hosts will be responsible for the replacement of students' possessions that are lost or damaged).
14. In cases where I have a problem with my host family, the Homestay/Peerstay manager or coordinator will help me talk to my hosts about the problem. Because Canadian customs are different from customs in my country, my hosts may not know that I am feeling uncomfortable. Problems can only be solved if we know about them.
15. Where it is not possible to resolve a problem, the Homestay/Peerstay manager or coordinator will agree to move me as soon as possible. The manager or coordinator will determine payment owed.



VANCOUVER ISLAND UNIVERSITY  
 HOMESTAY/PEERSTAY PROGRAM  
 APPLICATION

HOMESTAY STUDENT LETTER OF AGREEMENT

*continued*

- 16. Be responsible for any unusual cleaning charges or damage that I cause during my stay.
- 17. I understand that Vancouver Island University staff will select hosts from those available, based on the information I have provided and that they cannot guarantee that all my personal preferences will be met.
- 18. I understand that the refundable deposit may not be returned in full, if (but not limited to): I have not given 30 days' notice in writing (yellow moving form), there are cleaning costs or damages in the home or other outstanding bills, I have outstanding VIU tuition or other VIU fees owing. Any monies owing to the host or VIU must be paid before deposit is refunded. Outstanding fees owed from your deposit may delay the time needed for processing.
- 19. I understand and agree with all the information on the Homestay/Peerstay Program provided by Vancouver Island University, and agree to the terms and conditions of items 1 through 19 on this agreement.

**YOU MUST CONSULT THE MANAGER OR COORDINATOR BEFORE YOU MAKE A DECISION TO MOVE.**

_____ Student Signature	_____ Date
_____ Signature of Parent or Guardian <i>(Required if applicant is under 19 years of age)</i>	_____ Date
_____ Signature of Agent/person assisting the student with this application.	_____ Date

**NOTE:** A REFUNDABLE DEPOSIT of \$700 and a non-refundable \$150 placement fee (increasing to \$200 on April 1, 2011) must be enclosed with this application (total CDN \$850). You will not be matched with a host family or placed in a home until your deposit and placement fee are received. **Completed applications must be received a minimum of 6 weeks prior to student arrival.**

**IMPORTANT:**

If you arrive outside office hours (8:00 AM to 4:00 PM, Monday to Friday) and do not have accommodations arranged, please refer to the accommodations choices at <http://www.viu.ca/international/housing.asp#homestaypeerstay>. Contact the VIU Homestay/Peerstay Office at [homestay@viu.ca](mailto:homestay@viu.ca) or 250-740-6159 once you arrive. We require the location and phone number where you are staying.

Our address is: Vancouver Island University, 900 Fifth Street, Building 255, Nanaimo, BC V9R 5S5, BC, Canada.



**VANCOUVER ISLAND UNIVERSITY  
HOMESTAY/PEERSTAY PROGRAM  
APPLICATION**

**PEERSTAY STUDENT LETTER OF AGREEMENT**

*The Vancouver Island University Homestay/Peerstay Program is designed to promote friendship and language learning and to provide an opportunity for cultural exchange between Canadian families and the International students who attend Vancouver Island University.*

*While you are in Peerstay, please expect to be treated with respect by your hosts. In turn, you must also respect and show your host every courtesy.*

**I AGREE TO:**

1. Pay the Peerstay fee of \$450 per month to my host family on the first day of each month and to pay \$15.00 per night for any **additional** nights that I stay with my host family. I understand that the deposit I paid in advance is not my first month's Peerstay fee and that the deposit will be held by Vancouver Island University until I have left the Peerstay Program with proper notice.
2. Be responsible for all telephone expenses, including long distance calls and taxes. If I have my own telephone, I will pay the installation charge and monthly rental and usage charges. **I will use a long distance calling card if I use my host family's telephone.**
3. I understand my deposit will not be refunded until after I have given appropriate notice to my host family and I have moved out of their home. Lack of 30 days' notice will mean less than a full return of deposit.
4. Give minimum one month or **THIRTY (30) DAYS NOTICE IN WRITING** to my hosts before moving. Notice can be given on any day of the month, allowing me to move on the same day the following month.
5. Pay the Peerstay fee for the entire thirty (30) day period after I give my host family notice, regardless of whether or not I remain living with the host family for the full thirty (30) days.
6. Peerstay deposits must be requested in writing (Moving Notification Form) not longer than 36 months after the last day of registered classes at Vancouver Island University.
7. Become familiar with and understand the routines of the home I am staying in and follow those routines.
8. Discuss with my hosts any of my special requirements, preferences and interests so they can understand what I will need to feel comfortable.
9. Always tell my hosts if I will be away overnight and leave a telephone number where I can be contacted in case of an emergency.
10. Ask my hosts, if necessary, permission before inviting guests to the home.
11. Clean my own room and change the bed sheets. Clean the bathroom after I use it. Clean the countertop, dishes and appliances, including the stove elements. Do my own laundry and assist in any household duties, if required, as other family members do.
12. Purchase my own groceries, toiletries, cleaning products and laundry supplies. Be responsible for the preparation and cooking of my own meals.
13. Arrange personal insurance for my possessions (neither Vancouver Island University nor the host family will be responsible for the replacement of students' possessions that are lost or damaged).
14. In cases where I have a problem with my host family, the Homestay/Peerstay manager or coordinator will help me talk to my hosts about the problem. Because Canadian customs are different from customs in my country, my hosts may not know that I am feeling uncomfortable. **PROBLEMS CAN ONLY BE SOLVED IF WE KNOW ABOUT THEM.**
15. Where it is not possible to resolve a problem, the Homestay/Peerstay manager or coordinator will agree to move me as soon as possible. The manager or coordinator will determine payment owed.



VANCOUVER ISLAND UNIVERSITY  
 HOMESTAY/PEERSTAY PROGRAM  
 APPLICATION

PEERSTAY STUDENT LETTER OF AGREEMENT

*continued*

- 16. Be responsible for any unusual cleaning charges or damage that I cause during my stay.
- 17. I understand that Vancouver Island University staff will select hosts from those available, based on the information I have provided and that they cannot guarantee that all my personal preferences will be met.
- 18. I understand that the refundable deposit may not be returned in full if (but not limited to): I have not given 30 days' notice in writing (yellow moving form), there are cleaning costs or damages in the home or other outstanding bills, I have outstanding VIU tuition or other VIU fees owing. Any monies owing to host or VIU must be paid before deposit is refunded. Outstanding fees owed from your deposit may delay the time needed for processing.
- 19. I understand and agree with all the information about the Peerstay Program provided by Vancouver Island University and agree to these terms and conditions of items 1 through 19 on this agreement.

**YOU MUST CONSULT THE MANAGER OR COORDINATOR BEFORE YOU MAKE A DECISION TO MOVE.**

_____ Student Signature	_____ Date
_____ Signature of Parent or Guardian ( <i>Required if applicant is under 19 years of age</i> )	_____ Date
_____ Signature of Agent/person assisting the student with this application.	_____ Date

**NOTE:** A REFUNDABLE DEPOSIT of \$700 and a non-refundable \$150 placement fee (increasing to \$200 on April 1, 2011) must be enclosed with this application (total CDN \$850). You will not be matched with a host family or placed in a home until your deposit and placement fee are received. Completed applications must be received a minimum of 6 weeks prior to student arrival.

**IMPORTANT:**

If you arrive outside office hours (8:00 AM to 4:00 PM, Monday to Friday) and do not have accommodations arranged, please refer to the accommodations choices at <http://www.viu.ca/international/housing.asp#homestaypeerstay>. Contact the VIU Homestay/Peerstay Office at [homestay@viu.ca](mailto:homestay@viu.ca) or 250-740-6159 once you arrive. We require the location and phone number where you are staying.

Our address is: Vancouver Island University, 900 Fifth Street, Building 255, Nanaimo, BC V9R 5S5, BC, Canada.



VANCOUVER ISLAND UNIVERSITY  
HOMESTAY/PEERSTAY PROGRAM  
APPLICATION

**Fee Payment Form**

Fax: 1-250-740-6471

Name of Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_ M / F

Name of Sender/Agent: \_\_\_\_\_

Date Sent: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

PLEASE COMPLETE AND FAX TO OUR OFFICE ALONG WITH A COPY OF YOUR BANK  
TRANSFER RECEIPT OR CHEQUE

**METHOD OF PAYMENT**

- Cheque (payable to Vancouver Island University) is in the mail
- MC/Visa/Amex No: \_\_\_\_\_ Expiry date: \_\_\_\_\_
- Cardholder Name: \_\_\_\_\_
- I have wired fees to Vancouver Island University.

If you would like to make a payment by wire transfer and require VIU's banking information,  
please email [Homestay@viu.ca](mailto:Homestay@viu.ca)

For all wire transfers: please write student name and birthdate on all financial transactions -  
cheques, money orders, bank transfers, and direct deposits. Bank charges are the  
responsibility of the sender.  
*All fees quoted are in Canadian dollars and are subject to change without notice.*

**DETAILS OF PAYMENT**

<b>Deposit</b>	<b>(\$ 700.00)</b>	_____
<small>(increased to \$700, effective September 1, 2010)</small>		
<b>Placement Fee</b>	<b>(\$150.00)</b>	_____
<small>(increasing to \$200, effective April 1, 2011)</small>		
<b>Total Amount:</b>	<input type="checkbox"/> CDN <input type="checkbox"/> US	\$ _____



VANCOUVER ISLAND UNIVERSITY  
 HOMESTAY/PEERSTAY PROGRAM  
 APPLICATION

**INTERNATIONAL STUDENT ARRIVAL INFORMATION**

Fax: 250-740-6471

**PLEASE COMPLETE AND FAX A COPY TO US BEFORE DEPARTING FROM YOUR COUNTRY**

Name of Student: \_\_\_\_\_  
Last/Family/Surname First/Given Name

Birth Date: \_\_\_\_\_ Male  Female

Arrival at **VANCOUVER INTERNATIONAL AIRPORT:**

Date \_\_\_\_\_ Time \_\_\_\_\_

Airline \_\_\_\_\_ Flight Number \_\_\_\_\_

*\*\*If you wish to be met at the Vancouver airport, please see Arrival Services below.*

Arrival at **NANAIMO AIRPORT:**

Date \_\_\_\_\_ Time \_\_\_\_\_

Airline \_\_\_\_\_ Flight Number \_\_\_\_\_

Arrival at **NANAIMO FERRY TERMINAL:**

Horseshoe Bay to Departure Bay - Date: \_\_\_\_\_ Time: \_\_\_\_\_

or

Tsawwassen to Duke Point - Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Arrival Services**

If students are not making a connecting flight to Nanaimo Airport (YCD) from Vancouver International (YVR) and would like assistance to any of the ferry services (BC Ferries), or harbour to harbour float planes, please contact Beaton's Meet and Greet, by e-mail at [beatons1@shaw.ca](mailto:beatons1@shaw.ca) or visit their website at <http://www.beatonsmeetandgreet.com> to reserve online. They will be happy to meet students at the exit from the arrivals area at YVR and transport them to the ferry or float plane service that they have chosen. They will also assist students to purchase a ticket on their Vancouver to Nanaimo transportation and make sure that if they are staying with a host family in Nanaimo, that they are called to be ready to pick the student up at the appropriate location.

- If your flight from Vancouver to Nanaimo is delayed or cancelled, please ask a staff at the Airline Information Desk for assistance and find out when your flight will be rescheduled. Please notify our office when there are changes to your travel plans. **Contact your host family directly if you have been placed in a VIU homestay or peerstay.**
- Please contact our office as soon as possible after your arrival for information about student orientations, classes and assessments.
- If Homestay/Peerstay is not arranged with Vancouver Island University, there is an airport shuttle service available for a nominal fee. <http://www.nanaimoairporter.com> Taxi's are available from both ferry terminals

**CONTACT INFORMATION**

<p><b>Vancouver Island University</b>          International Homestay/Peerstay Department          Building 255, 900 Fifth Street          Nanaimo, BC V9R 5S5          Telephone: 250-740-6159          Fax: 250-740-6471          Email: <a href="mailto:homestay@viu.ca">homestay@viu.ca</a></p>	<p><b>Vancouver Island University Residences</b>          750 Fourth Street          Nanaimo, BC V9R 6C5          Telephone: 250-754-6338          Fax: 250-754-4291          Email: <a href="mailto:manager@viuresidences.ca">manager@viuresidences.ca</a></p>
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J:\Student Services\HOMESTAY\FORMS\Student\Student Profile.doc



Indicate Choice	<b>BUILDINGS:</b>	(Please see brochure for rental fees and amenities) Note: <b>All housing options are located on the Nanaimo Campus.</b>
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**HOUSING OPTIONS**

- Please indicate a total of three choices **ONLY** in order of preference ( "1, "2, "3 )
- We will do our best to accommodate your choices, but rooms are assigned and offered on a "First Come, First Serve" basis.

<input type="checkbox"/> A. <b>MORDEN HALL</b> (Single with shared bath)	PREFERRED BATHROOM MATE: _____
--	-----------------------------------

<input type="checkbox"/> B. <b>DUNSMUIR HOUSE</b> (Single with shared bath) - REGULAR <input type="checkbox"/> <b>DUNSMUIR HOUSE</b> (Single with shared bath) - QUIET FLOOR	PREFERRED BATHROOM MATE: _____
---	-----------------------------------

C. <b>20 BED HOUSES:</b> Ladysmith, Cowichan, Qualicum, Powell River, & Nanoose  <input type="checkbox"/> SINGLE WITH SHARED BATH - REGULAR <input type="checkbox"/> SINGLE WITH SHARED BATH – QUIET HOUSE <input type="checkbox"/> SINGLE WITH SHARED BATH – MATURE/GRAD HOUSE	PREFERRED BATHROOM MATE: _____
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D. <b>4 BEDROOM APARTMENTS:</b> Duncan & Parksville Houses  <b>Note:</b> <ul style="list-style-type: none"> <li>• Priority is given to students who have previously lived in VIU residences or to students who are 19 yrs. or older.</li> <li>• Apartments will be assigned on a Co-Ed basis (two males &amp; two females) unless preferred roommates are specified.</li> <li>• All roommates in four bedroom apartment must submit separate Application forms &amp; fees.</li> </ul> <input type="checkbox"/> FOUR BEDROOM WITH SHARED BATH – REGULAR (Duncan) <input type="checkbox"/> FOUR BEDROOM WITH SHARED BATH – QUIET (Parksville)	PREFERRED ROOMMATES:  1. _____ 2. _____ 3. _____
--	--

E. <b>DO YOU REQUIRE HANDICAPPED ACCOMODATIONS?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  PLEASE DESCRIBE YOUR DISABILITY AND RELEVANT NEEDS:  _____ _____ _____	
--	--

F. <b>ADDITIONAL NOTES OR REQUESTS:</b>  _____ _____ _____	
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*Appendix F – Covering Letter Template and Sample*

**Vancouver Island University  
APPLICATION COVER LETTER TEMPLATE  
Fill in all of the grey areas**

[insert city and date]

Director of International Admissions  
Vancouver Island University  
900 Fifth Street, Nanaimo BC  
V9R 5S5 Canada

Subject: Application for [insert student name], DOB [insert date of birth]

Start date: [insert start date]

Program: [insert program]

Home address of student: [insert address of the student]

Enclosed are the following items for [insert student name]:

[insert list of all items included in the package, such as application form, fee, transcripts, and so on]

Please send the letter of acceptance to our office address as indicated below:

[insert agent office address]

Best regards,

[sign here]

[insert your (agent) name, address, and all contact information]

**SAMPLE**

Nanaimo, June 28, 2007

Director of International Admission  
Vancouver Island University  
900 Fifth Street, Nanaimo BC  
V9R 5S5 Canada

Subject: Application for Student A, DOB September 6, 1950

Start date: September 2009

Program: ESL + Business (BBA)

Home address of student:

1234 Hill Street  
Xicheng district, Beijing, 123456  
China

Enclosed are the following items for Student A

- Completed application form
- Application fee
- Notarized transcript

Please send the letter of acceptance to our office address as indicated below:

Building ABC, Room 100  
12A alpha street  
Xicheng district, Beijing, 254671  
China

Best regards,

[sign here]

ABC Recruitment Company  
Mr. Agent A  
Building ABC, Room 100  
12A Alpha Street  
Xicheng district, Beijing, 254671  
China  
Phone: 123456789  
Fax: 123456789  
Email: agent@agent.com

## Appendix G – Contacts

### International Administration, Recruitment and Contracts

Bruce Condie  
Director, International Marketing, Recruitment & Business Development  
E-mail: [bruce.condie@viu.ca](mailto:bruce.condie@viu.ca)

Jane Kelly, Director, International Admissions  
E-mail: [jane.kelly@viu.ca](mailto:jane.kelly@viu.ca)

Andrea Blakeman, Manager, Homestay  
E-mail: [andrea.blakeman@viu.ca](mailto:andrea.blakeman@viu.ca)

Patricia Ilagan, Academic Advisor  
E-mail: [patricia.ilagan@viu.ca](mailto:patricia.ilagan@viu.ca)

Tami Ney, Educational Counsellor  
E-mail: [tami.ney@viu.ca](mailto:tami.ney@viu.ca)

Tina Williamson, Recruitment Coordinator  
E-mail: [tina.williamson@viu.ca](mailto:tina.williamson@viu.ca)

Marco Qaqish, Recruitment Coordinator (on leave until May 2011)  
E-mail: [marco.qaqish@viu.ca](mailto:marco.qaqish@viu.ca)

### Group Programs / Contract Training

Jennifer Jensen-Richards  
Manager, International Education Contracts & Group Programs  
E-mail: [jennifer.jensen-richards@viu.ca](mailto:jennifer.jensen-richards@viu.ca)

### Education Abroad

Audrey Hansen, Manager, Education Abroad Programs  
E-mail: [audrey.hansen@viu.ca](mailto:audrey.hansen@viu.ca)

### High School

Keith Watson, Principal  
E-mail: [keith.watson@viu.ca](mailto:keith.watson@viu.ca)

Homestay inquiries can be directed to E-mail: [homestay@viu.ca](mailto:homestay@viu.ca)

General inquiries can be directed to E-mail: [study@viu.ca](mailto:study@viu.ca)