

2022 Application Form



ANNE'S Language House

Application Procedure

1. Complete the Application Form and submit it 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.

2022 Fees

Program	Tuition Fees (per week)			
General English	1-10 weeks	11-20 weeks	21-30 weeks	31+ weeks
20 Lessons (GE20)	\$320	\$300	\$290	\$280
25 Lessons (GE25)	\$350	\$330	\$320	\$310
Specialized Programs			Tuition Fees	
Limited availability. Minimum of 4 enrollments are required to open any specialized programs.			5 weeks	10 weeks
20 Lessons – Intensive Conversation (IC20)			\$1,600	\$3,200
25 Lessons – Intensive Conversation (IC25)			\$1,750	\$3,500
Supplemental Learning (SL) – 65 minutes (Mon.-Thur.) 2:25 pm – 3:30 pm			\$60 per week	
Homestay Accommodation	1 week	Extra night		
Homestay - Half Board - Private Room*	\$230	\$40		
Homestay - Full Board - Private Room*	\$245	\$45		
Additional Fee for Minor Students (Under 18)	\$20	\$5		
High Season Supplement (July and August)	\$20	\$5		
Other Fees	Note			Fees
Application Fee	Non-refundable			\$150
Homestay Placement Fee	Non-refundable			\$200
Airport Reception	One-way			\$100
Airport Reception	Two-way			\$180
Textbook (must be purchased at school)	General English**			\$60 +
Material Fees	Specialized Programs***			\$10 per week
Custodianship Document (Under 18)	Notarized			\$150
Letter of Acceptance Deposit	Partially refundable			\$500
Medical Insurance	Per day (Min. 20 days)			\$2
Each lesson is 50 minutes. 20 Lessons: 16hr 40min / 25 Lessons: 21hr / 25 Lessons + SL : 25hr 20min				

* Half-board: 2 meals (breakfast and dinner) a day on weekdays and 3 meals a day on the weekend. Full-board: 3 meals every day.

** One student book covers one level. (10 – 12 weeks)

For the General program that is less than 3 weeks, the material fee is \$10. (No textbook purchase is required)

*** Material Fees for Specialized Programs. No textbook purchase is required.

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: 24-609 PANATELLA BLVD N.W., CALGARY, AB, T3K 0T1

SWIFT CODE: TDOMCATTOR

- Cash / Cheque / e-transfer (within Canada)
- Credit Card (VISA or MasterCard) * The 2% CC Fee will be applied.

Intake Dates for General English Program:

Every Monday except for public holidays. Please contact school for level start dates or intake dates for specialized programs.

Holidays (School will be closed):

January 1 – observed January 3 / February 21 / April 15 / April 18 / May 23 / July 1 / August 1 / September 5 / September 30 / October 10 / November 11 / December 25 – observed December 23 / December 26

Terms and Conditions

Refund Policy

1. **Tuition Refund:** A full refund minus \$250 administration fee 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 minus \$250 administration fee 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 minus \$250 administration fee 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. If the student's payment of fees was made with cash, refund will be made by means of a cheque. 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 2% CC fee will be applied.

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 14 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 30 days prior to your program start date. For programs of 24 weeks or longer, students have the option to pay in installments.

Specialized Programs

Students must achieve the applicable score on the ALH Placement Test or successfully complete the applicable level in ALH General English to be enrolled in the Specialized Programs. Minimum of 4 enrollments are required to guarantee that any of the Specialized Programs will be offered.

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.

Homestay

Homestay payment is required 30 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.

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.

2022 Application Form

1. PERSONAL INFORMATION					
Last Name			First Name		
Date of Birth	Date / Month / Year		Gender	Male	Female Other
Nationality					
Passport Number			Visa Type		
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)					
Current Level of English		Beginner Pre-Intermediate Intermediate Upper-Intermediate Advanced			
2. PROGRAM APPLYING FOR					
General English 20 (GE20)		General English 25 (GE25)		Supplemental Learning (SL)	
Intensive Conversation 20 (IC20)		Intensive Conversation 25 (IC25)			
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)		
Would you like airport reception?			No Yes: One-way Yes: Two-way		
4. ARRIVAL AND DEPARTURE INFORMATION *If available					
Arrival	Airline:	Flight Number:	Arrival date:	Arrival time:	
Departure	Airline:	Flight Number:	Departure date:	Departure time:	

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 1250, Calgary, Alberta, CANADA T2P 3P4

Email: english@alhcargary.com

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