



## ENGLISH LAB TORONTO APPLICATION FORM (Oversea)

### SECTION 1 PERSONAL INFORMATION

Last Name:		First Name:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address in Canada:			
City in Canada:		Citizenship:	Mother Tongue:
Tel:		Email:	Date of Birth:
Emergency Contact Name:		Tel:	

### SECTION 2 STUDENT VISA AND INSURANCE INFORMATION

Type of Visa: <input type="checkbox"/> Student <input type="checkbox"/> WH <input type="checkbox"/> Visitor <input type="checkbox"/> Other( )		Visa Number:
Date of Admittance in Canada:		Visa Expiry Date:
Do you have a health insurance <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, will you buy through ELT?
Insurance Policy Number:		<input type="checkbox"/> Yes : ( ) days <input type="checkbox"/> No

\*At ELT, health insurance is mandatory for FULL-TIME students. Please see the back for our policies and procedures.

### SECTION 3 COURSES

Level		TOEIC	Full Time Courses Name	
Beginner ESL	1	- 400	<input type="checkbox"/> ESL Speaking (1:1 included)	Genesis ( <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 8 )weeks
Intermediate ESL	2	400-500		Core ( <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 8 )weeks
High-Intermediate ESL	3	500-600		Hybrid ( <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 8 )weeks
Pre-Advanced	4	600-750	<input type="checkbox"/> Bootcamp Job Interview (4 weeks) <input type="checkbox"/> Bootcamp Presentation (4 weeks)	
Advanced	5-6	750-	<input type="checkbox"/> Leadership Lecture (4weeks) <input type="checkbox"/> Leadership Thesis Writing (4weeks)	
<b>Full Time Start Date:</b>			<b>End Date:</b>	

### SECTION 4 COURSE FEE AND PAYMENT TYPE

Tuition Fee:	<input type="checkbox"/> Wire Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> Cash Credit Card (*5% service charge): <input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> AMEX
Course Material Fee:	-         -         -
Application Fee:	Expiration Date _____ / _____
Total:	Special Promotion:

## STUDENT CONTRACT AND ADMISSION POLICIES

Please read it thoroughly.

### CODE OF CONDUCT

ELT's Code of Conduct provides a guideline that assists in ensuring that the students maintain a satisfactory level of attendance, behavior and course participation.

Maintaining Good Standing requires:

- Satisfactory attendance and punctuality
- Completion of all course work and assessments
- Satisfactory behavior

Satisfactory attendance is considered to be fulltime attendance at school, or in the event of absence, a satisfactory explanation of the absence.

- An absence is defined as any non-attendance at a class when normal classes are in operation
- An absence is considered to be unsatisfactory if it is not explained or the explanation, in the view of ELT is inadequate or inappropriate

Good Standing is lost when a student:

- is absent without a written notice to the school and your teacher 2 working days prior to his/her absence
- fails to complete the course work or assessments without satisfactory explanation
- behaves in a way that is inappropriate and inclusive of staff and student rights

Good Standing privileges are reinstated when:

- All absences are satisfactorily explained with a note from a parent/guardian; or
- All missed work or assessments are completed or demonstrated to the relevant subject teacher within the time negotiated with the teacher; or
- The behaviour management issue is satisfactorily resolved

Once a student has lost a stage of Good Standing, further breaches will incur loss of Good Standing at the next level.

### SECTION 5 REFUND POLICY

Please read the refund policy thoroughly.

The registration fee, all placement fees and all Health Insurance Policy purchase fee are non-refundable in ALL cases. A refund of fees will not be given if a student does not attend classes. Please consider when applying that student authorization or visitors visas can take up to several weeks to process.

#### VISA

If your visa is rejected, ELT will refund all fees excluding the registration fee, only upon receipt of the original LOA (Letter of Acceptance) and the official letter of refusal from the Canadian Embassy.

#### Cancellation After Getting Student VISA

There is no refund of any fee for applicants who have successfully received their visas with the Letter of Acceptance and other documents and assistance from ELT.

### SECTION 6 STUDENT DECLARATION

I hereby submit my application for a course at English Lab Toronto indicated at the top of this page and consent that ELT can share my enrolment and/or reporting information with CIC as necessary for the purposes of the ISP. My signature indicates that I have completed this information accurately and that I have read and understood the above mentioned refund policy.

Student Name: Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Cancellation Before The Start Of Program

-ELT will not refund the registration fee under any circumstances.

For students who received a Letter of Acceptance from ELT:

If ELT receives written notice of withdrawal from the student along with the original Letter of Acceptance issued by the school at least 30 calendar days before the start of the program, a cancellation fee of 25% of the total tuition fee will be charged. If less than 30 calendar days, a cancellation fee of 50% of the total tuition fee will be charged.

For students who did not receive a Letter of Acceptance from ELT:

A full refund of the invoice amount (less the Registration Fee) will be given under the following conditions:

- a. written notice of withdrawal is received by ELT, with proof that the withdrawal circumstances are not under the control of the student
- b. the notice is received less than 5 business days after the application is received
- c. AND is no less than 2 weeks before the course start date.

#### Cancellation After The Start Date & Dismissal

If for any reason, a student is dismissed from ELT, no refund will be made on the subsequent month's tuition.

The tuition fees are non-transferable.

- 1) A partial refund will be given if written notice of withdrawal is received by ELT, with proof that the withdrawal circumstances are not under the control of the student:
  - a. Before 21% of the total registered courses of study is completed.
  - b. AND is no less than 2 weeks before the start date of the next course.
- 2) If a student withdraws after 21% of the program of study is complete, then no refund will be given.
- 3) A partial refund will be no more than 25% of the net tuition balance, to be determined at ELT's sole discretion.
- 4) If a student is dismissed from a program of study due to not adhering to the ELT Code of Conduct, no refund will be given.
- 5) Students register with more than 2 programs with package discount, there is no refund for any cancellation of individual program.

#### Absence

Students absent for more than 1 week, without notifying the school in writing, will be removed from the class and will have to re-enter the school.

#### Deferrals

You may defer your registration start date one time only, you will be charged a 10% of tuition fee as deferral fee before the start date. Defer your program after starting the program, a 25% of tuition fee as deferral fee will be charged and the institute will decide your returning session. There will be no deferrals for the second term.

#### Applying Through An Authorized Representative

Must request and obtain refund directly from the representative.

#### Accommodation Refund

The Accommodation and Airport Pick-up fee placement fees are non-refundable. 100% refund if cancellation is received in writing at least 30 days prior to arrival date. 75% refund if cancellation is received in writing 0 to 29 days prior to arrival date.

#### Homestay

Students must inform the host and school of moving out at least 4 weeks before it is to take place. Otherwise, students will be charged until the 4 weeks are met. Homestay fee will be refunded directly to the students from hosts at the time of moving out.