



# Career Pathway Program Application



## 1. Personal Information

Last Name	First name	Telephone Number	Mobile Number	Skype ID
Address - Street and number		Fax Number		
City	Province/State	E-mail		
Postal Code	Country	Nationality		
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth	Agency Name, if applicable	
		dd/mm/yy		

## 2. Career Pathway Program Information

Select the Career Pathway you are applying fro.	Business CPP <input type="checkbox"/> Advantage CPP <input type="checkbox"/> Working Holiday CPP <input type="checkbox"/>					
Program Duration: Select the duration of your program. <ul style="list-style-type: none"> <li>For the Business and Advantage programs the duration of internship cannot exceed the duration of Study.</li> <li><b>Business CPP: Minimum duration:</b> 2 months study and 2 months work</li> <li><b>Advantage CPP: Minimum duration:</b> 1 month study and 1 month internship</li> <li><b>Working Holiday CPP: Minimum duration:</b> 1 month of study and up to 12 months of internship</li> </ul>	<table border="1"> <thead> <tr> <th>Weeks of Study (in increments of 2 weeks)</th> <th>Weeks of Internship (in increments of 2 weeks)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Weeks of Study (in increments of 2 weeks)	Weeks of Internship (in increments of 2 weeks)			
Weeks of Study (in increments of 2 weeks)	Weeks of Internship (in increments of 2 weeks)					
Areas of Interest. Based on your education, skills and work experience name 3 areas that you are interested in for your work placement. The order is not prioritized and you may be placed in any area if accepted into the program.						
①	②	③				

## 3. Application Requirements and checklist

A. Have you submitted your program registration form?	No <input type="checkbox"/> Yes <input type="checkbox"/> This is only necessary if you require accommodation	Office Use
B. Have you completed your on-line test at <a href="http://studyquest.net/quiz">http://studyquest.net/quiz</a>	No <input type="checkbox"/> Yes <input type="checkbox"/> Date: dd/mm/yy	
C. Have you completed a video interview by skype or at the school?	No <input type="checkbox"/> Yes <input type="checkbox"/> Date: <small>If No, you may submit your application and e-mail internship@studyquest.net to schedule an interview</small>	
D. Have you submitted a copy of your resume	No <input type="checkbox"/> Yes <input type="checkbox"/> Date:	
E. Have you read through, agreed to (signed) and submitted the program's Terms, Conditions and Policies?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Your application is not considered complete until A through E above are marked as Yes. Once complete your application will be considered and a response provided within 7 days of receipt.		

## 4. Career Pathway Program Information

Please submit the completed CPP Application Form (including a signed copy of the Rules and Policy) along with your resume.

I hereby certify that I have read and understood all of Quest's terms, conditions and policies pertaining to the CPP (pages 1 to 4 of this application, the registration form and the CPP brochure) and the information I have given in this application, and any documents submitted in support of this application, is truthful, complete and correct. I agree that any inaccurate statements and or information provided may disqualify my application or the possibility of a work placement / internship after the start of the program with no recourse to a refund.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the Agent I verify that I have carefully reviewed this application.

Quest's Agent's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## 5. Education

School - High School/Other	Subject / Degree	Year of Graduation
College / University	Degree / Diploma and Field of Study	Year of Graduation

## 6. Skills

Please provide details of any skills that would be beneficial in your placement. For instance, if you know how to use Microsoft Office or a computer programming language, state which programs, how you have used it, how many word you can type a minute, etc... and your expertise in use (1 to 5)

Skill Name	Description	Proficiency 1 (low) to 5 (high)

## 7 Work Experience

Company Name	Country	Position	Dates (dd/mm/yy)	Responsibilities
			From: To:	
			From To	

## 8. Why do you wish to take this program? Your answer is important in determining your eligibility.

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## 9. Fees and Refund Policy

### Program Fees

- **Advantage CPP:** Regular Course fees (25 hours per week) plus \$1000 placement
- **Working Holiday CPP:** Regular Course fees (25 hours per week) plus \$1200 placement. If duration of study is 12 weeks or longer the placement fee is \$750
- **Business CPP:** Program Fees (below) plus \$1200.00 placement fee
  - 4 months: \$2775      • 7 months: \$4850      • 10 months: \$6930      • Additional months: \$695
  - 5 months: \$3465      • 8 months: \$5550      • 11 months: \$7625
  - 6 months: \$4158      • 9 months: \$6240      • 12 months: \$8320

Additional required fees for all Career Pathway Programs :  
 Registration: \$100 | Material Fees: \$110 per 12 week of study

### Payment

To register and obtain a letter of acceptance a deposit is required:

- Non-visa students: \$300 non-refundable deposit
- Visa students: Visa students: 8 weeks or less: full-tuition. More than 8 weeks: 50% of tuition. Minimum deposit: \$600.00.

Balance of fees is due by start date. Credit cards accepted.

### Refund Policy

Tuition Refund (allow 2 to 4 weeks for processing)  
 All bank charges are deducted from refunds.

% of Program Completed	% Refunded
0%	100% except deposit
5% or less	50%
6 to 20%	25%
20 % or more	0%

Fees referred to as administration, placement, registration, materials and other are non-refundable except for visa refusal cases.

#### Accommodation Refund:

An advance cancellation notification of 4 full weeks is required to obtain a refund of unused accommodation fees.

Visa Refusal: Should students fail to obtain a Canadian visa they will receive a complete refund minus a \$200 administration fee. Students must first provide a copy of the letter of rejection from the Canadian embassy / consulate.

# CPP Terms, Conditions and Policies

## The CPP Overview

- The Business and Advantage CPP are 50/50 programs in which the work placement of participants cannot be longer their duration of study. Both these programs require a study permit and work permit regardless of the applicants nationality or duration of studies. The work permit may be applied for in Canada but the study permit must be obtained in the candidates home country.
- The Working Holiday CPP requires a minimum of one month of full-time study after which candidates may work for up to one year in Canada from their initial entry date into the country.
- Candidate who need to obtain a work permit and SIN number when in Canada will be assisted by Quest staff.
- In addition to their regular classes, all candidates will be provided with special workshop designed to help them with their work placement. Workshops include: Presentation, Resume writing and Cultural Workshop for functioning in the Canadian work environment.

## Prior to starting work placement

- **Accuracy.** Your resume and all other information submitted as part of your application accurately and truthfully reflect your skills, educational background and work experience.
- **Qualifications.** It is the candidates responsibility to ensure that their skills and educational background are in-line with Canadian or globally acceptable standards for your field. Quest is not responsible if a candidate fails to meet Canadian requirements and consequently cannot secure a work placement. No refund is provided in such instances.
- **Language.** Candidates must meet the necessary English language proficiency requirements prior to starting their internship. All internship candidates must have at minimum a level 7 or 8 in Quest's language proficiency scheme and successfully pass the CPP exit test.
- **Course.** 80/80/80 rule. Candidates must maintain a course attendance of 80%, an average of 80% in their weekly tests and 80% in their monthly oral tests.

## Interview and work placement

- **Position level.** All positions are normally at the entry level and higher levels are not guaranteed.
- **Interview attendance.** When interviews are arranged, candidates will be notified by e-mail and may check the interview calendar on-line. It is the candidates responsibility to ensure they are aware of interviews and to attend them. Candidates who miss interviews may have their work placement start date postponed or may their work placement opportunity.
- **Interview Success.** It is the candidates responsibility to ensure that they succeed in the interview process. Quest guarantees a maximum of 5 interviews after which it becomes the candidates responsibility to find their own placement with no refund provided.
- **Job Acceptance.** Candidates are expected to accept the first job offer made to them that reasonably meets with their stated background and interests. Should a candidate refuse a job offer, Quest's will not be obliged to find another work placement.
- **Job Maintenance.** Applicants are responsible for keeping their jobs. Should any candidate be fired from a position, Quest will not be obligated to find them another placement and no refunds will be provided.
- **Job Self-Termination.** If a candidate chooses to quit their job for any reason (except established cases of harassment or relating to work safety), Quest will not be obligated to find them another position and no refund will be provided. Should verified harassment or work safety issues cause a candidate to quit their job, Quest will endeavor to find them another work placement as quickly as possible but no refunds will be provided.
- **Job Layoff.** If a candidate is laid off Quest will arrange at least 2 other interviews within 4 weeks of the time we are notified about the layoff. Quest will not provide any compensation or refund due to layoffs. However, candidates may return to classes while they wait for another placement. This may require a visa extension.
- **Job Interruption.** During any period of interruption in work that is not caused by or related to a candidates circumstances, the candidate may return to classes while awaiting a return to work. No refund is provided as a result of any interruptions.

## Miscellaneous

- During and after their work placement candidates are welcome to use Quest's facilities and services.
- After completing their program all candidates are provided two certificates - a certificate of studies attesting to their English Studies and an Internship certificate attesting to their work placement.
- Candidates are welcome to speak to the internship coordinator for advice and counseling about their work during their internship and may ask Quest staff to mediate for them in case of any difficulties at work. Quest is eager to assist candidates and the decision to mediate will be decided on a case by case basis.

Applicant's signature to confirm reading, comprehension and agreement: \_\_\_\_\_

# CPP Terms, Conditions and Policies Q&A

## Quest Career Pathway Programs' Conditions and Policies. Common Questions and Answers

**Am I guaranteed a job?** Every CPP applicant must submit an application and resume prior to acceptance into the program. After we have reviewed your application we will confirm if we can find a work placement for you. If we confirm a work placement you may then proceed to register in the program and are guaranteed a placement if you meet all the conditions in the CPP's Conditions and Policies.

**When will my work placement start?** Your internship normally starts the Monday following your last day of classes. However, your start date may be delayed if, amongst other reasons, you:

- Did not submit your resume on-time.
- Failed to attend interviews
- Fail to meet the "80/80/80" rule: maintaining an 80% average in your weekly grammar tests and monthly oral tests, and attending a minimum of 80% of your classes.

**You guarantee five interviews. If I am offered a job at my first or second interview can I decide after 5th interview?** You are expected to accept the first job offer. If you refuse Quest is not obligated to arrange any more interviews if the position offered meets with your application's criteria.

**I don't like the job you found me – can you find me another job?** If the job that has been found for you meets with the criteria in your application, Quest's job placement obligations are complete. Quest will only continue its job search for you and arrange further interviews if you pay an additional placement fee.

**What if I become unhappy with my job after I start working and want you to find me a new job?** Once you have gone through the interview process and accepted a job offer, Quest's obligations in finding you a work placement are complete. Quest will not be responsible for finding you any other placements. Keep in mind that employers have the right to change to change your duties.

**Can I refuse a job offer?** Yes, you can. However, if the job offer meets with the criteria in your application, Quest will not be responsible for finding you another job unless you pay an additional placement fee.

**What if I am laid off by the company due to lack of work?** If you are laid off due to lack of work, Quest will arrange at least 2 other interviews for you within 4 weeks of the time we are notified about your layoff. Quest will not provide any compensation or refund due to layoffs. However, you may return to classes while you wait for another placement. This may require an extension of your visa if you want to complete the full-term of your work placement.

**What if I am fired from my job?** It is your responsibility to maintain your job. Being fired from a company normally indicates that you have not satisfied your employer's requirements and expectations. If the employer's requirements and expectations are within reason and it is established that you failed to meet them, Quest will not be responsible for finding you another job placement and will not provide any refund.

**Can I take a break from my job?** If you need to take a break from work, for any reason at all, it entirely between you and your employer to negotiate whether this is possible and if so if and when you can return to work. If you do take a break from work Quest will not be responsible for ensuring your return to your old job or finding you a new work placement.

**What if I fail to secure a job after attending the guaranteed 5 interviews?** If you fail to secure a job after 5 interviews, it becomes your responsibility to find your own work placement and no refund will be issued. If you wish Quest to arrange another 5 interviews for you, you must pay an additional placement fee with the understanding that a work placement will not be guaranteed.

**What If my employer decides to hire me after my program ends?** This matter is entirely between you and your employer. Your employer will need to sponsor you for a new work permit.

**If I register in the Business CPP and decide to take to an unpaid position because of the prestige of the company or job do I get a refund?** No, there will be no refund if you decide to take an unpaid position.

**Can I extend the duration of my program?** Yes. For the **Business and Advantage CPP** you will need to get a new letter of acceptance from Quest and apply for an extension to your study permit. Once you receive your study permit you can apply for a new work permit.

**Working Holiday CPP** students are allowed to study a maximum of 6 months and cannot extend their visa.

**How much do I get paid?** This depends on a number of factors, including: the company; the position, your skills and experience and your education. The minimum amount you are guaranteed per month in 2010 is \$1250.00.

**When do I get paid?** Depending on the company, you are normally paid either biweekly or monthly in the form of a cheque. To cash your pay, we strongly suggest that you open a Canadian bank account. This is free and very easy to do, taking about 20 minutes.

### **What if I have problems at work?**

If you encounter any problems at work that you feel you cannot discuss with your supervisor, you can always speak to the internship coordinator at Quest who will be happy to assist you in helping to resolve your problem.

**How many hours will I work per week?** Normally you will work up to 25 hours per week. However, your hours of work will ultimately depend on what you and your employer decide on.

**Can I change my areas of interest for work placement after I start my program?** No. To change your areas of interest you would have to submit a new application and pay another placement fee.

Applicant's signature to confirm reading, comprehension and agreement: \_\_\_\_\_