

BOUCHEREAU LINGUA INTERNATIONAL

BUSINESS ENGLISH / BUSINESS FRENCH

MONTRÉAL – CANADA



PROGRAMS AND RATES 2010

Sales Representative Manual

Bouchereau Lingua International Inc. – Montréal



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info@languagecourse.net

BOUCHEREAU LINGUA INTERNATIONAL

BLI – MONTRÉAL

BUSINESS ENGLISH AND BUSINESS FRENCH



BLI – BUSINESS ENGLISH AND BUSINESS FRENCH IN MONTRÉAL

MONTRÉAL

Tourist Information

Montréal is a city bustling with various activities year round, especially during the summer. Festivals that can be enjoyed year-round and include Festival International de Jazz de Montréal, the World Film Festival, Just For Laughs Festival and various musical events for all tastes. In Montréal you can visit museums, shopping centers, cathedrals and parks such as the magnificent Mont Royal Park.

A network of 350 km of cycling paths around the island, allows you to tour freely while taking in diverse architecture throughout the different neighbourhoods. You can also attend the WTA Rogers Cup Tournament, the International fireworks competition, and other dance, theatre, and musical festivals. In the winter, the cold can be escaped by entering Montréal's beautiful underground city.

BLI is located in Old Montréal, in very comfortable premises between Champ de Mars and Place D'Armes metro stations. The following famous monuments and public attractions can be found nearby: Notre-Dame Cathedral, Place D'Armes, Jacques-Cartier Square, the Old Port, McGill University, Place Ville-Marie, Central Station, the Eaton Centre and The Bay.

A BRIEF DESCRIPTION OF ALL 3 PROGRAMS

- N° 2a **Private**
For executives and employees who wish to improve their English or French proficiency level rapidly.
- N° 2b **Semi-private**
Business and professional French
For two people at the same language proficiency level working for the same company.
- N° 2c **Pre-organized groups**
For 3 to 6 participants at the same level and working for the same organisation or at least in the same field in order to make course adaptation possible. Same time frame for all participants. Placement tests are given by BLI to ensure that participants are at the same level.

Notes

- ◆ The programs are offered all year long.
- ◆ The programs start on any and all Mondays.
- ◆ The programs are the duration of your choice.

BUSINESS ENGLISH AND BUSINESS FRENCH - MONTRÉAL

PROGRAM N° 2

PRIVATE, SEMI-PRIVATE AND PRE-ORGANIZED GROUPS BY THE CLIENT

BUSINESS ENGLISH, BUSINESS FRENCH

DEFINITION:

This is a course that could be completely adapted to specific needs (vocabulary, work situations, etc.). In this case, we would ask the participants to fill out a questionnaire. Please note that both oral communication and written courses are available. In order to obtain the best results, we recommend having at least a low intermediate level as a starting point.

DATES:

All year round, on the dates of your choice. Courses usually start on Monday, but different arrangements can also be made. BLI is open all year long. Thus our clients can benefit from our great flexibility.

N.B.: There will be no classes on the following dates, for 2010:

January 1 st and 2 nd (New Year's)	July 1st (Canada Day)
April 2 nd (Good Friday)	September 6 (Labour Day)
May 24 (Victoria Day)	October 11 (Thanksgiving)
June 24 (Québec day)	December 25 th (Christmas)

SESSIONS:

Private & semi-private courses: 30 to 60 hour sessions (could include "lunch-conversation" with a teacher), 5 or 6 days a week.

Pre-formed group courses: 20 to 60 hour sessions (could include "lunch-conversation" with a teacher), 5 or 6 days a week.

MINIMUM STAY:

Normally 1 week. The "*Business trip preparation program*" can be shorter.

LINGUISTIC AND SOCIO-CULTURAL ACTIVITIES:

When requested, BLI organizes visits to Montréal businesses through the Chamber of commerce. Meetings with a participant's local counterparts are also possible. For these and other activities we must be given notice to allow us sufficient planning time.

LODGING:

BLI can, upon request, take care of lodging. Many possibilities are available, including host families, university residences, Bed & Breakfasts, hotels and apartments.

BUSINESS ENGLISH AND FRENCH PROGRAMS - MONTRÉAL

PROGRAM N° 2

PRIVATE, SEMI-PRIVATE AND PRE-ORGANIZED GROUPS BY THE CLIENT

BUSINESS ENGLISH, BUSINESS FRENCH

In Canadian dollars, per person and per group

Private tutoring, small pre-formed groups and special programs
Preparation for exams (TOEFL, TOEIC, DELF, DALF, TFI)

No registration fees

RATES WITHOUT LODGING AND BOOKS

Program n° 2a – Private classes

<u>Hours/week</u>	<u>Rate</u>	<u>Commission (15%)</u>	<u>Net</u>
1 hour	\$66	\$10	\$56
5 hours	\$330	\$50	\$280
10 hours	\$660	\$100	\$560
20 hours	\$1320	\$198	\$1122
30 hours	\$1980	\$297	\$1683
40 hours	\$2640	\$396	\$2244
50 hours	\$3300	\$495	\$2805
60 hours	\$3960	\$594	\$3366

Program n° 2b – Semi-private classes

<u>Hours/week</u>	<u>Rate</u>	<u>Commission (15%)</u>	<u>Net</u>
20 hours	\$1700/group	\$255/group	\$1445/group
40 hours	\$3400/group	\$510/group	\$2890/group
60 hours	\$5100/group	\$765/group	\$4335/group

Program n° 2c – Per group of 3 to 6 people

<u>Hours/week</u>	<u>Rate</u>	<u>Commission (15%)</u>	<u>Net</u>
20 hours	\$2300/group	\$345/group	\$1955/group
40 hours	\$4600/group	\$690/group	\$3910/group
60 hours	\$6900/group	\$1035/group	\$5865/group

BUSINESS ENGLISH AND FRENCH PROGRAMS - MONTRÉAL

PROGRAM N° 2

PRIVATE, SEMI-PRIVATE AND PRE-ORGANIZED GROUPS

BUSINESS ENGLISH, BUSINESS FRENCH

In Canadian dollars, per person

BOOKS	
Exercise books are not included in the rates: \$170 per person, per 180 hour period (or less)	

PLACEMENT FEE	
Host-Family	\$180
Other lodging organized by BLI	\$180

LODGING IN A HOST-FAMILY	
(private room, breakfast and dinner)	
All changes for lodging arrangements other than with a host-family must be authorized by BLI , which is not responsible for the charges involved	
<u>Duration</u>	<u>Rates</u>
1 week	\$350 per week
Extra nights	\$50 per night

OTHER LODGING	
UPON REQUEST	

AIRPORT GREETING	
One way	\$125
Round trip	\$250

BLI – REGISTRATION PROCEDURE

STEPS TO FOLLOW FOR REGISTRATION

1. Filled out **BLI** application forms (registration **and** pre-evaluation questionnaire) with all necessary and required information.
2. Send application forms directly to BLI-Montréal.
3. Enclose payment for the full amount or for a minimum of 20% of the total invoice.
4. Full cost including all fees must be paid before the first day of class.

Bank information:

Canadian dollars

BANQUE NATIONALE DU CANADA
500 PLACE D'ARMES
MONTRÉAL (QUÉBEC) CANADA
H2Y 2W3
ACCOUNT # **385-23** TRANSIT 14601

American dollars

BANQUE NATIONALE DU CANADA
500 PLACE D'ARMES
MONTRÉAL (QUÉBEC) CANADA
H2Y 2W3
ACCOUNT # **6966** TRANSIT 14601

Bouchereau Lingua International Inc. – Montréal

GENERAL PAYMENT CONDITIONS OF BLI IMMERSION PROGRAMS

1. The payment schedule for immersions will be as follows: 20% of the total amount due at the time of registration, the remaining 80% due 3 weeks (21 days) before the scheduled start of the program. The total amount could also be paid at initial registration.

2. Any and all notice of cancellation by the client must be given in writing by registered mail, fax, or e-mail and must fall within the following guidelines for the client to be eligible for reimbursement:

A) The 20% paid at the time of registration will not be reimbursed under conditions other than those set out in number 3 below. **B)** If the client, by means of the sales representative, is obliged to cancel his or her program more than 2 weeks before the scheduled start of the program, all money paid, other than the 20% of the total cost paid at registration, will be reimbursed within the 30-day period following the receipt of written notice of cancellation by letter or fax. **C)** If the client, by means of the sales representative, cancels his program within the period of 6 to 13 days before the scheduled start of the program, 60% of the money paid, other than 20% of the total cost paid at registration, will be reimbursed within the 30-day period following the receipt of written notice of cancellation by letter or fax. **D)** If the client, by means of the sales representative, cancels 5 days or less before the scheduled start of the program, 20% of the money paid, other than the 20% of the total cost paid at registration, will be reimbursed within the 30-day period following the receipt of written notice of cancellation by letter or fax. **E)** No money will be reimbursed for a program cancelled by the client the day the program is scheduled to start or during the program. However, in extremely serious circumstances (documentation may be required); **BLI** may credit the representative who in turn must reimburse the student. The representative will then apply this credit to the registration of another student for **BLI**. In all cases, **BLI** requires four (4) weeks notice, which will not be credited. The credit must be applied on a new registration, no more than six (6) months after the date of the initial cancellation. After this delay, the credit will no longer be valid. **F)** If a client is obliged to cancel his or her program due to visa refusal, all money already paid, minus administration fees of \$300.00 CDN, will be reimbursed within the 30-day period following the receipt of the Canadian or American Embassy's original letter of refusal. The document must accompany the letter of Acceptance delivered by our school.

3. If for any reason **BLI** is obliged to cancel a program before the scheduled starting date, all money paid for the program, including the 20% paid at registration, will be reimbursed. Programs cancelled by **BLI** after the start of the program will be proportionately reimbursed or the missing hours will be rescheduled.

4. Commission: If a student wants to extend his/her stay; **BLI** will give the appropriate commission to the Agent who will then deduct it from future payments. This deduction must be used within 6 months after the beginning of the extension.

ACCEPTANCE – VISAS – AIRPORT

1. Students may not begin classes or homestay until the balance of all fees for the period indicated in the Letter of Acceptance is paid in full.
2. Students are solely responsible for securing proper travel documents and obtaining visa authorization to enter Canada. **BLI** assumes no responsibility or liability in this matter and reserves the right to refuse admission to any student without proper authorization.
3. Students are responsible for arranging their own insurance prior to leaving their country.
4. The school is not responsible for flight delays or last minute schedule changes. In such cases, the school representative will not wait for the student at the airport and students will have to make their own arrangements. The airport reception fee will not be refunded.
5. The student must respect the rules and regulations of the school.

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