

# 2019 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.

## 2019 Fees

Program	Tuition Fees (per week)				
General English	2-4 weeks	5-12 weeks	13-23 weeks	24-35 weeks	36+ weeks
20 Lessons (GE20)	\$315	\$295	\$280	\$270	\$265
25 Lessons (GE25)	\$350	\$330	\$320	\$310	\$310
Specialized Programs		Tuition Fees			
<i>Minimum of 3 enrollments are required to open any specialized programs.</i>					
Intensive Conversation		4 weeks	8 weeks		
20 Lessons (IC20)		\$1260	\$2360		
25 Lessons (IC25)		\$1400	\$2640		
IELTS Preparation		4 weeks	8 weeks		
20 Lessons (IE20)		\$1260	\$2360		
25 Lessons (IE25)		\$1400	\$2640		
Supplemental Learning		Per week			
One lesson per day 2:25pm – 3:15pm (SL)		\$50			
Homestay Accommodation		1 week	4 weeks	Extra night	
Homestay - Half Board - Private Room*		\$200	\$800	\$30	
Homestay - Full Board - Private Room*		\$215	\$860	\$35	
Additional Fee for Minor Students (Under 18)		\$20	\$80	\$5	
High Season Supplement (July and August)		\$10	\$40	\$5	
Other Fees		Note			Fees
Application Fee		Non-refundable			\$100
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			\$100
Letter of Acceptance Deposit		Partially refundable			\$500
Medical Insurance		Per day (Min. 20 days)			\$2
Each lesson is 50 minutes. 20 Lessons: 16hr40min / 25 Lessons: 20hr50min / 30 Lessons : 25hr					

\* Half-board: 2 meals a day on weekdays and 3 meals a day on the weekend. Full-board: 3 meals every day.

\*\* One student book covers 4 – 12 weeks.

For a program that is less than 3 weeks, the material fee is \$20. (No textbook purchase necessary)

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

## Session Start Dates in 2019:

January 7 / February 4 / March 4 / April 1 / April 29 / May 27 / June 24 / July 22 / August 19 / September 16 /  
October 15 / November 12 / December 9

Intake dates for General 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 18 / April 19 / April 22 / May 20 / July 1 / August 5 / September 2 / October 14 /  
November 11 / December 25, 26

## 2019 Calendar

January						
S	M	T	W	T	F	S
		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						
S	M	T	W	T	F	S
					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						
S	M	T	W	T	F	S
					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						
S	M	T	W	T	F	S
	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						
S	M	T	W	T	F	S
			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						
S	M	T	W	T	F	S
						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						
S	M	T	W	T	F	S
	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						
S	M	T	W	T	F	S
				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						
S	M	T	W	T	F	S
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						
S	M	T	W	T	F	S
		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						
S	M	T	W	T	F	S
					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						
S	M	T	W	T	F	S
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 / Cheque

3. 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 in their home country or in Canada. Students may purchase health insurance plan through school.

### **Specialized Programs**

You 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 3 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 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.

### **Agreements**

Students must sign the Student Handbook Agreement, 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.

## 2019 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	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)		IELTS Preparation 20 (IP20)		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?			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)	
Do you smoke?	Yes       No	Family Preference	No Preference	With Children	Without Children
Do you have any special dietary requirements?		No	Yes (Details: _____ )		
Do you have any allergies?		No	Yes (Details: _____ )		
Would you prefer a host family with pets?		No	Yes	No Preference	
Would you like airport reception?		No	Yes: One-way	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       :

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)



**ANNE'S Language House**

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