

2018 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.

2018 Fees

Program	Tuition Fees (per week)					
General English	2-4 weeks	5-8 weeks	9-12 weeks	13-23 weeks	24-35 weeks	36+ weeks
20 Lessons (GE20)	\$315	\$295	\$290	\$280	\$270	\$260
25 Lessons (GE25)	\$350	\$330	\$320	\$310	\$300	\$300
30 Lessons (IE30)	\$385	\$365	\$365	\$345	\$325	\$325
Specialized Programs			Tuition Fees			
Intensive Conversation			4 weeks	8 weeks	12 weeks	
20 Lessons			\$1260	\$2360	\$3480	
25 Lessons			\$1400	\$2640	\$3840	
IELTS Preparation			4 weeks	8 weeks	12 weeks	
20 Lessons			\$1260	\$2360	\$3480	
25 Lessons			\$1400	\$2640	\$3840	
Homestay Accommodation			1 week	4 weeks	Extra night	
Homestay - Half Board - Private Room****			\$190	\$760	\$28	
Homestay - Full Board - Private Room****			\$205	\$820	\$30	
Additional Fee for Minor Students*			\$10	\$40	\$2	
Other Fees		Note				Fees
Application Fee		Non-refundable				\$100
Homestay Placement Fee		Non-refundable				\$180
Airport Reception		One-way				\$100
Airport Reception		Two-way				\$180
Textbook (must be purchased at school)		General English and Intensive English only**				\$55 +
Material Fees		Specialized Programs only***				\$10 per week
Custodianship Document*		Notarized				\$100
Medical Insurance		Per day (Min. 20 days)				\$2
Each lesson is 50 minutes. 20 Lessons: 16hr40min / 25 Lessons: 20hr50min / 30 Lessons : 25hr						

* Under 18 years old

** One student book for General English Program. Each book covers 1-2 level(s).

*** Material Fees for Intensive Conversation and IELTS Preparation. No textbook purchase is required.

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

Session Start Dates in 2018:

January 8 / February 5 / March 5 / April 3 / April 30 / May 28 / June 25 / July 23 / August 20 / September 17 /
October 15 / November 13 / December 10

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

Please contact school for intake dates for specialized programs.

Holidays (School will be closed):

January 1 / February 19 / March 30 / April 2 / May 21 / July 1 – observed July 2 / August 6 / September 3 /
October 8 / November 11 – observed November 12 / December 25, 26

2018 Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 = Session Start Dates  = Holidays (No School)

Methods of Payment

1. 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

2. Cash
3. Cheque
4. Credit Card (VISA or MasterCard) * The 2% CC Fee will be applied.

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:** Students are required to provide written notice a minimum of 14 days before withdrawing from the homestay program. A full refund, less the nonrefundable homestay placement fee, will be issued to students who withdraw in writing 14 days before their homestay begins. 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 through an insurance company or agent in their home country or in Canada. Students may purchase health insurance plan through school.

Entry Requirements for Specialized Programs (Intensive Conversation and IELTS Preparation)

Students must place at Upper-Intermediate 1 or above on the ALH placement test or complete ALH General English Intermediate 2.

Assessments and Certificates

Students are expected to attend class regularly. 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 students are dissatisfied with their assessment scores, the students can meet with an academic leader or a director. Students will receive a certificate of completion at the end of their studies as long as they have met the attendance requirement.

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, Photo and Media Release Form, Insurance Waiver and Homestay Handbook Agreement (if applicable) on the first day of the program.

2018 Application Form

1. PERSONAL INFORMATION					
Last Name		First Name			
Date of Birth	Date / Month / Year	Gender	Male	Female	
Nationality					
Passport Number			Visa Type		
Mailing Address					
City			Province		
Country			Postal Code		
Telephone			Email		
Emergency Contact Name & Phone number(s)					
Agent (If Applicable)					
Current Level of English			<input type="checkbox"/> Basic <input type="checkbox"/> Beginner <input type="checkbox"/> Pre-Intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper-Intermediate <input type="checkbox"/> Advanced		
2. PROGRAM APPLYING FOR					
<input type="checkbox"/> General English 20 (GE20)		<input type="checkbox"/> General English 25 (GE25)		<input type="checkbox"/> Intensive English 30 (IE30)	
<input type="checkbox"/> Intensive Conversation 20 (IC20)		<input type="checkbox"/> Intensive Conversation 25 (IC25)		<input type="checkbox"/> IELTS Preparation 20 (IP20)	
<input type="checkbox"/> IELTS Preparation 25 (IP25)					
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?				<input type="checkbox"/> Yes <input type="checkbox"/> 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?			<input type="checkbox"/> Half-Board (2 meals)		<input type="checkbox"/> Full-Board (3 meals)
Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Family Preference	<input type="checkbox"/> No Preference <input type="checkbox"/> With Children <input type="checkbox"/> Without Children	
Do you have any special dietary requirements?			<input type="checkbox"/> No <input type="checkbox"/> Yes (Details: _____)		
Do you have any allergies?			<input type="checkbox"/> No <input type="checkbox"/> Yes (Details: _____)		
Would you prefer a host family with pets?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Preference		
Would you like airport reception?			<input type="checkbox"/> No <input type="checkbox"/> Yes: One-way <input type="checkbox"/> Yes: Two-way		
Please include any additional information your host family should know about you:					
4. ARRIVAL INFORMATION					
Airline		Flight#		Arrival Date/Time	Date / Month / Year at hour : minute (AM PM)

I have read, understood and agree to be bound by the terms and conditions outlined in this application form (total 4 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(s) (for minor student)

Parent's / Guardian's Name(s) (for minor student)



Please submit the completed application form to:

ANNE'S Language House
 1250, 101 - 6 Ave S.W. Calgary, Alberta T2P 3P4
 Email: english@alhcalgary.com
 Phone: 403-667-4745
 Website: www.alhcalgary.com