

## Start Dates

### Weekly starting dates year-round.

January 3 (Tues), 9, 16, 23, 30  
 February 6, 13, 21 (Tues.), 27  
 March 5, 12, 19, 26  
 April 2, 10 (Tues), 16, 23, 30  
 May 7, 14, 22 (Tues), 28  
 June 4, 11, 18, 25  
 July 3 (Tues), 9, 16, 23, 30  
 August 7 (Tues), 13, 20, 27  
 September 4 (Tues), 10, 17, 24  
 October 1, 9 (Tues), 15, 22, 29  
 November 5, 12, 19, 26  
 December 3, 10, 17

### Holidays (no class)

January 2  
 February 20  
 April 6, 9  
 May 21  
 July 2  
 August 6  
 September 3  
 October 8  
 December 24-28

### University Bridge Program

January 3 - March 23 (12 weeks)  
 March 26 - June 15 (12 weeks)  
 June 18 - September 7 (12 weeks)  
 September 10 - Nov. 30 (12 weeks)

## Class Times

### Regular Schedule (October - May)

<b>Period 1:</b>	08:45 - 10:25
<i>Break</i>	
<b>Period 2:</b>	10:35 - 12:15
<b>Homework Tutorials &amp; Workshops</b>	12:15 - 12:45
<i>Lunch</i>	12:45 - 13:15
<b>Period 3 a:</b> (no class Fridays)	13:15 - 14:20
<b>Period 3 b:</b> (no class Fridays)	14:20 - 15:25

*All students with Period 3 classes will finish at 12:45 on Fridays. Period 3 classes (Monday - Thursday) are longer to compensate.*

*"Free Fridays" - free afternoon activities included for all students.*

*During the summer schedule, classes may be held in the morning or afternoon. If a particular time is important to you, please advise at time of registration.*

### Summer Schedule (June - September)

<b>Period 1:</b>	08:15 - 09:55
<i>Break</i>	
<b>Period 2:</b>	10:00 - 11:40
<b>Homework Tutorials &amp; Workshops</b>	11:40 - 12:10
<i>Lunch</i>	
<b>Period 3 a:</b>	12:40 - 13:30
<b>Period 3 b:</b>	13:35 - 14:25
<b>Period 4:</b>	14:30 - 16:10
<i>Break</i>	
<b>Period 5:</b>	16:15 - 17:55

*All classes are Monday to Friday. "Free Fridays" will be held either Friday evening or during the weekend. "Free Fridays" are free activities included for all students.*

## Course Information

Regular Programs	Full-Time	Full-Time Plus	Intensive Focus	TOEFL Plus	Part-Time English	Part-Time Focus	University Bridge Program (UBP)
<b>Lessons per week</b> (1 lesson = 50 minutes)	20	25	30	20	10	10	30
<b>Course Length</b>	1-52 weeks	1-52 weeks	1-12 weeks	1-12 weeks	1-52 weeks	1-12 weeks	12 - 36 weeks
<b>Course Availability</b>	year-round	year-round	year-round	year-round	year-round	year-round	see above
<b>Maximum Class Size</b>	10	10	10	7	10	10	10
<b>Minimum Age</b>	17	17	17	24	17	17	17
<b>Language Requirement</b>	none	none	* see below	intermediate/ advanced	none	*see below	intermediate/ advanced
<b>Periods: October-May</b>	1, 2	1, 2, 3a	1, 2, 3	1, 2	1 or 2	3a, 3b	1, 2, 3
<b>Period: June - September</b>							
Morning Session	1, 2	1, 2, 3b	1, 2, 3	2, 3	1 or 2	---	1, 2, 3
Afternoon session	4, 5	3b, 4, 5	3, 4, 5	3, 4	3 or 4	3a, 3b	3, 4, 5
<b>Focus Classes</b>	Conversation	Business Communication	TOEFL Preparation	IELTS Preparation	English for Medicine		
<b>Course Availability</b>	year-round	year-round	year-round	year-round	year-round		
<b>Language Requirement</b>	none	intermediate/advanced	intermediate/advanced	intermediate	intermediate/advanced		



**Included FREE with all courses each week:**  
 > "Free Fridays" - free activity or trip  
 > Extra 2½ hours of Homework Tutorials/Workshops

Application Fee (one-time, non-refundable) \$135  
 Textbook deposit (\$100 refunded on last day) \$120

## Tuition

	lessons /week	Price per week			
		1-3 weeks	4-11 weeks	12-23 weeks	24+ weeks
<b>Full-Time</b> General English	20	320	260	245	235
<b>Full-Time Plus</b> General English + Conversation	25	385	320	310	300
<b>Intensive Focus</b> General English + Conversation/Business English/TOEFL/IELTS/Medical English	30	460	380	360	340
<b>TOEFL Plus</b> TOEFL Preparation + General English	20	320	260	245	235
<b>Part-Time English</b> General English	10	190	160	155	150
<b>Part-Time Focus</b> Conversation/Business English/TOEFL/IELTS/Medical English	10	190	160	155	150
<b>Work Internship/Work Experience Program (one-time fee) - Placement by school</b>				1250	
<b>Self-Placement</b>				650	
<b>University Bridge Program (UBP)</b>		12 weeks	24 weeks	36 weeks	
* University/college placement fee (non-refundable): \$600		4320	8160	12240	
* additional material fee: \$160					

# 2012 Fees

## Accommodation

Accommodation Placement Fee	Fee
	215
<b>Homestay - Private Room</b>	weekly
Full-board	220
Half-board	205
<b>Homestay - Shared Room*</b>	
Full-board	210
Half-board	195
*for friends and couples only	
<b>Roomstay* - Private Room</b>	150
<b>Roomstay* - Shared Room</b>	145
*no meals and limited contact with host family	
<b>Additional Days</b>	35
<b>Extra Homestay Options</b>	weekly
Private Bathroom	50
Guaranteed High-Speed Internet	10
TV in bedroom	20
Additional charge for minors (under 18)	15
<b>Other Accommodation Options:</b>	weekly
Residence (details available upon request)	200-300
Furnished Apartment	500-650

## Other Services

<b>Private Lessons (one-to-one)</b>	
10-lesson package (minimum)	600
Additional lessons	60
Airport reception	120
Airport drop-off	90
Medical Insurance	2.75/day
Acceptance letter by courier (DHL)	100
Vacation from classes	100
Notarized custodial documents	225
(for students under 18)	

## Refund Policy

ACCESS must be notified in writing about any changes or withdrawals. In all cases, the Application Fee (CAN \$135) and Accommodation Placement Fee (CAN \$215) are non-refundable. Refunds to students who enrolled through a representative must be collected from the representative. ACCESS cannot be responsible for any additional fees charged by local agents.

**DENIED VISA:** Students to whom admittance to Canada has been refused are entitled to a refund of all prepaid fees, except for the Application and Accommodation Placement Fees. Students must notify the school in writing and return the original Letter of Acceptance and original letter of denial from the Canadian immigration authorities. The school must be notified in writing at least 14 days before the course start date or a CAN \$200 cancellation fee will be charged. If the school is notified of a denied visa on or after the course start date, a refund is given according to our policy below.

**POSTPONEMENT:** Students who wish to postpone their start date must contact ACCESS at least 14 days before the original start date, or an administration fee of CAN \$200 will be charged.

### WITHDRAWAL/DISMISSAL\*:

Programs 12 weeks or less		
Before Course Start Date		On or After Course Start Date
30 or more days before	70% refund	no refund
less than 30 days before	60% refund	no refund

Programs longer than 12 weeks			
Before Course Start Date		On or After Course Start Date	
30 or more days before	70% refund	less than 10% completed	50% refund
less than 30 days before	60% refund	10% or more completed	no refund

\* **University Bridge Program** - There are no tuition refunds provided for students wishing to withdraw, who are enrolled in the University Bridge Program once they have been given a Conditional Letter of Acceptance from a University or College in Canada.

In all other programs, there will be no refunds or extensions for late arrival, failure to arrive, early departure, or early dismissal. In rare cases, when the school is unable to provide a general English language course placement, a full refund will be issued. No refunds will be given for instances when ACCESS is unable to provide a placement in a Focus course (i.e. TOEFL Preparation, Conversation, Business Communication, English for Medicine, IELTS Preparation). In rare situations beyond our control, such as war, acts or threats of terrorism, health alerts, travel alerts/advisories, or natural disasters the refund policy for both courses and homestay will not apply. In these situations, there will be no refunds issued and only course deferral will be permitted.

**COURSE CHANGES:** Refunds on prepaid tuition will not be given to students requesting course changes. Courses are non-transferable.

**HOMESTAY FEES PAYMENT:** A minimum of the first 4 weeks of homestay rent must be prepaid in advance, along with the Accommodation Placement Fee and Airport Pickup Fee (if requested). The remaining 4-week periods of homestay rent may be prepaid in advance, or can be paid every 4 weeks directly to the school at least 14 days before the start of each 4-week period.


**HOMESTAY WITHDRAWAL:** If a student postpones or cancels less than 14 days before the first scheduled day of homestay, one full 4-week period of homestay rent will be charged. Students who withdraw from ACCESS are also required to withdraw from our homestay program. Postponements and cancellations must be received in writing. No refund will be given for the remainder of the current 4-week period if a student withdraws from the homestay/school after rent payment is made. Students who wish to withdraw from homestay after it has started must give the school 14 days advance written notice. A cancellation charge of CAN \$150 will apply, and all prepaid homestay fees for subsequent 4-week periods will be refunded. If less than 14 days advance written notice is given, the following 4-week period of homestay rent will not be refunded.

### HOMESTAY CHANGES:

During a student's first 4-week period, they may request to change to another homestay with no penalty. After the first 4-week period, there will be a CAN \$100 Relocation Fee for all homestay relocations. A student's specific homestay request (e.g. private bathroom, no dog, etc.) may affect the time it takes to relocate the student to a new homestay.

## Conditions

1. Students are responsible for obtaining their own visas or documents allowing them to enter and remain in Canada.
2. Students must respect the school's regulations. Students who are absent from more than 50% of their classes may be dismissed from the school without refund.
3. ACCESS will not be responsible for loss, damage, or theft of any student's personal belongings.
4. Although ACCESS strives to maintain the originally planned activities, schedules, and services, the program is subject to change due to special circumstances.
5. ACCESS, or its appointed agency, will select a host family from those available, based on the information provided on the homestay application form, and cannot guarantee that all personal preferences will be met.
6. Students must respect all rules set by the host family. Any damage to ACCESS or host family property will be charged to the student.
7. ACCESS reserves the right to dismiss, without refund, any student who, after being warned and asked to correct his/her inappropriate behaviour continues to act in an inappropriate manner either at the school or in any ACCESS arranged accommodation.
8. ACCESS will not be held liable for any personal accident or injury resulting from participation in activities related to our program or homestay.
9. It is the responsibility of the student to ensure that he/she has adequate medical coverage and remains covered throughout the duration of their program at ACCESS and in Canada.
10. Students must abide by the conditions outlined above. ACCESS International reserves the right to dismiss, without refund, any student failing to abide by these conditions.



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