



# RO (Study & Work Programme) REGISTRATION FORM 2025

## PERSONAL DETAILS

GIVEN NAME: \_\_\_\_\_

\*\*\*Please write exactly as it appears in your passport.\*\*\*

FAMILY NAME: \_\_\_\_\_

\*\*\*Please write exactly as it appears in your passport.\*\*\*

DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(MM/DD/YYYY)

GENDER:  MALE  FEMALE  OTHER

NATIONALITY: \_\_\_\_\_

FIRST LANGUAGE: \_\_\_\_\_

PASSPORT NUMBER: \_\_\_\_\_

### YOUR CURRENT ADDRESS

COUNTRY: \_\_\_\_\_ CITY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_ EMERGENCY CONTACT PHONE NUMBER: \_\_\_\_\_

DO YOU HAVE ANY SPECIAL NEEDS, LEARNING DIFFICULTIES OR MEDICAL CONDITIONS? IF SO, PLEASE GIVE DETAILS:

AT WHICH CAMPUS DO YOU WANT TO STUDY?  TORONTO  VANCOUVER

## COURSE DETAILS

COURSE: **RO (Study & Work Programme, Intensive 25 lessons)** **General English**  **IELTS**  NUMBER OF WEEKS: **12 weeks**

STARTING DATE: \_\_\_\_\_ DO YOU NEED MEDICAL INSURANCE: YES  NO

## ACCOMMODATION DETAILS (Optional - must be booked in advance)

I WANT HOMESTAY   
SHARED ROOM   
(must book with friend/relative)  
SINGLE ROOM

HALF BOARD   
FULL BOARD

I WANT SELF CATERING RESIDENCE  NAME OF RESIDENCE (Below): \_\_\_\_\_  
SHARED ROOM   
SINGLE ROOM

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ NUMBER OF WEEKS: \_\_\_\_\_

## AIRPORT TRANSFER (Optional - must be booked in advance)

ARRIVAL DATE: \_\_\_\_\_ TIME OF ARRIVAL: \_\_\_\_\_ FLIGHT NUMBER: \_\_\_\_\_ FROM (Airport): \_\_\_\_\_

NAME OF ARRIVAL AIRPORT: \_\_\_\_\_ AIRPORT TRANSFER:  ARRIVAL  DEPARTURE  NOT REQUIRED

## PERSONAL INFORMATION

ARE YOU A SMOKER:  YES  NO

DO YOU HAVE ANY DIETARY RESTRICTIONS:  YES  NO

PLEASE GIVE DETAILS: \_\_\_\_\_

DO YOU HAVE ANY ALLERGIES (INCLUDE FOOD ALLERGIES AND ANIMAL DANDER):  YES  NO

PLEASE GIVE DETAILS: \_\_\_\_\_

DO YOU HAVE ANY SPECIAL NEEDS, LEARNING DIFFICULTIES OR MEDICAL CONDITIONS:  YES  NO

PLEASE GIVE DETAILS: \_\_\_\_\_

## PERSONAL INFORMATION

ARE YOU COMFORTABLE LIVING WITH PETS:  YES  NO

ARE YOU COMFORTABLE LIVING WITH YOUNG CHILDREN AND/OR TEENAGERS:  YES  NO



# RO Study & Work Programme 2025

Study and Work in Canada!

## RO Package (All prices CAD)

- ▶ Registration fee: \$195
- ▶ General English Intensive or IELTS (25 lessons for 12 weeks): \$3,780  
\*\*\* Minimum 80% attendance is required
- ▶ Materials fee \$20 per week
- ▶ RO service fee: \$1,000



## Application Steps:

- 1 Send registration form to CES
- 2 Receive invoice from CES
- 3 Make payment to CES
- IMPORTANT**
- 4 Create IEC profile on IRCC website
- 5 Inform CES of the date of creation of your IEC profile
- 6 CES staff will submit nomination to IRCC and issue RO letter
- 7 After receiving an invitation from IRCC, apply for a work permit with our RO letter

## TERMS AND CONDITIONS

### ATTENDANCE & ABSENCE POLICY

- 1: RO students are required to maintain an 80% attendance rate throughout their program.
- 2: If your attendance falls below 80% at any point before your program end date, this will be reported to Immigration, Refugees and Citizenship Canada (IRCC).
- 3: Absences due to work are not considered excused. If you are sick, you must inform the school by 9:00 AM; more than three sick days in a row will require a note from a doctor.
- 4: Vacations and holidays are not permitted. Any days missed due to vacation will be recorded as unexcused absences.

### CANCELLATION, AMENDMENT AND REFUNDS (All prices CAD)

- 1: Your program start and end dates are fixed. Taking a vacation will not change these dates, and no credit will be given for missed classes.
- 2: Cancellation Before Program Start: (1) 21 days or more notice:  
If an RO letter has been issued, the cancellation fee is \$1,195 (includes \$1,000 RO fee and \$195 registration fee). Report will be sent to IRCC.  
If an RO letter has not been issued, the cancellation fee is \$350.  
(2) Less than 21 days notice: No refund will be provided.  
(3) Cancellation After Program Start: No refund will be provided if you cancel after your program begins or if you fail to complete the program.
- 3: Change of Start Date  
Start date change request must be submitted in writing no less than 28 days before the scheduled start date.  
The first change of start date is free.  
Subsequent changes will incur a fee of \$50 per change.

\*Students canceling the program after receiving work permit approval will be reported to IRCC.  
By signing below you acknowledge that you have read and understood these terms and conditions.

Signature

Date