



# English School Of Canada

Designated Learning Institution Number  
DLI # O19350421222

2019

## Registration Form

☐ New Student  
☐ Extending Student  
Student Number: \_\_\_\_\_  
Agency: \_\_\_\_\_

### Student Information

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
☐ Male ☐ Female Birth date: \_\_\_\_ Day \_\_\_\_ Month \_\_\_\_ Year Age: \_\_\_\_ Citizenship: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_  
Province/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Emergency Contact & Telephone: \_\_\_\_\_ ☐ Home Country ☐ Canada

### Program Registration

English Level: ☐ Beginner ☐ Low Intermediate ☐ High Intermediate ☐ Advanced

**For Direct Entry (UCTP or Focus Program)**

Official TOEFL score: \_\_\_\_\_

Official IELTS score: \_\_\_\_\_

Program Choice(s)

Please indicate or circle  
the number of weeks

#### General English Programs

Starting Date(s): # of weeks

☐ Intensive (30 hours/week) \_\_\_\_/\_\_\_\_/\_\_\_\_ [ ] weeks  
DD/ MM/ YY  
☐ Standard (22.5 hours/week) \_\_\_\_/\_\_\_\_/\_\_\_\_ [ ] weeks  
DD/ MM/ YY  
☐ Part-time (15 hours/week) \_\_\_\_/\_\_\_\_/\_\_\_\_ [ ] weeks  
DD/ MM/ YY

#### Exam Preparation Programs

☐ IELTS (Standard) \_\_\_\_/\_\_\_\_/\_\_\_\_ 4 / 8 / 12 weeks  
DD/ MM/ YY  
☐ IELTS (Intensive)  
(IELTS + One ESL class)  
☐ iBT TOEFL (Standard) \_\_\_\_/\_\_\_\_/\_\_\_\_ 4 / 8 / 12 weeks  
DD/ MM/ YY  
☐ iBT TOEFL (Intensive)  
(iBT TOEFL + One ESL class)

#### Focus Programs

☐ Focus on Speaking (F.O.S.)  
(Standard) \_\_\_\_/\_\_\_\_/\_\_\_\_ 4 / 8 weeks  
DD/ MM/ YY  
☐ F.O.S. (Intensive)  
(F.O.S. + One ESL class) \_\_\_\_/\_\_\_\_/\_\_\_\_ 4 / 8 weeks  
DD/ MM/ YY  
☐ Focus on Writing (F.O.W.)  
(Standard) 3 FOW classes \_\_\_\_/\_\_\_\_/\_\_\_\_ 4 / 8 / 12 weeks  
DD/ MM/ YY  
☐ F.O.W. (Intensive)  
(F.O.W. + One ESL class) \_\_\_\_/\_\_\_\_/\_\_\_\_ 4 / 8 / 12 weeks  
DD/ MM/ YY  
☐ English for Health Care (EHC)  
(Standard) 3 EHC classes \_\_\_\_/\_\_\_\_/\_\_\_\_ 4 / 8 / 12 / 16 weeks  
DD/ MM/ YY  
☐ E.H.C. (Intensive)  
(E.H.C. + One ESL class) \_\_\_\_/\_\_\_\_/\_\_\_\_ 4 / 8 / 12 / 16 weeks  
DD/ MM/ YY  
☐ English for Health Care Volunteer Placement *Minimum 12 weeks*

#### University College Transfer Program (UCTP)

☐ Academic Foundation  
(Standard Only) \_\_\_\_/\_\_\_\_/\_\_\_\_ 4 weeks  
DD/ MM/ YY  
☐ UCTP Prep.  
(Standard Only) \_\_\_\_/\_\_\_\_/\_\_\_\_ 4 / 8 weeks  
DD/ MM/ YY  
☐ UCTP  
(Standard Only) \_\_\_\_/\_\_\_\_/\_\_\_\_ 12 weeks  
DD/ MM/ YY

#### Health Insurance:

☐ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD/ MM/ YY DD/ MM/ YY

Total Number of Weeks Registered: \_\_\_\_\_

☐ I confirm that I have read and I accept the Conditions of Enrolment, Refund Policies and Student Rights and Responsibilities of the English School of Canada as stated in the registration package. I understand that English School of Canada may be required to submit attendance records and/or proof of program advancement or completion to the federal government.

Student Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

**Bank Wire Transfer Information**

The School must receive in the wire transfer details enough information to be able to identify the payment. Please provide the student name and *at least one* of the following unique identifiers:

1. ESC Student ID Number
2. Customer and /or Invoice Number

**CANADIAN DOLLARS**

*Directly from:* **Canadian Financial Institutions in Canada or Correspondent banks anywhere worldwide.**

*Beneficiary:* **English School of Canada Incorporated**

*Bank Name:* **Royal Bank of Canada** *Bank Address:* **2 Bloor Street East, Toronto, Ontario, M4W 1A8**

*Account #:* **a/c 1035534** *Transit:* **06702** *Institution:* **003** *ABA:* **021000021** *Swift Code:* **ROYCCAT**

**Credit Card Payments**

Payments can also be made by credit card (we accept Visa, Mastercard, and American Express). Please complete the Credit Card Authorization Form.

**Refund Policy****Tuition Refund**

*Rejection by Citizenship and Immigration Canada (CIC)*

Students who are unable to obtain the necessary permits to enter Canada will receive a 100% refund to tuition fees, less the \$175 registration fee. The school must receive written notification of the cancellation by completing a cancellation/refund request form available from the school and send a copy of the letter of rejection from Citizenship and Immigration Canada before the refund will be processed.

**Cancellation Policy**

The registration fee is non-refundable. In the event that a student must cancel their program, the school must receive written notification of the cancellation by completing a cancellation/refund form available from the school. Refunds are processed according to the terms below:

% Program Completed	% Tuition Refunded
Cancellations 30 days or more before the <b>start date</b>	70% (minus registration fee)
Cancellations less than 30 days before the <b>start date</b>	60% (minus registration fee)
0 - 15% of the program duration	50% (minus registration fee)
16% - 24% of the program duration	30% (minus registration fee)
Over 25% of the program duration	0%

\* **Start date** refers to the first day at ESC not individual program start dates.

\*\* Please note that the percentages are based on complete weeks.

Students that request a refund mid-week will have the calculations based on the following week.

**Accommodation Refund**

The Homestay Placement fee is non-refundable. Students must notify the school at least two weeks in advance in order to obtain a refund for unused homestay fees.

1. Cancellation Prior to Arrival

a) If the student cancels within 2 weeks prior to arrival, the homestay registration fee and two weeks homestay will be charged.

b) In the event that the student does not arrive to homestay, the 4-week homestay fee will be applied.

2. Cancellation After Arrival

Students are expected to provide 30 days notice of withdrawal from the homestay program. Students who withdrawal after arrival will not receive a refund of the Homestay Registration Fee, or the remainder of the homestay session (4 weeks). Students are welcome to stay with the host throughout the notice period.

3. Cancellation Due to Visa Denial

If a student cancels because of a visa denial, the registration fee will be refunded, along with the homestay meal plan after the visa refusal letter is submitted to the ESC Administration Team.

**Conditions of Enrollment**

ESC reserves the right to refuse any undesirable registration. ESC reserves the right to change start dates, programs, and course content at any time and without prior notice. Fees, dates and conditions listed in this brochure are subject to change without prior notice. Courses are available based on enrollment.

ESC and its directors and shareholders accept no responsibility whatsoever for any loss or damage to the personal belongings or property of student or program participant or for any injury to or death of a student or program participant occurring on or off school property.

Students must comply with the rules of the school as per the Student Guidelines at <http://esc-toronto.com/guidelines>. Failure to comply with the rules of the school may result in dismissal.

Neither ESC nor its representatives is liable in cases where ESC is unable to fulfill any services to which they are contractually bound because of weather, labour disputes, or other reasons which are beyond their control.

**Student Rights and Responsibilities****Student Rights**

ESC pledges to uphold student rights as outlined in the statements below. Furthermore, ESC pledges to adhere to the following policies and procedures regarding:

• The Registration Form • Fee Collection & Refund Policy • Academic Good Standing Policies • Academic Honesty Policy (UCTP-Prep & UCTP Program only) • Credential Assessment

**Students at ESC have the right to:**

- Protection under the laws governing the province of Ontario
- Study in an environment where health and safety regulations are adhered to
- Respect for one's person and property, including intellectual property\*
- Communicate and exchange ideas freely with others
- Privacy of personal information\*\*
- Support from ESC staff in pursuit of academic progress
- Support and information regarding life in Canada
- A study environment free of discrimination based on ethnicity, religion, sexuality or gender
- Lodge formal complaints as outlined in the Student Complaint Procedure
- Request a transcript of their studies for up to 25 years after completion of study

\* English School of Canada defines intellectual property as any product of human intelligence and creation including but not limited to written works, artistic images including drawings and paintings, photographs, and musical works. English School of Canada recognizes each student's exclusive rights to these assets and agrees that no use of such assets shall take place without prior consent.

\*\* English School of Canada adheres to Canada's Personal Information and Electronic Documents Act (PIPEDA), details of which are clearly outlined in the student orientation binder and reproduced in the Collection of Personal Information Consent Form, which is signed on Orientation Day.

**Student Code of Conduct**

Students are responsible and accountable for their behaviour on school property and when participating in school-organized activities.\*

**Students at ESC Undertake to do the following:**

- Abide by the laws governing the province of Ontario
- Follow school rules as outlined in the Academic Good Standing Policies section of this document
- Follow school safety procedures
- Respect the equal rights of others regardless of ethnicity, religion, sexuality or gender
- Treat school property and the property of others with respect
- Refrain from consuming alcohol and or cannabis in all forms on ESC premises
- Refrain from attending school while intoxicated on alcohol, cannabis or any other illegal substance
- Refrain from unauthorized sales of goods and services on school property
- Behave in a way that does not harm, or threaten to harm, others either physically or mentally

**Violations of Student Code of Conduct**

- 1) The violation will be brought to the attention of the Director by completion of a Student Referral Form by a staff member.
- 2) The student will initially be informed of a violation by a Counsellor. They will arrange a time and date to meet to discuss the matter. The student will be provided with at least one day's notice of the meeting. If no Counsellor that speaks the student's language is available, the student will be provided with the option of arranging for an interlocutor to attend.
- 3) The student and any student-appointed interlocutor will meet with the Counsellor and/or the Director to discuss the violation. A final meeting will be arranged.
- 4) The attendees from the previous meeting will reconvene at the pre-arranged time and date to outline the findings and any resulting sanctions.

Sanctions may include but are not limited to:

- i) continued monitoring of behaviour to ensure adherence to the Student Code of Conduct
  - ii) forfeiture of the school certificate
  - iii) suspension from school (length is at the discretion of the Director)
  - iv) expulsion from the school with no refund
- 5) On completion of the process, documentation including the Student Referral Form, meeting minutes on the findings and sanctions will be kept in the Student File.



# English School Of Canada

## Accommodation Registration Form

### 2019

Designated Learning Institution Number  
DLI # O19350421222

☐ New Student  
☐ Extending Student  
Student Number: \_\_\_\_\_  
Agency: \_\_\_\_\_

#### Student Information

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
☐ Male ☐ Female Birthdate: \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year Age: \_\_\_\_\_ Citizenship: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Emergency Contact & Telephone: \_\_\_\_\_ ☐ Home Country ☐ Canada

#### Accommodation Information

☐ Homestay ☐ Residence (May - Aug. only)

#### Homestay options:

☐ Full Board (3 meals per day)  
☐ Half Board (2 meals per day)  
☐ Room Only

#### Accommodation Dates:

Starting Date: (DD/MM/YYYY) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Finishing Date: (DD/MM/YYYY) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Number of weeks: \_\_\_\_\_  
Departure date from Toronto: (DD/MM/YYYY) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

#### Flight Information

##### Arrival in Toronto

Airport Pick-up Requested ☐ Yes ☐ No  
Date (DD/MM/YYYY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Time: \_\_\_\_\_ Airline: \_\_\_\_\_ Flight # \_\_\_\_\_

##### Departure from Toronto

Airport Drop-off Requested ☐ Yes ☐ No  
Date (DD/MM/YYYY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Time: \_\_\_\_\_ Airline: \_\_\_\_\_ Flight # \_\_\_\_\_

*Please answer the following questions to assist us in finding an appropriate host family for you.*

1. Do you smoke? ☐ Yes ☐ No
2. Can you live in a home with smokers? ☐ Yes ☐ No
3. Can you live with pets? ☐ Yes ☐ No
4. Can you live with small children? ☐ Yes ☐ No

5. What are your hobbies? \_\_\_\_\_  
\_\_\_\_\_

Profession (What is your occupation?)  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any special diet or food preferences? ☐ Yes ☐ No

If yes, please describe:  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any allergies or medical concerns? ☐ Yes ☐ No

If yes, please describe:  
\_\_\_\_\_  
\_\_\_\_\_

#### Extra Options (Please note that an extra charge will apply)

☐ Private Bathroom (Subject to availability)

☐ If homestay has been requested, I confirm that I have read and agreed to the terms outlined on the Participation Agreement (PA), which can be viewed at <http://esc-toronto.com/accommodation>.

I confirm that I have read and I accept the Conditions of Enrolment as well as the refund policies of the English School of Canada as stated in the registration package.

Student Name: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_