

# 2023 Application Form



ANNE'S Language House

## Application Procedure

1. Complete the Application Form and pre-arrival test and submit them to school by email or in person.
2. An invoice reflecting your costs, based on your application form, will be sent to you or your agent.
3. Submit the fees to school.
4. A Letter of Acceptance will be sent to you or your agent.

## 2023 Fees

Program	Tuition Fees (per week)			
	1-10 weeks	11-20 weeks	21-30 weeks	31+ weeks
<b>General English</b>				
20 Lessons (GE20)	\$340	\$325	\$310	\$300
25 Lessons (GE25)	\$370	\$355	\$340	\$330
30 Lessons (EAP30)	\$400	\$385	\$370	\$360
<b>Homestay Accommodation</b>			<b>1 week</b>	<b>Extra night</b>
Homestay - Half Board (Breakfast and Dinner) - Private Room			\$235	\$45
Homestay - Full Board (3 meals per day) - Private Room			\$250	\$50
Additional Fee for Minor Students (Under 18)			\$25	\$5
High Season Supplement (June 17 – August 27)			\$25	\$5
<b>Other Fees</b>		<b>Note</b>	<b>Fees</b>	
Application Fee		Non-refundable	\$150	
Homestay Placement Fee		Non-refundable	\$200	
Airport Reception		One-way	\$125	
Airport Reception		Two-way	\$250	
Course material fees (must be paid at school)		General English*	\$60 per module or \$110 per level	
Custodianship Document (Under 18)		Notarized	\$150	
Letter of Acceptance Deposit		Partially refundable	\$500	
Medical Insurance		Minimum 20 days	\$2 per day	
Bank Charges		International	\$20 per transaction	
Each lesson is 45-50 minutes. 20 Lessons: 15hr50min. / 25 Lessons: 19hr 35min / 30 Lessons: 23hr 20min				

\*For up to 2 weeks of General program enrollment, the material fee is \$10 per week.

## Methods of Payment

- Bank wire transfer
  - Bank Name:** TD CANADA TRUST, Institution #: 004, Branch #: 80989, Account #: 5282812
  - Branch Address:** 260 Crowfoot Crescent N W, Calgary, AB, T3G 3N5
  - Account Name:** ANNE'S HOUSE CANADA CORPORATION
  - ADDRESS:** 38 Evansford Circle N.W., Calgary, Alberta, Canada T3P 0A8
  - SWIFT CODE:** TDOMCATTOR
- Cash / Cheque / e-transfer (within Canada)
- Credit Card (VISA or MasterCard) *\* The 3% CC Processing Fee will be applied.*

## Intake Dates for General English Program:

Intake dates for General English are every Monday except for public holidays.

*\*Please contact the school for a module start date and seat availability.*

## 2023 Holidays and School Closure

January 2 / February 20 / April 7 / April 10 / May 22 / July 3 / August 7 / September 4 / October 2 / October 9 / November 13

Winter Break: December 25-29

## Terms and Conditions

### Refund Policy

1. **Tuition Refund:** A full refund (minus non-refundable deposits) will be issued to students who withdraw, in writing, 30 days or more before the course begins. After this point, a 70 percent refund of tuition paid will be given for withdrawals received in writing up until the first day of the program. If students withdraw within 5 calendar days of the original start date of the program, a 50 percent refund of tuition paid will be issued. No refunds are given for withdrawals when more than 5 days of the program have been completed.
2. **Homestay Refund:** A full refund, less a \$200 homestay placement fee, will be issued to students who withdraw in writing before their homestay begins. After commencement of homestay, students are required to provide a written notice a minimum of 21 days before withdrawing from the homestay program. Under no conditions will refunds be provided for periods of homestay already used.
3. **Visa Denials:** If a visa denial prevents the student from attending the English language programs, tuition fees and deposits minus a \$250.00 administration fee will be refunded upon submission of written proof of denial at least 7 calendar days before the program begins.
4. **Refund Payments:** For approved refunds, payments are issued within 30 days of notification from the student of cancellation, drop, or withdrawal. Refunds will be made via the original payment method. **Cash:** If the student's payment of fees was made with cash, refund will be made by means of a cheque, Interac e-transfer, or wire transfer. **Credit Card:** If the student's payment of fees was made with a credit card, fees will be refunded back to the credit card originally used for payment. In that case, the 3% CC fee will be applied. **Wire Transfer:** If the student's payment of fees was made with a wire transfer, fees will be refunded back to the bank account originally used for payment. In that case, \$50 fee will be applied per transaction.

### Health Insurance

It is mandatory for ALH students to have health insurance during their stay in Canada. Students must purchase a health insurance plan in their home country or in Canada. Students may purchase health insurance plan through school.

### Change of Schedule

If a student needs to change the program start date, a new Letter of Acceptance (LOA) will be issued with a written request. A request must be submitted a minimum of 7 days before the initial start date. Failure to do so will result in an automatic cancellation of the registration and the student will need to re-register for the program. First request can be made free of charge. An application fee (\$150) will be charged to the second or subsequent requests.

### Payment Policy

A full payment must be made 21 days prior to your program start date. For programs of 20 weeks or longer, students have the option to pay in installments. The seat will be secured only for the paid period.

### Assessments and Certificates

A minimum of 80% of attendance is required for a completion of each level. A review of the student's attendance and progress will be issued at the end of each session. If the student successfully meets his/her level's requirements, he/she will move up to the next level. Students will receive a certificate of completion at the end of their studies for 4 weeks or more as long as they have met the attendance requirement. If the student fails to move up to the next level, the student must wait for the next available date of the same level.

### Homestay

Homestay payment is required 21 days prior to arrival date to guarantee placement. Although we try our best to accommodate student's requests, there is no guarantee that individual preferences can be arranged. Homestay Questionnaire, Declaration and Agreement Form must be submitted prior to homestay assignment.

### Student Record and Use of Personal Information

School collects, uses, retains and discloses information in accordance with the Personal Information Protection Act. School may share and disclose personal information within the institution to carry out its mandate and operations. A student's record may include a student enrolment contract, financial records, attendance records and documentation of any dispute or dismissal.

### Secure A Seat

In order to secure a seat, students need to submit their pre-arrival test and make a payment. Students who pay tuition fees in installments must understand that their seats will be secured only for the paid period.

### Agreements

Students must sign the Student Handbook Agreement, Homestay Handbook Agreement (if applicable), Photo and Media Release Form, and Insurance Waiver on the first day of the program. For a minor student, parent or legal guardian is required to sign these Agreements.

# 2023 Application Form

1. PERSONAL INFORMATION					
Last Name		First Name			
Date of Birth	Date / Month / Year	Gender	Male	Female	Other
Nationality					
Visa Type	eTA	Visitor Visa	Study Permit	Work Permit	Do you already have a visa?
Mailing Address					
City			Province		
Country			Postal Code		
Telephone			Email		
Emergency Contact Name & Phone number(s)					
Do you require a Custodianship Declaration? (Minor students)			Yes	No	Agent (If applicable)
Medical Insurance	I have a valid medical insurance	I want to purchase guard.me insurance		Coverage start date:	End date:
Current English Level	Beginner	Pre-Intermediate	Intermediate	Upper-Intermediate	Advanced
2. PROGRAM APPLYING FOR					
General English 20 (GE20)		General English 25 (GE25)		Pathway 30 (EAP) - 10 weeks	
Start Date	Date / Month / Year	Duration of Study	(      )	Weeks	
3. HOMESTAY ACCOMMODATION					
Do you wish to apply for Homestay during your studies in the ESL Programs?				Yes	No
If you have chosen "Yes" to Homestay, please complete the following section:					
Check-in	Date / Month / Year	Check-out	Date / Month / Year		
Would you like a half-board or a full-board?				Half-Board (2 meals)	Full-Board (3 meals)
Any allergies, restrictions, special notes					
Would you like airport reception?				No	Yes: One-way
				Yes: Two-way	
4. PAYMENT METHOD					
How would you like to pay for the fees?		Bank wire transfer	Cash	Cheque	Interac e-transfer
		Credit card (VISA or MC)			

I have read, understood and agree to be bound by the terms and conditions outlined in this application form (total 3 pages).

Check

I declare that the information I have given on this application is correct and accurate.

Check

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's / Guardian's Signature for minor student

\_\_\_\_\_  
Name of Parent or Guardian



**ANNE'S Language House**

Please submit the completed application form to:

**ANNE'S Language House**

101 - 6 Ave S.W., Suite 1220, Calgary, Alberta, CANADA T2P 3P4

Email: english@alhcalgary.com

Phone: 403-667-4745 Website: www.alhcalgary.com