



# INTERNATIONAL EDUCATION

**WELCOME** to Okanagan College!

Your ***letter of admission*** is included in this package. This letter confirms that you have been admitted to Okanagan College and the admission letter should be submitted to the Canadian Embassy to support your application for a study permit to allow you to study in Canada. A \$125 CAD fee is payable to the Embassy for processing your application.

This package also contains information to help you prepare for your life at Okanagan College. Please take time to **read everything carefully**. We hope that this material will help you make an easy adjustment to Canada.

We also need information ***from you*** so that we can make the proper arrangements for you. Please fill out the necessary forms in this package and return them. On the back of this page you will find a checklist. Please use it to remind yourself to send us the forms at the right time.

Attached to this page is a card with a telephone number that you can use, after normal office hours, to reach a staff member of the International department of Okanagan College. ***Please keep it in your wallet (even when you are in Canada) and use it only in an emergency.*** On page 2 you will find contact information during working hours (Monday – Friday 8:30 a.m. to 4:30 p.m.)

**SEE YOU AT Okanagan College!**

# STUDENT'S CHECKLIST:

Have I sent to Okanagan College:

<b>COMPLETED FORM or PAYMENT</b>	✓
<b>Tuition Deposit (non-refundable)</b> - send by due date on admission letter or as soon as possible after receiving this package	
<b>International Student's profile</b> - send this at least 2 months before classes begin	
<b>Tuition payments</b> - the balance of tuition and student fees are to be paid in full before classes start	
<b>Homestay payments</b> (Placement fee, Damage Deposit, 2 Months' Rent) - send this at least 6 weeks before arrival	
<b>If opting for student residence</b> Application form for dormitory - send this as soon as possible or apply on-line	
<b>Arrival information</b> - send this at least 3 weeks before arrival	

If you have questions in specific areas, please contact one of the following by phone (250) 862-5443 or e-mail:

### **Programs and Courses**

Dianne Tanner E-mail: dtanner@okanagan.bc.ca  
Michelle Somerville E-mail: msomerville@okanagan.bc.ca

### **Homestay and Arrival information**

Mame McCrea Silva E-mail: msilva@okanagan.bc.ca

### **Medical Information**

Mame McCrea Silva E-mail: msilva@okanagan.bc.ca

### **Admissions & Fee Payments**

Sheri McKinley E-mail: smckinley@okanagan.bc.ca  
Cynthia Garcia E-mail: cgarcia@okanagan.bc.ca

### **General Inquiries:**

International Education Department, Okanagan College,  
1000 K.L.O. Road, Kelowna B.C. Canada V1Y 4X8  
Phone: (250) 862-5443 Fax: (250) 862-5470 E-mail: inted@okanagan.bc.ca

## **HOW DO I GET A STUDY PERMIT?**

1. You should check with the Canadian Embassy in your country about specific requirements.
2. Usually, the following are required for an application for a study permit:
  - ◆ a formal letter of admission from a Canadian school
  - ◆ a valid passport
  - ◆ proof that you have enough money to support yourself while in Canada
  - ◆ a medical examination may be required
3. If your application is approved, you will receive a letter of permission issued by the Canadian Embassy. **This letter MUST be shown to the Immigration Officer when you enter Canada.**

# ANNUAL DATE SCHEDULE AND TUITION FEES

Fall (September-December) • Winter (January-April) • Spring (May-June) • Summer (July-August)

Semester	Application Deadline	Deposit & Final Documents Due	Registration	Tuition Payment Deadline	Semester Dates	Final Reg.
<b>ACADEMIC PROGRAMS</b> Arts, Science, Business (September & January Intakes)						
Fall 2012	June 30/12	July 15/12	July/12	Aug 24/12	Sept 4 – Dec 15, 2012	Sept 14/12
Winter 2013	Oct 31/12	Nov 15/12	July/12	Dec 14/12	Jan 2 – Apr 20, 2013	Jan 11/13
<b>ACADEMIC PROGRAMS – Computer Information Systems, Engineering Technology, Health &amp; Social Development (September Intake Only)</b>						
Fall 2012	March 15/12	May 15/12	July/12	Aug 24/12	Sept 4 – Dec 15, 2012	Sept 14/12
<b>TRADES PROGRAMS – Program start dates and deadlines vary, please contact International Education for more details</b>						
<b>ESL - ENGLISH FOR ACADEMIC PURPOSES – KELOWNA Campus</b>						
Semester	Application Out of Country Deadline	Application In Country Deadline	Suggested Arrival Dates	ESL Level Assessment Test	Orientation	Semester Dates
Spring 2012	Feb 28/12	Apr 24/12	Apr 22/12	Apr 25/12	Apr 27/12	May 1 – June 22/12
Summer 2012	Apr 24/12	June 26/12	June 25/12	June 27/12	June 29/12	July 3 – Aug 24/12
Fall 2012	July 15 /12	Aug 28/12	Aug 28/12	Aug 29/12	Aug 31/12	Sept 4 – Dec 14/12
Winter 2013	Nov 15/12	Jan 2/12	Dec 30/12	Jan 2/13	Jan 4/12	Jan 7 – Apr 19/13

- Orientation is required by all students as it provides very important information
- Suggested Arrival Date – ESL students 3 days prior to English Language test – Academic students – 3 days prior to start of classes.

## FEES & DEPOSITS

Application fee is \$100.00. Tuition Fees for the 2011/2012 year will be \$1,100.00 CAD per 80-hour ESL or 3 credit academic course, and \$2,200 CAD per 160-hour ESL course. Students are advised to register with a minimum of 3 courses to maintain full-time student status. Tuition for Trades programs is \$350.00 per week (plus materials). For more information regarding tuition and fees for international students, please visit our website at [www.okanagan.bc.ca/international](http://www.okanagan.bc.ca/international)

A non-refundable tuition deposit of \$500.00 CAD is required for each semester and **is payable by the date noted in your letter of admission.** (Deposit can be refunded if study permit is denied or for unforeseen circumstances). The \$500.00 deposit will be fully applied to your tuition. **The balance of tuition and student fees are payable before classes start.**

**\*\* Dates and fees are subject to change.** Please check our website for current information: [www.okanagan.bc.ca/international](http://www.okanagan.bc.ca/international)

*The following fees\* do not apply to the Vernon ESL program:*

### Accommodation

#### Homestay:

Placement fee	\$250
Monthly fee (by calendar month)	\$750
Refundable damage deposit	\$375
<i>Two months' rent payable in advance.</i>	
<i>Arrivals before the first of the month: \$25/day.</i>	

#### \*Dormitory (Kelowna Campus Only):

Application fee	\$25
Damage deposit	\$150
<i>Semester fee \$1,900 - \$2,400 depending on type of room.</i>	
<i>Please check website for details (www.okanagan.bc.ca/housing)</i>	

### \* Development & Technology Fee

Fall and Winter / semester	approx. \$120
Spring and Summer / session	approx. \$70

### \* Student Association Fees

Fall and Winter / semester	approx. \$60
Spring and Summer / session	approx. \$60

### Students taking academic courses:

Health & Dental plans / semester	approx. \$120
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### \* Taxi fares to OC campus and Skaha Residence

From Kelowna airport	approx. \$40
From Greyhound Bus depot	approx. \$15

### Medical Insurance

Student Guard	approx. \$160
<i>-\$2/day for the first three months</i>	
B.C. Medical – following months	\$61/month

### \* Student Activity Fees

Fall and Winter / semester	approx. \$30
Spring and Summer / session	approx. \$30

### Approximate cost for one 4-month semester

Above fees, plus tuition and expenses for books, school supplies, food, clothing, sundries, transportation and recreation: **\$10,000 - 11,000 CAD.**

**Canada Immigration** expects students to have access to about \$18,000 CAD per academic year.

# ***MEDICAL INSURANCE***

**All international students MUST have medical insurance** for the time that they are in Canada. Arrangements for this can be made **upon arrival**. This insurance covers visits to a doctor's clinic or hospital, X-rays, lab tests etc. up to a possible maximum coverage amount of Cdn \$1 million dollars.

Please note that if you have insurance from your home country please ensure that they cover you for all items noted in the above paragraph. When you visit a doctor's office you have to pay first and then claim the amount from your own insurance company later.

Okanagan College will arrange medical insurance for you as follows:

- ◆ ***\$2.00 per day for the first three months***  
**EVERYONE** must begin with this insurance from a private insurance company.
- ◆ If your study permit is of ***six months' duration or more*** you must also apply for coverage under B.C. Medical Services, operated by the B.C. government. This coverage is not available until after the first three months you are in the country, but can be extended for the time that you remain in Canada. Rate is \$61/per month.
- ◆ For study under visitors' visas (***less than six months***) students will continue with the private coverage on a daily basis at a rate of ***\$2.00 per day*** (pay this after arrival).

## **IN ADDITION:**

For some students (see below) participation in the **Okanagan College Student Association's** Health and Dental Plans is mandatory and automatic. These plans pay for services that may not be covered under the basic medical plans listed above. For example, the Health plan pays for 80% of the cost of prescription drugs, ambulance fees, physiotherapist services etc.; the dental plan covers (50-80%) services such as examinations, fillings, extractions and cleaning.

***Cost of the Health plan: \$54.04 per semester (subject to change)***

***Cost of the Dental plan: \$62.85 per semester (subject to change)***

These charges are made at the time of registration for students registering in:

***Full-time university programs or Upper level ESL plus nine or more contact hours of academic courses. There are usually three contact hours per academic course.***

**PLEASE NOTE** that a waiver of these fees is possible **ONLY** if students can show that they have equivalent coverage elsewhere. **A waiver form must be completed and submitted with proof of coverage**, usually within two weeks after the start of semester.

\* For more information please contact Mame McCrea Silva at the International Education office  
(Tel: 250-762-5445 ext. 4670; E-mail: msilva@okanagan.bc.ca)

# ***PREPARING FOR LIFE AT Okanagan College***

Please read the Pre-Arrival Handbook in this package. It will help you plan and prepare for life at Okanagan College. After arrival in Canada, you should attend the orientation program, which includes sessions on:

- ◆ Okanagan College policies
- ◆ Canadian classroom and teacher expectations
- ◆ culture shock
- ◆ familiarization with the city
- ◆ interaction with Canadian and other international students

## ***ON ARRIVAL IN KELOWNA***

**(remember to send your arrival information as soon as it is confirmed)**

- ◆ Homestay students will be picked up by their host families.
- ◆ Students can make arrangements upon arrival for airport pick-up for a fee of \$25 if arriving before 8 p.m. (\$100 after 8 p.m.) Taxi fare from Kelowna airport to Okanagan College is about \$40.
- ◆ WESTJET usually offers lower airfares from Vancouver to Kelowna. (Book online at [www.westjet.com](http://www.westjet.com)).
- ◆ Students arriving by Greyhound bus can take a taxi from the bus depot to Okanagan College at a cost of about \$15.

# **TUITION FEE PAYMENT & REFUND POLICY**

## **1. Tuition Deposits**

For the fall and winter semesters, students are required to pay a **non-refundable tuition deposit** of \$500 CAD before the start of classes. The deadline for the tuition deposit is noted in the letter of admission.

## **2. Tuition Fee Refunds**

International students who cannot attend Okanagan College or who withdraw before classes start due to unforeseen circumstances beyond their control, such as:

- denial of a study permit by immigration authorities
- sickness
- death or severe illness of an immediate family member, or
- other circumstances deemed valid by the Registrar will receive a full refund. Students who request a refund of fees must provide supporting documents to the Registrar.

After classes start, refunds will be considered only in the event of a complete withdrawal from Okanagan College, according to the following schedule:

- up to and including the first two weeks of classes: students will receive a full refund less the tuition deposit and any costs incurred by Okanagan College.
- after the second week of classes: 0%.

If the student is withdrawing due to unforeseen circumstances (described above), a pro-rated tuition refund will be granted once supporting documents are provided to the Registrar.

## **B. Summer Session**

- ◆ If a student withdraws before the session start date, s/he will receive a full refund less the tuition deposit and any costs incurred by Okanagan College.
- ◆ Students withdrawing after the start of classes will **NOT** receive a refund.

# ***ACCOMMODATION OPTIONS***

**International students may choose to stay in:**

- 1. Homestay**
- 2. Student residence (dormitory) – Kelowna Campus Only**
- 3. Private accommodation**

- 1. HOMESTAY** with Canadian families (*arranged by the International Education office*).  
**Please also see pages 7-9 in the enclosed Pre-Arrival Handbook**

## ***Bedroom***

A private bedroom with a bed, dresser, desk or table, chair and lamp. You are expected to stay with the homestay for at least 2 months.

## ***Rent and fees***

- ◆ Placement Fee of \$250 paid in advance to Okanagan College.
- ◆ 2 months' rent (\$1,500) paid in advance to Okanagan College (non-refundable).
- ◆ A \$375 deposit is payable in advance to Okanagan College. This will be refunded when you leave, provided all bills and expenses are paid, you have given proper notice, and have caused no damage to the home.
- ◆ If you arrive before the first of the month, the daily charge is \$25. The weekly rate is pro-rated.

## ***Homes & Families***

The home can be an apartment, a large house or a small one. Homes are normally located within approx. 30 minutes of campus by bus. Host families are chosen for their interest in other cultures and their willingness to help students adjust to the Canadian lifestyle. A family can be a single person, a single person with children, two people living together but not married, a married couple with or without children. Living with homestay families is a good way to learn and practice English.

## ***Meals***

Three meals a day are provided. Often food is available for students to make their own breakfast and lunch, and dinner is a hot meal shared with the family. Be on time for dinner. If you are going to be late, or are not going to be home for dinner, you must tell your homestay host beforehand. Canadian food will be different from food in your own country – please give everything a try, and tell your host if you have any food allergies. Most homestay hosts would be delighted if you occasionally cook a special meal from your own country for the family.

***Moving out – One calendar month's notice is required. For example, if you want to move out May 1st, you must tell the host family before April 1st.***

## 2. STUDENT RESIDENCE (dormitory) – Skaha Place

### **Rooms**

- ◆ single rooms, studio suites, private bedroom with shared living quarters
- ◆ students supply own bedding, cooking utensils, cutlery
- ◆ students are responsible for their own meals

### **Rent and Fees**

- ◆ \$25 application fee, \$150.00 damage deposit
- ◆ Room rental depends on the kind of room

***Moving out – 60 days' notice is required. For example, if you wish to move out April 1<sup>st</sup>, you must inform the student housing office by January 31<sup>st</sup>.***

Skaha Place is the student residence on campus. Demand for rooms is usually high so please submit your application as soon as possible if you prefer to live in the dormitory while you are studying at Okanagan College.

Please refer to the enclosed Student Residence brochure, list of costs and residence application form. Applications must be completed and mailed directly to the student housing office, together with a \$25 application fee. This can also be done on-line. If you wish to contact the Residence office, their e-mail address is: [housing\\_klo@okanagan.bc.ca](mailto:housing_klo@okanagan.bc.ca)

***Do not send applications for the Student Residence to International Education. Please send it directly to the Residence Office.***

## 3. PRIVATE ACCOMMODATION

- ◆ Apartments and houses can be rented near the campus. If you choose private Accommodations, you must arrange this yourself. Cost is at least \$600/month.
- ◆ **For a short stay**, rooms near Okanagan College may be available at the following:

Siesta Motor Inn	Tel: 250-763-5013	3152 Lakeshore Road
Pandosy Inn	Tel: 250-762-5858	3327 Lakeshore Road
Kelowna International Hostel	Tel: 250-763-6024	2343 Pandosy Street
SameSun Int'l Travel Hostel	Tel: 250-868-8844	730 Bernard Avenue