



KFM Segundoidioma -Email:ingles@segundoidioma.com-www.segundoidioma.com

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2012 ENROLLMENT CONTRACT CANADA



Personal Information

Family Name First Name Middle Name(s)
 Date of Birth Day Month Year Gender Male Female
 Nationality Native Language

Mailing Address

Street Address or P.O. Box
 City State/Province Country Postal Code
 Telephone Fax Email

Emergency Contact Information

Name Telephone Relationship

Where did you get this brochure? KFM Segundoidioma How many weeks will you study? _____ (Minimum study period is 2 weeks)

Course selection

- English for Academic Purposes General English Semi-Intensive
 TOEFL® iBT Preparation (minimum level requirement) Business English (minimum level requirement)
 IELTS Preparation (minimum level requirement)

Location

- Vancouver Toronto

Are you applying to one of our college/university partners? Yes No If yes, which one: _____
 Have you received a Letter of Acceptance from them? Yes No

Please indicate the date you wish to commence study – regular session start dates

- January 9 February 6 March 5 April 2 April 30 May 28 June 25
 July 23 August 20 September 17 October 15 November 13* December 10 _____

*all sessions begin on a Monday except * which is a Tuesday, due to the holiday on November 12

Application fee CAD\$110	Materials fee CAD\$40 <small>per session</small>	Optional courier charge CAD\$75 <input type="checkbox"/> Yes <input type="checkbox"/> No
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Tuition Fees (Canadian dollars)

# of sessions	1	2	3	4	5	6	7	8	9	0.5	0.75
Weeks	4	8	12	16	20	24	28	32	36	2	3
English for Academic Purposes/ iBT TOEFL® Preparation/ IELTS Preparation (Thirty 50 minute lessons per week)	\$1480	\$2960	\$4218	\$5328	\$6660	\$7548	\$8806	\$9472	\$10656	\$920	\$1230
General English/ Business English (Thirty 50 minute lessons per week)	\$1440	\$2880	\$4104	\$5184	\$6480	\$7344	\$8568	\$9216	\$10368	\$895	\$1195
Semi-Intensive Program (Twenty 50 minute lessons per week)	\$1065	\$2130	\$3035	\$3834	\$4793	\$5432	\$6337	\$6816	\$7668	\$640	\$855
Approx. Discount	0%	0%	5%	10%	10%	15%	15%	20%	20%	0%	0%

Health Insurance

- I will require health insurance (arranged on Day 1 at the school – \$2.00 per day)
 I will provide my own health insurance (proof must be shown on Day 1 at the school)

Homestay

I will require homestay Yes (see page 3) No

Financial & health statement / information release

I certify that the information contained herein is accurate and correct to the best of my knowledge. I have read and hereby accept all ELS Language Centers' terms and conditions listed in the brochure, Enrollment Contract form and in the "General Information" and "Student Withdrawal Policies" sections on the following pages. I understand that my expenses (excluding personal miscellaneous expenses) per session while studying at ELS Language Centers will be as indicated on the chart above for the course selected. I agree to accept full responsibility for these expenses. In case of illness and/or injury, permission is granted to any appropriate medical center to examine or treat me and make necessary referrals to outside physicians as indicated. Permission is also granted to release information regarding my health to other designated individuals. I authorize ELS Language Centers to release information regarding my studies to my sponsoring agency or my guardian whose signature appears below.

X _____
Signature of Applicant Date

X _____
Signature of Parent or Guardian (if applicant is under 18)

GENERAL INFORMATION

Enrollment

To enroll, complete the attached Enrollment Contract and send it to the appropriate center by mail, fax or email. ELS Language Centers requires the minimum pre-payment of tuition fees as described in the chart below:

Length of Study	Minimum Pre-Payment
1-2 Sessions	1 Session
3-5 Sessions	3 Sessions
6+ Sessions	6 Sessions

The Application fee, Accommodation Placement fee (if required), first session's Homestay Rent (if required) and Airport Pickup fee (if required) must also be prepaid at the time of enrollment.

Please remember to specify if you would like to pre-pay more than the required minimum. An invoice will be sent to you, detailing the amount you are required to pre-pay and instructions for payment of fees.

For students wishing to study for a period of more than 6 months, once payment has been received, we will send you the necessary acceptance material to apply to the Canadian Consulate for a visa (see below for appropriate visa).

Minimum Age

The minimum age to attend our regular programs is 16.

Optional Courier Charge

Recommended for any student who needs express delivery of the original Acceptance Material for their visa application. This must be prepaid at time of enrollment.

Registration and Payment of Fees

When you register at the Center on Day 1, you will need to bring your passport, a receipt showing pre-payment of tuition/homestay fees, proof of medical insurance coverage, as well as two small (2cm x 2cm) photographs.

VISA, MasterCard and American Express credit cards are all accepted for payment of fees.

Medical Insurance

All students attending ELS Language Centers must be covered by a medical insurance plan. Students who choose to purchase coverage in their own country must bring a

copy of their insurance policy with them to the Center on Day 1. Otherwise, students must purchase medical insurance at the Center on Day 1.

Placement Testing

All ELS Language Centers students will receive a Placement Test, to determine their levels in English, on their first study day. The test will include a grammar assessment, a short written essay, and a face-to-face interview with one of the Center instructors. The Day 1 Orientation will also include welcome speeches by Center staff, a new student welcome lunch, and a walking tour of both the Center and the neighbourhood. Students arriving on an irregular start date will still receive the placement test, and are welcome to join the orientation tour on the next Day 1.

Personal Expense Money

For miscellaneous personal expenses, such as shopping, transportation, entertainment, and so forth, students can expect to spend approximately CAD\$600 per month. We recommend that you bring these funds to Canada in traveler's checks; local banks may require two to six weeks to convert your bank drafts or checks to cash.

Instructional Hours

The ELS Language Centers English for Academic Purposes, General English, Business English, iBT TOEFL® Preparation & IELTS Preparation Programs consist of 30 lessons per week scheduled from Monday through Friday. Semi-Intensive Program students meet for 20 lessons per week. Each lesson is 50 minutes. Within each 4-week session, a maximum of 10 hours may be devoted to non-instructional activities related to registration, placement testing, orientation and student evaluation.

ELS Language Centers is open Monday through Friday from 8:30 AM to 5:00 PM.

Attendance

Because ELS Language Centers would like you to derive the maximum benefit from your course, you will be expected to attend classes full-time. If your total absences from class in any session exceed three study days, you may fail the level unless you make up the work missed and are able to demonstrate mastery of the material. You will not receive a certificate of attendance for any session where your absences total 15% or more.

VISA APPLICATION INFORMATION

Upon receipt of a complete application, ELS Language Centers will provide the necessary acceptance material for a visa application. Students cannot change their visa status after arrival in Canada, therefore it is critical that students obtain the correct visa before leaving their country.

Students studying up to 6 months (<i>and definitely not staying longer</i>)	→	Temporary Resident Permit (<i>ie. Visitor's Visa</i>)
Students studying 3 to 6 months (<i>and thinking about staying longer</i>)	→	Study Permit
Students studying 6 + months	→	Study Permit

Please contact Citizenship and Immigration Canada for more information: www.cic.gc.ca

Withdrawal Policy

1. The Application Fee is non-refundable.
2. All tuition due under contract will be refunded if visa is denied so long as (A) student informs ELS Language Centers within a reasonable period; (B) student provides ELS Language Centers with written verification from Canadian Immigration that visa has been denied.
3. All tuition, except an administration fee of 10% of funds due under contract, to a maximum of CAD\$100 will be refunded to student if written notice of withdrawal is received 2 weeks prior to commencement of studies.
4. All tuition, except a 10% administration fee to a maximum of CAD\$400, will be refunded to a student who withdraws in writing from a course less than 2 weeks prior to commencement of studies.
5. Fifty percent (50%) of tuition will be refunded to a student who withdraws or is dismissed from a course that is up to 10% completed by the date of withdrawal/dismissal.
6. Thirty percent (30%) of tuition will be refunded to a student who withdraws or is dismissed from a course that is up to 30% completed by the date of withdrawal/dismissal.
7. No refund will be granted to a student who withdraws or is dismissed from a course that is more than 30% completed by the date of withdrawal/dismissal.

8. Deferrals, postponements and mid-course breaks (maximum 12 weeks) will be granted provided ELS Language Centers receives a written request at least 30 days prior to commencement, and may be subject to a CAD\$100 administration fee.
9. A student who violates Canadian Law or ELS Language Centers rules and regulations will be dismissed from all ELS Language Centers programs.
10. Refunds will be issued within thirty days of receipt of written notice, and will be calculated at the regular session tuition rate.
11. All fees are non-transferable.
PLEASE NOTE: A course is equal to the total number of weeks indicated on page 1 of this form.

Course Transfer Policy

Students are required to give at least two weeks' notice of intent to transfer between courses. All course transfer requests must be made in writing, no later than the end of the second week of the session, and submitted to the Academic Director. Requests made after week two will be granted at the end of the session following that in which notice is given.

Dispute Resolution Policy

The Managing Director of ELS Language Centers will accept written descriptions of all disputes. All disputes will be addressed and settled within 10 business days of receipt of notification.

Remitting Payment

The charges listed above may be paid by wire payment, credit card, money order, bank draft or certified check. Please do not send cash through the mail. Mail the application form and fees to the school or wire payment to:

"ELS Language Centers" at
Bank of Montreal Main Office, First Bank Tower, 595 Burrard Street, Vancouver, B.C. V7X 1L7 Tel (604) 665-7554
SWIFT #: BOFMCAM2
CAD\$ Account number: 00040 001 1747-151 (if you are remitting payment in CAD\$)



2012 HOMESTAY APPLICATION



Personal Information

Family Name First Name Middle Name(s)

Date of Birth Day Month Year Gender Male Female

Nationality Native Language

How many weeks would you like to reserve your homestay? _____

Starting date at ELS

Day Month Year

Location

Vancouver Toronto

Do you smoke?

Yes No

Do you prefer:

A homestay family with children (under the age of 12) An adult home (no children under the age of 12)

Do you have any medical conditions or allergies? (cigarette smoke, foods, medicines, pets, etc.) _____

Do you have any dietary restrictions? (vegetarian, no pork, etc.) _____

Can you live with indoor pets?

Cats Yes No Dogs Yes No

What are your favourite hobbies and interests?

Personal characteristics

Are you Outgoing Quiet / Shy Other _____

Accommodation placement fee CAD\$235

Homestay fees (Canadian dollars)

HOMESTAY					
		4 weeks	3 weeks	2 weeks	Daily
Meal Plan	<input type="checkbox"/> Full Board	\$820.00	\$615.00	\$410.00	\$35.00
	<input type="checkbox"/> Half Board	\$760.00	\$570.00	\$380.00	\$35.00
ADD-ON FEES					
Location *	<input type="checkbox"/> Standard	\$0.00	\$0.00	\$0.00	\$0.00
	<input type="checkbox"/> Closer to school	\$50.00	\$37.50	\$25.00	\$0.00
Private Bathroom	<input type="checkbox"/> Yes	\$125.00	\$93.75	\$62.50	\$0.00
Youth Student Surcharge (For ages 17 and under)	<input type="checkbox"/> Yes	\$50.00	\$37.50	\$25.00	\$5.00

* Location Travel Time: Standard is 45-65 minutes / Closer is 30-45 minutes

AIRPORT PICKUP SERVICE
(one way)
<input type="checkbox"/> Vancouver \$115 <input type="checkbox"/> Toronto \$130

AIRPORT PICKUP & RETURN SERVICE
(must be requested together at time of enrollment)
<input type="checkbox"/> Vancouver \$200 <input type="checkbox"/> Toronto \$210

NOTARIZED GUARDIANSHIP LETTER
\$50 (an additional Courier Fee of \$75 may be required if the document needs to be sent by courier)

Our homestay session is 28 days; the above Homestay Fees are all based on a per session basis. All homestay requests, including Add-on Fees, are subject to availability. Access to Internet is available in all homestays for no extra charge.

Flight Information

Flight Arrival Details: _____
(Date, flight number, arrival time, from which city)

Flight Departure Details: _____
(Date, flight number, departure time, to which city)

Please contact the school directly for information on shared homestays or alternate accommodations.

DESCRIPTION OF FEES & GENERAL INFORMATION

Accommodation Placement Fee

This charge covers the expense of finding a suitable host family for each student. It includes any necessary post-arrival counseling and re-placement to a new home, if the student is not satisfied with the original placement, within the first 4 weeks.

Meal Plan

Full Board includes 3 meals per day plus snacks, 7 days per week. The host family will prepare dinner each night; students may be required to prepare their own breakfast and bag lunch for school. Half Board includes breakfast and dinner only. Again the host family will prepare dinner each night; students may be required to prepare their own breakfast.

Location

In Vancouver and Toronto, our Standard Homestays are located 45-65 minutes from the Center by public transit, and Closer to School Homestays are 30-45 minutes from the Center; therefore there is a surcharge for the Closer to School location. We calculate the commuting time following the posted transit schedules in each city, plus additional walking time where necessary. Actual travel times may vary slightly on a day-to-day basis depending on factors beyond our control such as traffic or weather.

Youth Student Surcharge

As there is a greater degree of responsibility required in taking care of younger students, the above charge applies to any student 17 years old or younger. If a student turns 18 during their stay with us, the adult rate will apply from the first full session following their 18th birthday.

Private Bathroom

Students will have exclusive use of their own bathroom facilities, which will include a shower or bath.

High-Speed Internet Access

Students will have Internet access (i.e. cable, DSL or wireless) for no additional charge. This service is only available for students bringing their own laptop or other wireless device. Any additional charges required due to non-compatibility issues are strictly the student's responsibility. ELS is not responsible for any Internet connection difficulties in the homestay.

Airport Pickup Service

Students will be met at the airport by a representative of the Airport Pickup Service (holding a sign with their name on it), who will take them to their new home and introduce them to their Homestay family. Pickup Service is only available for students with flights scheduled to arrive before 11pm.

Airport Return Service

Students will be picked up at their homestay and driven to the airport by our Airport Return Service. Typically, we plan for students to be at the airport 3 hours prior to their departure for international flights.

Homestay Period

Homestay fees are applied to a 4-week period. Students are welcome to arrive anytime on Friday evening, Saturday or Sunday before their program begins and depart anytime on Friday evening, Saturday or Sunday after their program finishes. Early arrivals (before Friday) and late departures (after Sunday) will be subject to a rate of CAD\$35 per night (students 17 or under pay \$40).

Payment of Homestay Fees

A minimum of the first 4 weeks of Homestay rent must be prepaid in advance, along with the Placement Fee and Airport Pickup Fee (if requested). The remaining

Homestay sessions' rent may also be prepaid in advance, or they can be paid every session, directly to the school, at least 2 weeks before the beginning of the next session. Students will only be guaranteed a space in homestay for the period they have prepaid. Further sessions are subject to availability and may require a homestay change and a \$100 Re-Placement Fee.

Notarized Guardianship Letter

Some students aged 18 and under who will be entering Canada with a Study Permit may be required to have their parents appoint a Legal Guardian for them while in Canada. ELS Canada Center staff can perform this service, and we can provide a notarized Guardianship Letter, as long as the student is using our Homestay service. There will be a CAD\$50 charge for the letter. More information on when a Guardianship Letter is required can be found at: <http://www.cic.gc.ca/english/study/minors.html>. An additional Courier Fee of CAD\$75 may be charged if the document needs to be sent by courier.

Homestay Transfer & Cancellation Policies

1. The Accommodation Placement Fee is non-refundable.
2. Homestay Rent will be refunded if visa is denied as long as (A) student informs ELS Language Centers within a reasonable period, and (B) student provides ELS Language Centers with written verification from Canada Immigration that visa has been denied.
3. If a student withdraws in writing from Homestay at least one month prior to the Homestay commencement date, Homestay rent will be refunded in full.
4. If a student withdraws in writing from Homestay within one month of commencement, all Homestay fees except for the first month's rent will be refunded.
5. If a student withdraws from Homestay, in writing, with less than two weeks' notice, or is dismissed from Homestay, Homestay fees will be refunded except (A) fees for pro-rated used portion to date of withdrawal/dismissal; and (B) two weeks' rent.
6. A student who violates Canadian Law or ELS Language Centers' Homestay rules and regulations will be dismissed from the ELS Language Centers Homestay program.
7. Refunds will be issued within thirty days of written notice and presentation of original receipts.

Changing Homestays or Homestay options

1. During a student's first month at the Center they may request to change to another homestay within the same location price range with no formal notice expected and no penalty. If a student wishes to change to a homestay in another location price range, there will be no formal notice expected, but there will be a CAD\$100 Re-Placement Fee. Please note however that a student's specific homestay requests may affect the time it takes to re-place them in a new homestay.
2. After the first session, a student who wishes to change homestays must provide 2 weeks' written notice. There may be a CAD\$100 Re-Placement Fee.
3. Students who wish to make an upgrade in their homestay from half-board to full-board or add Private Bathroom, may be subject to a \$25.00 administrative fee after the first week.

Leaving Homestay

If a student wishes to withdraw from the Homestay program, all unused fees will be refunded so long as a full 2 weeks' written notice is provided to the school.

Para inscripción y tramites gratuitos contacte en Caracas:

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