

※オンライン上での記入をお願いします。※必要情報を英語表記で記入をお願いします



IEC RO (Study & Work Programme) REGISTRATION FORM 2025

PERSONAL DETAILS

GIVEN NAME: 名前 FAMILY NAME: 名字
Please write exactly as it appears in your passport.
DATE OF BIRTH: / / 生年月日 GENDER: 性別 MALE FEMALE OTHER
NATIONALITY: 国籍 (Japanese) FIRST LANGUAGE: 第一言語 (Japanese)
PASSPORT NUMBER: パスポート番号

YOUR CURRENT ADDRESS 現住所

COUNTRY: 国 CITY: 都市/州 ADDRESS: 住所
POSTAL CODE: 郵便番号 PHONE NUMBER: 電話番号 EMAIL: メールアドレス
EMERGENCY CONTACT NAME: 緊急連絡先の方の名前 EMERGENCY CONTACT PHONE NUMBER: 緊急連絡先の方の電話番号

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

希望キャンパス

AT WHICH CAMPUS DO YOU WANT TO STUDY? TORONTO VANCOUVER

COURSE DETAILS

COURSE: RO (Study & Work Programme, Intensive 25 lessons) 希望プログラムに✓ General English IELTS NUMBER OF WEEKS: 12 weeks
STARTING DATE: 希望入学日 ※毎週月曜日 DO YOU NEED MEDICAL INSURANCE: YES NO
学校手配の保険に加入を希望しますか？

ACCOMMODATION DETAILS (Optional - must be booked in advance) ※学校手配の滞在先を希望する場合のみ記入

I WANT HOMESTAY
SHARED ROOM (must book with friend/relative) HALF BOARD
SINGLE ROOM 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) ※学校手配の空港送迎を希望する場合のみ記入

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



IEC 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.

※必ず規約をご確認の上ご署名ください。

ご署名

Signature

記入日

Date