ilsc LANGUAGE SCHOOLS

Student number (ILSC use only)

# 2017 Application for Admission

**VOLUNTEER EXPERIENCE PROGRAM – VANCOUVER, TORONTO, MONTRÉAL**

## STUDENT INFORMATION

| | |
|---|---|
| ☐ Male ☐ Female | Address |
| Last name | |
| First name | Telephone number |
| Middle name(s) | Mobile number |
| Birthdate (MM/DD/YY) | Email |
| Nationality | Emergency contact name |
| First language | Emergency contact telephone |
| **Class start date** (MM/DD/YY) | **Weeks of study** |
| **Volunteer Experience Program start date** (MM/DD/YY) | **Weeks of volunteer experience** |

## AREAS OF INTEREST

A criminal record check may be required and it is strongly recommended that students request one from their home country prior to departure.

### TYPES OF NGOs

- Social/Humanitarian
- Non-Profit
- Arts & Tourism
- Environment
- Community Involvement

### CHOOSE 3 AREAS IN WHICH YOU WOULD LIKE TO DO YOUR VOLUNTEER PLACEMENT*

| First choice: | Second choice: | Third choice: |
|---|---|---|
| | | |

**Students must accept a placement in ANY of their three choices.*

## DOCUMENT CHECKLIST

Please initial each statement in each box for your confirmation.

| | |
|---|---|
| | I have provided a valid email address. |
| | I have submitted my resume, cover letter and Volunteer Experience Program application. |
| | I have read, understand, and accept the application in its entirety. (If you need help with translations of the program policies & student agreement on page 2, please ask your agent or counsellor prior to signing the document). |

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## VOLUNTEER EXPERIENCE PROGRAM POLICIES & STUDENT AGREEMENT

**I understand that the Volunteer Experience Program is NOT an internship or work experience program, but a volunteer experience designed to help me practise my English language skills and learn about local NGOs.**

- I accept that the volunteer placements are voluntary, unpaid and intended for language acquisition, not for vocational or career skills training, and that at the end of the placement, learning objectives will be evaluated and my language level will be assessed for improvement.
- I accept that to register to this program, I must have at least graduated from high school.
- I understand that volunteer opportunities are limited during the summer months, and entry into the program at any time may be capped in order to ensure that ILSC can effectively place all students.
- I understand that volunteer activities may take place any day of the week, including on weekends, and that I must make myself available for all volunteer shifts to ensure a successful experience.
- I understand that the 3 preferred volunteer placement areas I select will be considered with my schedule and availability in mind and that any break requests during my program will change my schedule and availability. If my schedule and availability changes I understand that opportunities outside of my areas of choice may be considered based on my new schedule.
- I understand that during the winter holiday season, placement start and end dates will need to align with holiday closures
- I accept that I must attend a minimum of 80% of their academic classes and successfully complete the academic component.
- I understand that I must submit a letter of agreement report before my placement start date.
- ILSC cannot guarantee placement with specific organizations. Therefore, it is not always possible to find a volunteer placement that fulfills the exact criteria of the student.
- The minimum required for English Volunteer Experience Program placements is a language level of Intermediate 3 (I3). Volunteer Experience Program students must complete a minimum of one full session of classes at an I3 level. For more information please contact your appointed counsellor or agency.
- I accept that I may be required to enroll in additional classes or cancel my Volunteer Experience Program if I do not meet the required language level or if I do not meet my student responsibilities.
- I accept that placements depend on the availability of positions with NGOs, the timing of my placement, my skills, experience, language level and performance in the interview. I consent to the Volunteer Experience Program department choosing a suitable placement for me at their discretion, with my best interests in mind and using their best judgment and expertise.
- I accept that although many businesses are located in the downtown Greater Vancouver, Toronto or Montréal areas, my placement may be located farther away. All placements are accessible by public transit (bus or train) and are located within 25km from the school.
- I accept that the host company may require me to have a criminal record check prior to offering me a placement. Some organizations require that students have a criminal record or medical check/background clearance or reference letters from their home country in order to volunteer. Therefore, students should consult with their agents and are encouraged to have this completed before leaving their home country.
- I accept that I am also responsible for any other miscellaneous program related costs including but not limited to transportation to/from the interviews and during the placement, meals during the placement, criminal record checks, and health exams.
- I understand that ILSC may use information on this form and during my placement for marketing purposes. I herby give permission for ILSC to use my testimonials, reports, name, video and photograph for such purposes.
- Upon accepting a volunteer placement, I am responsible for completing the registered placement term. I understand that a minimum of 4 weeks of the scheduled placement is mandatory to receive a certificate of completion.
- I understand that to obtain my certificate of completion, I must maintain communication with my program coordinator by submitting weekly reports throughout my placement, and I must have my language skills and learning objectives reassessed at the end of the placement.
- I accept that withdrawal from the Volunteer Experience Program before classes begin will result in a full refund minus the $200 administration fee, and a withdrawal after classes begin will result in a full credit to tuition (no cash refund) minus the $200 administration fee. Within six weeks of the placement start date, ILSC will not refund or credit any program fees.
- I confirm that the information I have given in this application, resume and cover letter is true, otherwise my application to the Volunteer Experience Program may be denied and/or my placement may be changed or delayed.

Student signature | Date (MM/DD/YY)