

# Camosun College International

## Administration

Website: [camosun.ca/international](http://camosun.ca/international)  
Email: [inted@camosun.bc.ca](mailto:inted@camosun.bc.ca)

Phone: 250-370-3681 or 250-370-4812  
Fax: 250-370-3689

Director: Dawn Sutherland

Associate Director: Thevi Pather

Assistant to the Director: Sue Doutré

Camosun College has been a leader in the field of international education since 1983. Starting with an enrolment of just six international students, today the College enrolls between 700 and 800 international students annually. Internationalizing classrooms, campuses and community is a priority for Camosun College.

Camosun College International (CCI), the College's international education department, accomplishes this by hosting international students, sending Canadian students to study abroad, leading development projects, hiring CIDA youth interns, coordinating customized training and consulting services, and by organizing international events and celebrations on campus.

Camosun College International is the department through which internationalization efforts at the College are initiated and coordinated. There are six units in the CCI department.

- International Student Services Unit
- Customized Training and Consulting Services Unit
- International Development Unit
- Internationalization Initiatives
- Overseas Program Delivery
- Study Abroad Unit

Through the activities of this department and each of its six units, working closely with the schools and the departments of the College, Camosun College International contributes to the internationalization of our students, our college and our community.

## International Student Services Unit

Lansdowne Campus: ID 201

MTWRF 9:00am to 4pm  
Closed daily: 12pm - 1pm

Interurban Campus: LACC 230

MTWRF 9:00am to 4pm

Camosun College has welcomed thousands of international students over the past 25 years and the number of international students choosing the College as their study abroad destination grows in number and geographic representation every year. Currently there are students from over 50 countries studying at Camosun College.

CCI provides extensive services at both the Lansdowne and Interurban campuses. Dedicated international support staff include: admissions officers, advisors, counsellors, housing coordinator and writing assistant.

### Admissions

International graduates must be:

- graduates of high school in their home country;

**OR**

- 19 years or older at the start of the student's first academic term unless special admission is granted.

To study English (ESL) in Camosun College's English Language Development program (ELD), students are generally required to write a placement exam. Placement tests can be scheduled through CCI.

To study at the post-secondary level, most programs require grade 12 English or IELTS 6.5 or completion of Camosun College's highest level of ESL (ELD) and may have other specific prerequisites. Students must meet all prerequisites prior to enrolling in post-secondary programs. All prerequisites are available at Camosun College through the School of Access. For information on the required prerequisites, see the .pdf document for your program of interest at: [camosun.ca/international/becoming/programs](http://camosun.ca/international/becoming/programs).

### International Credentials

#### Baccalaureate and Advanced Placement

Camosun College generally grants credit for International Baccalaureate and Advanced Placement subjects. Refer to the provincial website [bctransferguide.ca](http://bctransferguide.ca) for more information.

## Application Dates

There are no deadline dates for international student applications. Applications are accepted year-round. Please check program specific information for details on starting dates at: [camosun.ca/international/becoming/programs](http://camosun.ca/international/becoming/programs).

Programs begin in September, January and May with some programs, especially English language training, starting in July as well.

Students are encouraged to apply early enough to accommodate application processing at CCI and the study permit application approval process in their home country.

### Academic Advising

Lansdowne Campus: ID 201, Camosun College International Office  
Phone: 250-370-3687

Interurban Campus: LACC 230, Camosun College International Office  
Phone: 250-370-3807

Advisors assist international students with their academic planning, course selection and registration. Students may register in courses after consultation with an Advisor. Help is also available for medical insurance inquiries, student authorization/immigration matters, co-op/internship work permits and other general concerns.

### Counselling

Lansdowne Campus: ID 202  
Phone: 250-370-3571

Interurban Campus: LACC Main  
Phone: 250-370-4925

International student counsellors are available to help with career and personal concerns. Stress, anxiety and loneliness can interfere with a student's course work and impact upon the ability to adjust to life in a new country. A counsellor can also work with students to ensure re-entry to a student's home culture will be easier.

The counsellors have offices at both campuses. International students are welcome to drop by the office or phone ahead for appointments.

All sessions are private and confidential.

## Housing

Phone: 250-370-3685

Although the College does not have dormitories, it does offer a homestay service. Students who want homestay should apply for it two months before they arrive. Please see the homestay section of our website for current fees: [camosun.ca/international/homestay](http://camosun.ca/international/homestay) and the application form.

Students may choose to make their own housing arrangements. Camosun College Student Society has a housing options website at [myidealhome.com/ccss](http://myidealhome.com/ccss). The Housing Coordinator can assist with additional resources.

## English Help Centres

International students who are taking college level courses can receive assistance at the English Help Centre. Services include assistance with writing, oral presentations, understanding course assignments, and reading textbooks. Students are asked to bring assignment instructions and a draft copy of their written assignment.

Appointments are made in person at E 202 or by phone at 250-370-3131.

## Medical Insurance

International students must have adequate health insurance. This is available through the BC Medical Services Plan (MSP). Students must apply for this medical insurance upon arrival. Our staff will assist with this application. During the initial three-month waiting period, CCI will advise students regarding a private insurance plan available to them.

## Orientation

At the beginning of each semester and term, an orientation program is held to welcome new international students to life in Canada and at Camosun College. It is a chance to learn about the College services and clubs as well as an opportunity to meet the Camosun College International department staff and other students.

A handbook for international students and a variety of workshops are also offered to assist students in achieving their personal and career goals.

At the orientation, students will receive information on the many services available including bookstore, library, cafeteria, peer tutoring, study skills and recreation.

## Tuition Fees and International Students

For current tuition fees, please see [camosun.ca/international/becoming/costs](http://camosun.ca/international/becoming/costs).

Provincial government policy requires that community colleges must charge tuition fees to cover all costs associated with the education of international students.

The non-refundable application fee for all programs is \$100.

Tuition paid after the prescribed deadline will result in the student being assessed a \$300 penalty.

## Refund Policy

Camosun College International fees are generally non-refundable.\* Under extreme circumstances a refund may be approved by the Director upon receipt of a written request outlining the specific circumstances. Medical or immediate family emergencies are the only reasons considered. If approved, refunds will be given as follows:

- A 20% administration fee of the total fees assessed will be retained for withdrawals up to the end of the first day of class.
- A 50% administrative fee of the total fees will be retained for withdrawals up to 13 calendar days following the first day of the course for a semester/quarter or for six calendar days following the first day of the course for a term.

*\*No refunds will be provided after the periods indicated above.*

## Customized Training and Consulting Services Unit

Website: [camosun.ca/international/custom-training](http://camosun.ca/international/custom-training)

This Unit works with a variety of clients including business, government, industry and the education sector to deliver study tours, group programs and consulting services. Programs are developed and designed in a broad range of areas to meet the specific needs of learners. Group programs and study tours can be delivered at either Camosun College campus. CCI staff/faculty often travel to client locations to provide consultancy services.

As a University of Cambridge International Examinations (CIE) Associate Partner, Camosun College offers Customized Training clients the opportunity to add a Cambridge International Diploma (CID) preparation and testing module to their programs. These learners leave Camosun College with a CID in addition to a Camosun certificate.

## International Development Unit

Website: [camosun.ca/international/development](http://camosun.ca/international/development)

This Unit manages international development projects abroad and maintains contact with past initiatives, ensuring their continued success. CCI's commitment to international development is well established and reflected in over 15 years of successful project activities in Southeast Asia, the Middle East, India and South America.

In partnership with the Canadian International Development Agency (CIDA), CCI also places student interns in developing countries, earning them valuable, hands-on knowledge, insight and experience.

## Internationalization Initiatives

Camosun College International sponsors and delivers a series of activities aimed at internationalizing curricula, the classroom, and the College, including professional development workshops, the development of resource materials, events and celebrations aimed at creating more international awareness throughout the College.

## Overseas Program Delivery

Camosun College International works in partnership with individual Camosun College schools and departments, working to deliver programs and customized training courses overseas.

## Study Abroad Unit

Website: [camosun.ca/international/study-abroad](http://camosun.ca/international/study-abroad)

Study abroad experiences help students develop intercultural and second language competencies — skills high in demand by employers. The College's study abroad programs are offered through shorter field schools or longer reciprocal exchanges.

Field school locations change annually but groups have traveled in recent years to Mexico, Namibia, India, Tonga, Vietnam. Field schools are discipline specific credit programs offering college courses in small groups in other countries.

Student exchange programs enable students to attend exchange partner institutions for 1-2 semesters while remaining registered at Camosun College. Exchanges change annually but have been available at partner institutions in Japan, Mexico, Sweden, Austria, Finland, Iceland, Korea, Spain, Wales, France and the United States.

For current program information see our website: [camosun.ca/international/study-abroad](http://camosun.ca/international/study-abroad).

## General Information

For more information about Camosun College International please contact our staff at:

Camosun College International  
2nd floor, Dawson Building  
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