

FOUNDATIONS PROGRAM

Frequently Asked Questions

I am a newcomer and would like to improve my English skills so that I can better communicate with people around me. Is this program right for me?


This program is for students interested in completing a high school diploma. If you are only interested in speaking and listening, you may want to consider the [LINC program](#).

When can I register for classes?

- Check the homepage for the most up-to-date registration opening dates
- Registration for evening classes will be open in August and January*
- Registration for daytime classes will be open in August, November, March and June*

*All dates are subject to change

How can I register as a new student?

- Registration is a multi-step process. Please review the steps below:
- **Step 1:** Prepare and submit in documents for pre-approval in a [New Student Registration](#) form. Submit your application by clicking on the blue button on the webpage: 
- **Step 2:** Once documents have been approved, an email is sent with a link to pay the non-refundable English assessment test.
- **Step 3:** Once paid, wait for an email with test instructions and login information. (test links are sent at the end of every week)
- **Step 4:** When you've completed your test, it is sent to an academic advisor for review. Please wait 2-3 weeks to receive an email with your English foundations level.
- **Step 5:** When you have been activated in our system, you will get a final email with your PEN (Personal Education Number) and a link to select your courses.
- **Step 6:** Click on the link and follow the [Instructions on How to Select Courses](#).

Why can't I find the course that I need/want?

- Check the course schedule on the website to see if the course is being offered.
- If the course is listed on the schedule, but not available for course selection, this means the course is cancelled or full. If you have questions, please contact the office at 604-296-6901.

I registered for the wrong class/location. What do I do?

- Visit the foundations page on our website [Foundations Program](#) and click on the 'Withdrawal' button
- Enter your PEN and date of birth to login. Next, select the class you wish to withdraw and verify the withdrawal information.
- Go back to the registration link and register for the correct class.

How do I know if my registration was successful?

- Visit the foundations page on our website [Foundations Program](#)
- Click on the 'Course Verification' button, enter your PEN and DOB and click 'Next'
- This will show all courses you are currently registered in.

I submitted my registration and paid the deposit. When will I receive class confirmation?

- You will be sent a confirmation email within 1 week before class begins.

Why did I receive an email stating my course registration is cancelled?

- If you do not pay the \$150 materials deposit within 48 hours, you will be automatically removed from any class that you register for.
- There may have been an insufficient number of registrants to run the course.

I am in Foundations 7 and I am trying to register for Composition 11 but it is not an option in my course list.

- Your student account may need updating. Please contact the office at 604-296-6901.