

Admission Guide

INTERNATIONAL STUDENTS

ISLAND COASTAL AVIATION

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Foreword

Thank you for your interest in Island Coastal Aviation!

This guide has been devised to assist you during your Acceptance and study permit application and is aimed to assist you through various steps of the process. Please keep in mind that this guide is only a reference and original resources should be referred to for the most up-to-date information. Please feel free to contact our staff for our most recent rates.

Island Coastal Community would like to wish you the best of luck during this process!

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1 Application

The first step towards being accepted to Island Coastal Aviation is through an application. Once you have completed your research and have decided that you wish to receive quality training from our team, you may follow the steps below to submit your acceptance application to Island Coastal Aviation.

1. Fill and submit the “[Acceptance Application form](#)”.
2. Submit a scan of your passport with enough validity.
3. Make the non-refundable application payment of C\$525* (\$500 + Tax).
 - a. Payments can be made either via wire transfer. Credit Card payments can be made by calling our office at 604-465-5560 once instructed to do so.
 - b. Applicants must ensure the school receives the full application fee amount. Applicants are responsible for covering the transaction fees.
4. Communicate with our admission office regarding your acceptance via info@islandcoastalaviation.com.

Please only reply to the emails you have received from our admission office, as the other departments in the school including our Dispatch/Front Desk may not be aware of your application status.

Once the above steps have been completed, we will issue an initial draft of the Letter of Acceptance. This draft will be sent to you to proofread for any errors or amendments required and once you confirm that the letter is accurate, we will issue the final signed copy of the letter on the school’s letterhead.

1.1 English Language

Island Coastal Aviation does not require any form of language proficiency results for admission (i.e., IELTS, TOEFL, etc.). However, students are expected to obtain a minimum of “Operational” during a formal [Aviation Language Proficiency Demonstration](#) as required by Transport Canada.

1.2 Program Start Date and Duration

We have adopted a continuous intake model, which means we process applications throughout the year. As a result, course start dates are assigned based on availability and [study permit application processing times](#).

The duration of the program is determined based on the courses you wish to be accepted in. The maximum program duration is 24 months.

1.3 Tuition Payments

Island Coastal Aviation does not require tuition pre-payment for acceptance. Students who would like to improve their chances of obtaining a study permit may pre-pay the amount of their choice towards their program cost. Upon receipt of the tuition payment, Island Coastal Aviation will issue a letter stating the amount of payment made which applicants can use as a part of the [proof of financial support during their study permit application](#).

[Student Direct Stream \(SDS\)](#) applicants are required by Immigration, Refugees and Citizenship Canada (IRCC), to pre-pay the first-year tuition fees. First-year tuition fees are determined as follows based on the duration of the accepted program:

12 Month Program - Total program cost

24 Month Program - First course of the program, or 50% of the total program cost

For programs that do not fall into any of the above categories, the cost of the first course in the program is considered the first-year tuition fee.

Please keep in mind that applicants are expected to ensure that the full amount is received by the school considering any bank charges. Island Coastal Aviation will always issue a letter stating the amount of tuition payment received.

1.3.1 International Tuition Refund Policy

We understand that not all study permit applications are approved, and, in such cases, Island Coastal Aviation will issue a refund for the full tuition amount less any bank charges and an administrative fee of C\$262.50* (C\$250 + Tax).

Applicants whose visa is approved must register for their program's courses as per the [conditions of their study permit](#). Students who wish to transfer their DLI are required to register with the school they received their original Letter of Acceptance from. [Failure to do so is against the law](#).

Island Coastal Aviation will retain 50% of the pre-paid tuition of students who do not show up for their program's courses and request a refund of the pre-paid tuition fees to a maximum of C\$2,000.00.

Students who register for their program's courses, qualify for refunds in accordance with the following policy.

- 1) If Island Coastal Aviation Inc. receives tuition from the student or a person on behalf of the student, the institution will refund the student or the person who paid on behalf of the student, the tuition that was paid in relation to the Approved program in which the student is enrolled if:
 - a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date.

- b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
 - c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
- 2) Island Coastal Aviation Inc. will refund the tuition for the Approved program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
 - 3) If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, Island Coastal Aviation Inc. may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
 - 4) Unless the Approved program is provided solely through distance education, if Island Coastal Aviation Inc. receives a notice of withdrawal from a student:
 - a) more than seven days after the effective contract date and
 - i) at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
 - ii) less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
 - b) after the contract start date
 - i) and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - ii) and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
 - c) Unless the Approved program is provided solely through distance education if Island Coastal Aviation Inc. provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 - i) equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - ii) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
 - d) If Island Coastal Aviation Inc. provides the Approved program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 - i) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the

- institution may retain up to 30% of the tuition due under the student enrolment contract, or
- ii) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- e) Island Coastal Aviation Inc. will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
 - f) Refunds required under this policy will be paid to the student or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - i) of the date Island Coastal Aviation Inc. receives a student's notice of withdrawal,
 - ii) of the date Island Coastal Aviation Inc. provides a notice of dismissal to the student,
 - iii) of the date that the registrar provides notice to Island Coastal Aviation Inc. that the institution is not complying with section 1(c) or 2 of this policy, or
 - iv) after the first 30% of the hours of instruction if section 3 of this policy applies.
 - g) If an international student delivers a copy of a refusal of a study permit to Island Coastal Aviation Inc., sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 - i) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or the Approved program is provided solely through distance education.
- 5) Registration fee is non-refundable.
 - 6) Application fee is non-refundable.
 - 7) Refund requests submitted more than 7 years after withdrawal, dismissal or program completion will be rejected.

1.1 Deferrals

In exceptional circumstances, a student may be required to defer their program's start date to the next available start date. If the student defers their program start date, it should be formally approved by the DLI. In some cases, the deferral is imposed by the DLI. In any case, the updated start date is assigned based on course availability.

If the study permit holder is in Canada at the time of deferral, and they wish to remain in Canada, they must begin their studies the following semester or within 150 days from the date the deferred enrollment is confirmed, whichever comes first. Otherwise, they should do either of the following:

- change their status (that is, change to visitor status or worker status)
- leave Canada

Please visit the [IRCC website to learn more about deferrals](#). A deferral in the start date is between you and your DLI. It should not affect your study permit application, though if you defer your start date by 150 days or more, you will need to send IRCC a new acceptance letter from your DLI.

1.1.1 School's Deferral Procedure

Students may request one deferral at no additional charge if they can show the reason for the deferral is through no fault of their own. This service is only provided once at no cost. Any deferral imposed by the DLI is provided at no additional charge.

Deferrals that do not fall within the above category are subject to an administrative fee of C\$262.50* (C\$250 + Tax).

Deferral requests may be submitted via email to the personnel from our admissions office by following the steps below:

1. Email to your contact from the admission office at the school containing:
 - a. Reason for deferral request.
 - b. Requested start date.
2. Payment of C\$262.50* (C\$250 + Tax) as applicable.
 - a. Payments can be made either via wire transfer. Credit Card payments can be made by calling our office at 604-465-5560 once instructed to do so.

Note 1:

In all deferral cases, students should obtain an updated letter of acceptance from the DLI.

2 Study Permit

Foreign nationals are required to obtain a study permit for engaging in academic, professional, vocational, or other education or training that is more than 6 months in duration at a designated learning institution (DLI) in Canada.

Island Coastal Aviation's DLI number is [O110265135107](#) and can be found on the [Designated Learning Institution List](#).

2.1 Study Permit Application

The study permit application process is explained extensively on the [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) website listing the required documentation including the Letter of Acceptance.

Please keep in mind that although we may have some experience in the field, we are not immigration consultants and cannot provide legal immigration advice. During the process, we will do our best to guide you through the process, however, if you feel that you require help with the study permit application, we strongly encourage you to contact a [Regulated Canadian Immigration Consultant](#).

Please visit IRCC's website page titled "[Get the right documents](#)" to learn about the required documentation for the study permit application, this includes the [instructions from your local visa office](#) which may vary based on the country you are applying from.

2.2 After Submitting Your Study Permit Application

After submitting your application, it is a good idea to familiarize yourself with life in Canada and prepare for your new life in Canada. The following resources are great tools to do so.

- Prepare for arrival:
<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare-arrival.html>
- Pre-departure guide:
<https://www.educanada.ca/study-plan-etudes/before-avant/guide.aspx?lang=eng>
- BC Newcomer's guide and videos:
<https://www.welcomebc.ca/Start-Your-Life-in-B-C/Newcomers-Videos>

Please notify the school once your application has been approved. Failure to do so may result in delays in program commencement upon your arrival.

If your study permit is refused, IRCC will provide a letter outlining the reasons for the refusal. Some common reasons for refusals include:

- Not convincing the immigration officer that your main intent of coming to Canada is to study (called “purpose of study”)
 - *This can be addressed by providing an explanation of how your program in Canada can assist you to advance your career with consideration of your background.*
- Not convincing the immigration officer that you will leave Canada after you complete your program
 - *This can be tackled by providing proof of ties to your home country such as owned properties, lease contracts, or proof of employment.*
- Insufficient proof of financial support for yourself and any family members.
 - *The base amount required is outlined on [IRCC’s website](#). It is always better to show more than the base amount to convince the officer that you have enough financial means to support you and your family members who come to Canada during your studies.*

If your study permit application is rejected, you can consider the reasons for the refusal and prepare a new application.

Always include a [letter of explanation](#) (“Additional Client Information” under “Optional Documents” in the Document Checklist) to help the visa officer understand your application. Use this letter to express:

- Your reasons for studying – outline your study plan
- Your means of financial support
- Your plans for after you finish your program

Visa officers can only assess what is in the application. They will not make assumptions. The applicant is responsible for providing all the necessary information.

3 Canada

When you arrive in Canada, you'll find yourself surrounded by a new culture every day. [Culture shock](#) refers to the feelings people experience as they integrate into a new society. It happens because you are cut off from familiar things and people, and the social networks that made you feel at home in your country.

Culture shock is normal. Everyone will experience it.

Tips for managing culture shock:

- Learn about [Canadian culture](#) before you leave home.
- Use the Internet to research culture shock and how to manage your adjustment to a new country.
- Pack some things from your country that will remind you of home when you are missing your family and friends.
- Ask questions if you are unsure of something.
- Get involved in group events, student clubs, sports, or other activities in Canada.
- Try new experiences and be open to new ideas.
- Talk to other international students about their life in Canada.
- Remember that everyone adapts at their own pace to life in a new country. Take the time to adapt to your new life in Canada.

3.1 After Arrival

Once you arrive in Canada, you must come to the school to register for your program's courses. This must be done to comply with your [responsibilities as a study permit holder in Canada](#). There are numerous occasions when the school must submit student status reports to IRCC.

3.2 During Your Studies

International Students are responsible for their status while staying, studying, and working in Canada. As a study permit holder, there are [several conditions you need to meet](#). If you don't meet these conditions, you may lose your student status and study permit. You may also have to leave Canada.

Full-time International Students may work up to 20 hours per week while studying in Canada provided, they meet the [eligibility criteria set by Immigration Canada](#). We may offer some job opportunities to students on campus based on availability.

Living expenses (accommodation, food, transportation, etc.) are estimated at C\$833.00 per month as per Immigration Canada. If you wish to utilize additional resources to estimate your cost of living while studying in Canada, feel free to visit the [Numbeo Cost of Living website](#).

Unfortunately, we do not provide accommodation, however, please feel free to refer to the following resources to learn more about housing in British Columbia and Canada.

- BC Newcomers guide: <https://www.welcomebc.ca/Start-Your-Life-in-B-C/Newcomers-Guides>
- Education Canada Pre-departure guide: <https://www.educanada.ca/study-plan-etudes/before-avant/housing-logement.aspx?lang=eng>
- BC Residential Tenancies: <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies>

Some common housing options would be:

Homestay

In a homestay, you would be typically renting a room from a host in a multi-bedroom unit. Some hosts may also provide meals as a part of the deal, and some do not. Newcomers may find this option suitable as it enables them to learn more about the local customs through their host. Please learn more about this via the following resources.

- <https://canadahomestaynetwork.ca/>

Some **short-term** options would include:

- Airbnb: <https://www.airbnb.ca/>
- Hotels
- Hostels

Other options would be renting a unit on your own or sharing a unit with a roommate.

- <https://www.rentboard.ca/>
- <https://www.search4studenthousing.com/>
- Craigslist: <https://vancouver.craigslist.org/search/apa>

Please ensure that you have read sufficiently regarding housing in Canada and BC.

3.3 After Graduation

Island Coastal Aviation graduates of Commercial Pilot License or Flight Instructor Rating programs may be [eligible for a Post Graduation Work Permit \(PGWP\)](#). Students of the aforementioned programs who have been;

- Actively pursuing their studies
- Maintained a full-time status during their program
- Met any other of the eligibility criteria: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/eligibility.html#inside>

And

- have completed a flight training course at a DLI training centre and now have a Canadian commercial pilot's licence or
- have or be in the process of getting an instructor's rating and a job offer as a flight instructor from a DLI flight training centre.

4 Additional Information

Flight Training is highly performance-based training which means that each student's training will be different from the other. Therefore, we can only provide applicants with estimates of the course duration and cost. Therefore, all the cost estimates provided by Island Coastal Aviation are based on Transport Canada minimums and the final cost of the training will be more than the estimates. Any additional training conducted will be charged at our hourly rates. An average student may take 3-12 months for each program.

[Island Coastal Aviation operates a fleet](#) of 3 Cessna 172 aircrafts, 1 Cessna 172 on floats, 1 Cessna 152, 1 Cessna 150, and 1 [Precision Flight Controls DCX Max](#) Flight Simulator.

4.1 Flight Training

The Privat Pilot License (PPL) is the key to all the other programs available. This means that without the PPL, students cannot proceed to other programs. You may find the information relevant to the program such as course requirements, outline, and the estimated fees on our website via the following link. <https://www.islandcoastalaviation.com/private-pilot-license-ppl/>

If you wish to work as a pilot, you will require a Commercial Pilot License (CPL). Most CPL holders will automatically be endorsed with VFR Over the Top and Night Rating. You may find the information relevant to the program such as course requirements, outline, and the estimated fees on our website via the following link. <https://www.islandcoastalaviation.com/commercial-pilot-license/>

In the aviation industry, ratings can be thought of as options that can be added to your license. As an example, a new PPL holder is restricted to daytime only, however, a Night Rating will enable them to fly in the night. The ratings we offer at Island Coastal Aviation include Night Rating, VFR Over the Top, Seaplane Rating, and Instructor Rating.

A Flight Instructor Rating allows the CPL holder to teach others to become a pilot. Those with a passion for teaching often choose this path as it is a safe way of obtaining flight experience while improving one's theoretical and practical knowledge and skill. You may find the information relevant to the program such as course requirements, outline, and estimated fees on our website via the following link. <https://www.islandcoastalaviation.com/ratings/instructor-rating/>

4.2 Covid-19

Please visit Island Coastal Aviation's website to learn about our [Covid-19 readiness plan](#).

Make sure you're eligible to travel to Canada at this time if

- you want to come to Canada to study
- you're returning to Canada as an international student, or
- you're coming to Canada as a family member or support person for an international student

You can find out if you're eligible by either

- [answering a few questions to find out if you can enter Canada](#) or
- [reading the travel restrictions and exemptions for international students](#)

If you're 18 and over, you must [qualify as a fully vaccinated traveller](#) to come to Canada to study as an international student.

- You must upload proof of your vaccination status in [ArriveCAN](#) before you board your flight to Canada. You should also bring a copy with you. The border services officer will make the final decision about whether you qualify as a fully vaccinated traveller, so you still have to be prepared to follow the COVID-19 [quarantine](#) and [testing requirements](#).