

## STUDY ABROAD APPLICATION

Thank you for your interest in CNC Study Abroad. This application will be used to assess your eligibility for your Study Abroad program of choice. Your application will be subject to approval by CNC International Education and relevant department heads and/or faculty. You may also be subject to specific program eligibility requirements such as successful completion of specific pre-requisites or enrollment in a specific program.

Please include the documents with your application. Your application will NOT be processed without the following:

- ✓ Copy of Unofficial Transcript
- ✓ One Letter of Reference (please use standard Study Abroad Reference Form)
- ✓ Photocopy of the photo page in your passport
- ✓ Short Letter of Intent (500 words max) detailing your interest in the program and future academic goals

### Study Abroad Information

Study Abroad Program Name:	
Host Country Destination:	Travel Dates:

### Applicant Information

Full Name ( <b><u>Exactly as it appears on your passport:</u></b> )		
(first)	(middle)	(last)
Full Mailing Address ( <i>including postal code</i> ):	CNC Student ID#:	
	Birth Date (y/m/d):	
	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Phone:	Cell Phone:	
Email address ( <i>please print clearly</i> ):	Social Insurance #:	
Do you currently have a valid passport?* <input type="checkbox"/> Yes <input type="checkbox"/> No <b>*passports MUST be valid for six months past your intended date of return</b>	Are you travelling on a Canadian passport? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, from which country:	
Passport Expiration Date:	Citizenship:	

<p>Have you ever been convicted of a criminal offense which may affect your ability to travel to, or transit, some countries?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Are you covered by a provincial medical plan?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Province of Issue:</p>
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## Academic Information

Program of Study: \_\_\_\_\_ Year/Level of Study: \_\_\_\_\_

Expected Graduation \_\_\_\_\_ GPA: \_\_\_\_\_

## Brief Medical History

Your health and safety are important to us. The pressures of travelling to a foreign country are often considerable. Even mild physical and mental health problems can be exacerbated by local conditions, the stress of cultural adjustments, and differences in medical practices. Depending on your host country, sanitation and medical facilities may be inferior to those enjoyed in Canada.

Please advise of any health and accommodation issues that need to be taken into consideration before you go abroad. Information you provide will not be used to assess your eligibility for admission into Study Abroad. List any health concerns of which we should be aware, such as drug or food allergies or concerns, major or chronic illness, mental or physical conditions or other medical problems for which you require ongoing medical treatment.

### **Freedom of Information and Protection of Privacy**

*The information in this form is collected under the authority of the Act (RSBC 1979, c. 419) and is needed to process your application. The information will be used to verify qualifications and decide your eligibility for acceptance into the program. If you have any questions about the collection and use of this information please contact the International Project Planner at 250-562-2131 x. 5350.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Refund, Withdrawal & Cancellation Policy

### Deposit

Field School applications must be accompanied by a \$500 deposit. If an applicant is not accepted into the field schools, or if the field school is cancelled due to insufficient enrollment, the deposit will be returned in its entirety. Otherwise, the deposit is not refundable.

### Refund

Extenuating circumstances such as a personal or family medical emergency may allow for a full refund. The request for a refund must be submitted in written form together with proof of the emergency. Payments will be returned less any costs that have been paid for accommodations or other expenses related to the field school. It is recommended that participants take out cancellation insurance on their flights.

### Withdrawal

If a participant is withdrawn from the Field School or leaves voluntarily, the balance of funds paid for participation in the Field School will not be refunded. There will be no refund of tuition or other academic or administrative fees. The affected participant is then personally responsible for all costs incurred as a result of early departure as well as organizing travel arrangements for return to Canada. CNC and its Field School representatives accept no responsibility or liability for any participant who has left the program either voluntarily or by administrative withdrawal.

### Cancellation

The College of New Caledonia reserves the right to cancel a field school program due to insufficient enrollment or other factors beyond its control. In case of program cancellation, participants are provided with alternative program options or refunded all additional fees paid, including the \$500 deposit.

## STUDY ABROAD REFERENCE FORM

Please submit this form to your reference who will complete the form and return it directly to the CNC Study Abroad contact. CNC students should use either an instructor or employer reference. Please do not use friends or family as references.

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### To be completed by applicant:

Full Name:

CNC Student ID#:

Study Abroad Program:

Dates of Program:

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### To be completed by referee:

The applicant named below is applying to participate in a CNC Study Abroad program. Your comments on the applicant's suitability for such a Study Abroad program would be appreciated. Participants who go abroad with CNC's Study Abroad programs act as ambassadors of our College and our country.

Referee Information:

Full Name:

Position:

Email address:

Contact Telephone:

Nature of relationship to applicant:

For how long and in what capacity have you known the applicant?

**Please comment on the relevance of the proposed Study Abroad program to the applicant's academic or professional goals, or personal interests:**

**Comment on the applicant's adaptability to new situations with a potentially new culture and language:**

**Indicate (with a check mark) the applicant's academic ability and competence for participation in this particular Study Abroad program.**

	Outstanding	Excellent	Good	Average	Poor	Unable to Judge
Academic/Intellectual Potential						
Motivation/Seriousness of Purpose						
Maturity						
Emotional Stability						
Ability to adapt to new circumstances						
Ability to work with others						
OVERALL RATING OF CANDIDATE						

**Comment on any areas in which the applicant might be relatively weak:**

**Comment on the ratings you have made on the reverse and make additional comments regarding the applicant's suitability for this particular Study Abroad program:**

**Do you recommend the applicant for this particular Study Abroad Program?**

- Highly Recommend     
  Recommend     
  Recommend with reservations     
  Do not recommend

**Referee Signature:**

**Date:**

**If you have any questions about this particular Study Abroad program, this reference form or would like more information, please contact the CNC International Education department. Please return this reference DIRECTLY to the address below:**

**International Education Department**

3330 22<sup>nd</sup> Avenue, Prince George, B.C. V2N 1P8 Canada Tel: (250)561-5857 Fax: (250)561-5856 Website: [www.cnc.bc.ca/ined](http://www.cnc.bc.ca/ined) Email: intl\_edu@cnc.bc.ca