



WorkReady PROGRAM

Student Application Form



URBAN
INTERNATIONAL SCHOOL

2 Champagne Dr, Toronto, ON, M3J 0K2
Tel: 416.924.1011 | Email: Info@uihs.ca

1. PERSONAL INFORMATION

» YOU MUST ENSURE ALL SECTIONS ARE COMPLETED ACCURATELY

First Name		Middle Name		Last Name	
Date of Birth MM/DD/YYYY		Country of Birth		Nationality	
Gender	☐ Female ☐ Male	Phone Number		Email	
Current Address in Toronto (or intended address upon arrival)					
City or Town		Postal Code		Country	
Emergency Contact Name		Relationship			
Emergency Contact Phone Number					

2. VISA & IMMIGRATION STATUS

*This program does not issue study permits, student visas, or any immigration documents. Enrollment in this program does not affect your immigration status. Students of any valid immigration status are welcome to enroll.

- ☐ Working Holiday Visa (IEC) ☐ Open Work Permit ☐ Tourist / Visitor Visa
- ☐ Study Permit ☐ Permanent Resident ☐ Other

Visa Expiry Date (MM/DD/YYYY)

3. PROGRAM ENROLLMENT

Program Start Date (Monday, MM/DD/YYYY)

Total Number of Weeks (minimum 2)

* New intakes begin every 2 weeks on Monday. Please confirm your start date with the school prior to registration.

Module Selection

- ☐ Module A — Administrator & Retail (2 weeks) ☐ Module B — Accommodation & Food/Beverage (2 weeks)
- ☐ Module A + B — Full Program (4 weeks)

* Module A covers Administrator, Receptionist, Medical Office, Retail, Cashier, and Customer Service scenarios. Module B covers Accommodation, Front Desk, Guest Service, Food & Beverage, Bartender, and Restaurant Server scenarios. Students may enroll in either module independently or complete both for the full program.

English Level (Self-Assessment)

- ☐ Beginner (CLB 1–3) ☐ Elementary (CLB 4) ☐ Intermediate (CLB 5–6) ☐ Upper-Intermediate (CLB 7+)

Target Industry / Job Type in Toronto (select all that apply)

- ☐ Café / Coffee Shop ☐ Restaurant / Food Service ☐ Retail Store ☐ Hotel / Hospitality ☐ Office / Administrative
- ☐ Office / Administrative ☐ Warehouse / Logistics ☐ Dental / Medical Clinic ☐ Childcare / Education
- ☐ Customer Service / Call Centre ☐ Other (please specify):

4. TUITION FEE

Description	Fee	Notes
Registration Fee (one-time)	\$200 CAD	Paid once at initial enrollment, non-refundable
Module A Administrator & Retail (2 weeks / 30 hours)	\$800 CAD	2 weeks / 30 hours
Module B Accommodation & Food/Beverage (2 weeks / 30 hours)	\$800 CAD	2 weeks / 30 hours
Module A + B Full Program (Recommended)	\$1,600 CAD	4 weeks / 60 hours + Job Search Support & Employer Introduction

5. POLICY

- Refund Policy
 - There is NO refund once payment has been made. All fees are non-refundable upon enrollment confirmation, regardless of visa status, personal circumstances, or change of plans.
 - Upon enrollment, a receipt will be issued for record purposes only. This receipt does not constitute a refund entitlement.
- Attendance Policy
 - Students are expected to attend all scheduled classes (Mon–Fri, 3:00–6:00 PM).
 - Ontario Statutory Holidays are not school days. No makeup classes will be provided for statutory holidays.
- Prohibition Policy
 - Students are prohibited from any conduct that disrupts the learning environment, harasses other students or staff, or violates any applicable laws.
 - The school reserves the right to remove any student whose conduct violates this policy without refund.

• Immigration & Visa Policy

- This program has NO connection to any Canadian visa or immigration process whatsoever.
- This program is a private, non-registered language training course. It is NOT a designated learning institution (DLI) and does NOT qualify for any visa application, including Study Permits, Work Permits, or any other immigration category.
- The school will NOT issue letters of acceptance, enrollment confirmation letters, or any documentation for visa or immigration purposes under any circumstances.
- Enrollment in this program does not grant, extend, maintain, or affect any immigration status in Canada.
- Students are solely responsible for ensuring they hold valid immigration status in Canada throughout the duration of their enrollment. The school bears no responsibility for any student's immigration status.
- This program is open to individuals holding any valid Canadian immigration status as a private language course only.

6. ACKNOWLEDGEMENT AND UNDERSTANDING OF

- I verify that all information provided on this form is true and correct.
- I have read, understood, and agree to all school policies including the No Refund Policy, Attendance Policy, and Immigration & Visa Policy.
- I understand that this program does not provide study permits or any immigration documentation.
- I understand that I may be removed from the program without a refund if I violate any of the policies stated above.

Signature of Student (18 years or older) / Legal Guardian

Date (MM/DD/YYYY)

Printed Full Name

Staff Signature / Date