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## WELCOME TO

## Connect International School

We are thrilled to offer you a unique and enriching learning experience. As an international school, we understand the challenges you may face in studying in a new environment, and we are committed to providing you with individual attention and support every step of the way.

Our highly qualified instructors are dedicated to helping you achieve your English and career goals through innovative and engaging teaching techniques. We believe that cultural support is essential for international students and strive to create a welcoming and inclusive environment where you can feel comfortable and supported.

Our experiential learning approach goes beyond traditional classroom learning, providing you with opportunities to apply your skills in real-life situations. We understand the importance of feedback in your development and growth, which is why we provide instant feedback to help you identify your strengths and weaknesses and take the necessary steps to improve.

Our ultimate goal is to help you gain the confidence you need to move forward in your academic and personal journey, whether it's pursuing further education, advancing in your career, or exploring new opportunities. We are excited to have you as part of the Connect International School community and look forward to supporting you in achieving your goals.

## Let's Connect!

## WHY

At Connect International School, we not only develop your career and language skills, but also prepare you for workforce, higher education, and deeper community involvement.

## Personalized Attention with Smaller Class Sizes



Connect International School boasts class sizes of just 6-8 students, compared to the typical 15-20 students per class a ther institutions. This allows for more personalized attention from teachers, resulting in an enhanced learning experience tailored to each student's needs.


## Emphasis on Hands-On Learning

Connect International School prioritizes hands-on, practical learning lessons to engage students and ensure they develop real-world skills. This approach helps students to better understand and retain information while preparing them for their future careers


## Cultural and Personal Support <br> Comprehensive

At Connect International School, students are valued as unique individuals rather than just numbers. The staff takes the time to recognize each student's specific strengths, challenges, and pirations, delivering a customized and attentive educationa experience. By going above and beyond to offer cultural and ndividual support, Connect International School helps students dapt to new environments and surmount challenges they may encounter. This nurturing atmosphere enables students to confidently advance in both their academic and personal pursuits.
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## Individualized Feedback and Improvement



## Business Administration and Project Management Co-op Diploma

The Business Administration and Project Management (BAPM) Co-op Diploma is an intensive and practical program designed to prepare students for careers in the Canadian and international business industry. With a focus on up-to-date trends in small to medium-sized businesses in Canada, the program offers a hands-on and practical approach to learning, prioritizing Canadian real-life business practices over theories based. With a maximum of 6 students per class, individualized attention is given to each student, maximizing learning outcomes.
The program also includes Canadan work experience during the co-op placement tailored to match each student's previous work history and providing valuable real-world experience within the Canada business community During the work experience students will build upon the knowledge gained in program courses to participate in a real-world Canadian business operations.
Upon completion of the program, students will have the confidence and skills necessary to pursue careers in the Canadian and international labor market. Graduates will have gained important knowledge and skills throug courses and practical experience through the co-op placement, enabling them to apply their knowledge in a real world setting


## Program Highlights

- Focus on up-to-date trends in small to medium-sized businesses in Canada
- Hands-on and practical approach to learning, prioritizing Canadian real-life business practices over theories
- Maximum of 6 students per class, providing individualized attention and maximizing learning outcomes

Co-op placement tailored to match their previous work experience, providing valuable real-world experience within the business community, enabling students to apply thei knowledge and experience to their co-op workplace.

## Learning Outcomes

$\checkmark$ Assess and use current concepts/systems and technologies to support business initiatives
$\checkmark$ Plan, implement and evaluate projects by applying project management principles
$\checkmark$ Perform work in compliance with relevant statutes, regulations and business practices
$\checkmark$ Develop strategies for ongoing personal and professional development to enhance work performance
$\checkmark$ Apply human resource practices to support management objectives and the organization's goals
$\checkmark$ Use accounting and financial principles to support the management and operations of an organization
$\checkmark$ Assess marketing and sales concepts and strategies and apply them to the needs of an organization

## BAMP Academic Study and Co-op Terms



## Admission Requirements

## Academic

Have a high school/secondary school diploma that is equivalent of an Ontario, Canada diploma o
Be at least 18 years old and pass the Ontario Canada's qualifying test

English Language Proficiency

- IELTS 5.5 (official test score) or

Successful completion of CIS' English level B2+ or
Successful completion of a 1 -year recognized, full-time postsecondary education (not language training) in English in an English speaking country 75\% or better

## Quick Facts

Duration of Program:57 week
57 week


Academic instruction 24 weeks
(480 hours)Co-op work
experience:
24 weeks experience:
24 weeks
(480 hours)
Program Delivery Methods:
Hybrid

Maximum Clas
6 studentsEnglish Level
requirement:
. requirement
IELTS 5.5 or
CIS B2 +

Start Dates 2023-2024:


July 4, 2023
August 14, 2023 August 14, 2023
October 2, 2023 October 2, 2023 November 13,2023
January 2,2024 February 12, 202 March $\mathbf{2 5 ,} 2024$

## Course Description

BUS 101 Introduction to Business Fundamentals This course offers a well-rounded introduction to essential business concepts, incorporating both theoretical and practical
aspects. Students will explore key business principles and emerging trends across various fields, such as organizational structure, management, corporate social responsibility, leadership, production, international trade, and supply chain management. Additionally, students will learn effective business communication methods and apply these skills in a project report and presentation. Contemporary business examples will be employed to highlight central themes, customer satisfaction, and change management.

## JOB 101 Career Planning

JOB 101, in conjunction with JOB 102, forms a two-part course sequence designed to prepare and guide students as they embark on their career planning and job search journey in Canada. The initial weeks of JOB 101 guide students in assessing and reflecting
upon their qualities, values, skills, education, and experience, and how these aspects connect to their career goals. The course then shifts its focus to the Canadian job market and employer recruitment processes. The final week emphasizes job search strategies, both face-to-face and online. (Refer to the JOB 102 desoription for further career planning).

## JOB 102 Job Readiness

This course is designed to prepare and guide students as they embark on their career planning and job search journey in Canada. The first week emphasizes the importance of analyzing job and cover letters for specific positions. Subsequent weeks focus on developing interviewing skills for various formats, such as telephone, videoconferencing, and in-person interviews. In the final weeks, students will learn effective job offer negotiation strategies and how to adapt to organizational communication and protocol norms. By the end of the course, students will have
assembled a comprehensive iob search portfolio, setting the assembled a comprehensive job search portfolio, setting the
foundation for successful career planning, and launching in the Canadian job market.

MGT 114 Human Resource Management In this course, students will acquire a robust foundation in supervising, managing, and leading small teams with an emphasis are organized into three main parts. Part 1 concentrates on the collaboration between managers and HR personnel to build, onboard, train, and support teams. Part 2 delves into managing employee performance, encompassing international
and intercultural considerations. Part 3 focuses on effective leadership practices for managers, including confict resolution techniques. Upon successful completion, students will have the ability to describe the roles of HR departments and team managers, formulate strategies for building and managing diverse and multicultural teams, design comprehensive training plans,
develop employe assessment systems, and exhibit effective communication and conflict resolution skills.

SYS 101 Business Information Systems and Analytics In this course, students will examine the collection, analysis, and utilization of business information for decision-making. The curriculum focuses on "Excel, ${ }^{2}$ ) accounting/financial systems, and ${ }^{3}$ ) integration of business information systems such as ystems. Students will develop skills in using Excel for dynami Sytems. Students will develop skills in using Excel for dynamic spreadsheets, charts, and PivotTables, understand basic accounting principles and financial ratios, and gain insights into These essential skills, will empower students to takP systems. business decisions.

MKS 110 Sales and Product Strategies
This course presents students with an extensive understanding of marketing principles and practices, laying a solid foundation $i n$ the discipline. The lessons cover crucial components such as market planning, inteligence, segmentation, consumer behavior product management, pricing, and supply chain management. Upon successful completion, students will be proficient in applying behavioral theories to consumer purchasing and loyalty, as well as product management, pricing, and distribution strategies. This foundational knowledge serves as a stepping stone for MKS 111, where the emphasis is on incorporating technology into marketing strategy formulation and planning processes.

MKS 111 Social Media Marketing
his course provides students witha comprehensive understanding of technology's role in marketing strategies and planning. Th ourse explores current trends and technologies, delving int promotional activities, public relations, experiential marketing, well as marketing metrics. Addititionally, students will investigate emerging trends like personalization, influencers, account-based marketing, the Internet of Things, and voice-enabled platforms. Upon completion, students will create a marketing plan with sample media, showcasing their ability to leverage advance marketing tools and technologies in this rapidly evolving field.
MGT 130 Foundations of Project Management This course aims to equip students with both technical and managerial skills necessary to lead programs and projects in Students will learn various project management skills and strategies. Upon completion, students will be able to describe project management processes, identify elements of the project management life cycle, perform basic tools and techniques to organize, plan and manage a project, and optimize results while managing triple constraints.

## ESL Program



Sample Time Schedulle

|  | Time | Mon | Tue | Wed | Thu | Fri |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| AM Class | 09:00 AM - 12:00 PM | Core English Lesson |  |  |  |  |
|  | 12:00 PM - 12:50 PM | Lunch |  |  |  |  |
|  | 12:50 PM - 02:40 PM |  | PBL Less | Less | Les |  |

*Project-Based Learning Lesson * Schedules are subject to change without advance notice.

## English Level Equivalency Chart



## Semi-Essential English (20 lessons)

The Semi-Essential English program aims to build your English language ability and empower you to communicat in the real world. Our pedagogically consistent and appropriately levelled syllabus uses both physical and digita resources to engage students in authentic English communication.


## Core English Highlights

- Go beyond the textbook and connect to the world around you with our engaging and up-to-date weekly topics
Join any conversation and say the right thing at the right time with confidence through consistent personalized feedback
Track your learning progress using an assessment portfolio
Take an official English exit test to measure your achievement at the end of the course
Acquire 21 st century skilis, such as critical thinking and digital ilteracy, while improving your English skills

What will you learn?
$\checkmark$ The main components of English: speaking, listening, reading and writing supported by pronunciation, grammar, and vocabularybuilding through modern and engaging contents
$\checkmark$ The hidden rules of communication and adapt to a variety of everyday situations
$\checkmark$ Tips and strategies to improve your accuracy and fluency in speaking
$\sqrt{ }$ 21st century learning skills (the 4 C's): critical thinking, creative thinking, communicating, and collaborating
$\sqrt{ }$ How to present your opinions and ideas with thought-provoking weekly topics

## Quick Facts



Lessons per Wee
20 ( 15 hours, part-time)


5 minutes


Evart Date (except holidays)

Course Durations
$4-44$ weeks


Level
$2-8$
${ }_{\text {(Beginner to }}^{2-8}$


Maximum Student
Number per Class
8
$\underset{\sim}{2}$


## Essential English (27 lessons)

The Essential English program provides 7 lessons of Project-Based Learning per week in addition to the Semi-Essential English program. These lessons will enable you to practice further the 4 core language skills and to apply what you have learned in the classroom to real-world situations. Project-Based Learning brings learning to life, connecting you to the world around them and boosting their confidence to interact with local people.

Mastering English through

## Project-Based Learining (PBL)!

## CIS PBL Lesson Highlights

PBL lessons provide the opportunity to interact with the loca community in Toronto and connect you to the real world whil investigating thought-provoking questions or challenges by doing" outside of the classroom.

Teachers set real-world goals with you and provide guidance Whie you explore the topic related to your English level in creating your projects.

Teachers act as a facilitator in this student-centred approach scaffolding and providing guidance throughout the process.

- You will acquire an in-depth understanding of concepts, expand your knowedge base, improve your communication and interpersona skills, enhance your leadership skills, boost your creativity, and develop your writing skills.
- You will take an active role in learning by communicating with others via technology and by making choices in obtaining, displaying, and manipulating information, rather than taking a passive role where the information is provided by a teacher or


## Quick Facts



Lessons per Week 27 (20 hours)


Lesson Length
45 minutes


Start Date
Every Monday
(except holidays)


Course Duratio


Level
$2-8$
(Beginner to Advanced)


Maximum Student
Number per Class Number per Clas
 Number per Clas 6

What will you do and learn?
$\checkmark$ Critical thinking, creativity, digital literacy, and communication skills
Collaboration with others on group projects and presentations $\sqrt{ }$ Application of classroom knowledge to real-world situations $\checkmark$ Investigation of authentic, engaging, and complex questions and challenges
$\checkmark$ Engagement with the culture and community of Toronto $\sqrt{ }$ Knowledge of local idioms and everyday language $\checkmark$ confidence in your speaking and daily interactions


Benefits of Portfolio-Based Assessment
Portfoiios demonstrate student learning and achievement more thoroughly than test scores do.
You are motivated to take a more active role in your study by monitoring your own progress.
By capturing your progress in a portfolio, you will be able to perform self-reflection and thus participate in setting realistic goals and developing learning plans.
Teachers can carry out ongoing and individualized assessments with the progress reflected in the portfolio


Providing Meaningful and Effective Student Feedback
Effective feedback is essential as it provides you with information on what exactly you did well and what may still need improvement rather than a grade that only reflects on the proportion of correct answers.

CIS provides you with meaningful feedback that enhances your learning while giving teachers a better understanding of your progress in order to provide a more beneficial learning environment.
To provide more meaningful and effective you feedback, CIS implemented "the Portfolio-Based ssessment", which is able to reflect the process earning for each student. Portfolios are collections of your activities, accomplishments and achievements that demonstrate your learning progress over time

## Essential English Plus (29 lessons)

The Essential English Plus program is designed to help students achieve their desired level of English language proficiency as qutickly as possible by adding two lessons per week of one-to-one private lessons to the Essential English program.

## More personalized learning at your own pace!



With customized learning packages, you can focus on turning weaker skills into strengths. The extra lessons will allow you to receive further explanation of difficult material from class, practice your skills at greater length, and work toward your academic or career goals through IELTS exam, high school preparation, or job coaching.

One-to-One Private Lesson Highlights

- High quality interaction where your personal study needs will be the priority
Individual guidance and targeted feedback
- The chance to learn at your own pace

Open and honest communication with your instructor in a low stress environment
Mastery in the area of your choice with flexible and personalized contents

| (20) |  |  |  |
| :---: | :---: | :---: | :---: |
| Lessons per Week 29 (21.5 hours) | Lesson Length 45 minutes | Start Date Every Monday (except holidays) | Course Durations 4-36 weeks |
|  | (8ゅ) |  | Quick |
| $\begin{gathered} \text { Level } \\ 1-9 \\ \text { (Beginner to Advanced) } \end{gathered}$ | Maximum Student <br> Number per Class <br> 8 | Average Student Number per Class 6 | Facts |

## Essential English Premium (31 lessons)

This is the most intensive program, perfect for students who aim to maximize their time. The Essential English Premium program consists of 4 weekly one-to-one private lessons in addition to the Essential English program.

## Maximize your time

with the most intensive program

This is the perfect program for improving your English, especially if you time period, being succe as getting a higher band in IELTS within a set writing an outstanding cover letter for an upcoming job

## Quick Facts

You will have your teacher's sole attention throughout the one-on-one session where you can focus on the areas you need to improve without having to match the pace in group lessons.



Lessons per Week
31 ( 23 hours)


Lesson Length
45 minutes


Start Date
Every Monday (except holidays)


4-36 weeks


Level
(Beginner to Advanced)


Naximum Student
8

 mber per Class

## Specialized Courses

## Academic Communication and Presentation (ACP)

## Sheridan

Academic Communication and Presentation (ACP) is a specialized course for anyone who needs English for their academic studies. It is an integrated skills course and a college/university pathway that will allow you to build essential academic skills such as communication, collaboration, critical thinking and creativity. It will teach you how to complete a project in a group setting, debate, give opinions, research, present information and practice good time management through the process of creating a project, giving a presentation or writing an essay

## Highlights

- Autnentic projects and presentations to prepare you for real academic world problems
- Inquiry-based approach to develop critical thinking and communication skills
- Cooperative learning and team building through group work
- Model post-secondary environment and requirements to introduce academic culture in higher education
- Preparation for success at university level with integrated skills (reading, speaking, and writing academic English) and lecture skills (listening to lectures and taking notes)

End-of-term academic essays, presentations, research assignments, and lests

What will you learn?
Academic English in a supportive post-secondary environment to guarantee success in college or university
Academic communication skills by focusing on the key areas of reading, writing, listening, and speaking
$\sqrt{ }$ Critical thinking and appropriate, effective presentation of opinions
$\sqrt{ }$ How to present and publish academic content with accuracy and confidence
$\checkmark$ Note-taking skills and how to get the most from lectures
How to participate in communicative language activities, interactive exercises, group work, and presentations
How to write academic essays in college and university standards using reliable sources

Quick Facts


Lesson Options
31


Start Date
Every Monday (except holidays)


Course Durations 12 or 24 weeks


Level
8,9


Maximum Student
Number per Class Number per Class
$\qquad$ Average Student
Number per Class

## Specialized Courses

## Expert IELTS

Expert IELTS preparation is an IELTS coaching course that helps you attain your target IELTS band for higher education or immigration purposes. You will build confidence through extensive practice using authentic test materials that cover each section of the test: listening, reading, writing, and speaking.

Our Expert IELTS will help you attain the IELTS band score you need to achieve your goal, whether this is to get a better job, move on to a university program, or immigration.
ndividual coaching is cited as the most effective way for you to achieve your desired results in IELTS. If you hoose Essential English Plus or Premium, you will have the full attention of your teachers to help you address your individual weaknesses in different areas of the exam

Additionally, schedule and lesson plans are designed according to your priorities, with the teacher devoting more time to addressing the your weaknesses. Our teachers also assist you with exam techniques, paying special attention to areas where you are lacking in order to enhance your skills and knowledge of the test.

## Highlights

- Intense and result-oriented coaching
- Extensive preparation using authentic test materials
- Constant personalized instructor feedback
- Confidence-building for successful test-taking
-Focus on development of all English language skills


## You will be taught

 strategies and techniquis$\sqrt{ }$ Full comprehension of each section of the IELTS test $\sqrt{ }$ Full understanding of IELTS test questions $\checkmark$ Completion of all tests under exam conditions $\checkmark$ Time management
$\checkmark$ Mental/physical preparation for test day


## Specialized Courses

## Job Readiness

No matter what your field is, the right skills are essential to success in entering and excelling in today's workplace. In this course, you will examine current major trends in employment in various industry sectors and the skills and strategies you need to get a job.

## Highlights

Tailor-made course with personalized mentoring

- Matches your needs and skill-set based on your previous and current career

Teaches you skills and strategies to get a job, or to get a better job
-Critical skill development: resume writing, interview skills, business communication, active listening strategies, professional presentation, and more

## Customized your needs

Job Readiness course is $100 \%$ tailor-made to meet your needs. A thorough needs analysis, identifying your areas of strengths and weaknesses, will form the foundation of the course.

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https://www.languagecourse.net/school-connect-international-school-toronto.php3 $=+164858880253-+74932203875$ $=+7499500046 \quad$ : +46844683676 - +81345895399

$=+492116256897$ 1 1 +39 $02-94751194$

## Specialized Courses

## High School Preperation

This special course will prepare international students to transition successfully to high school, from Grade 10 to 12, in Ontario, Canada. Through the integration of academic and literacy language skills, students will be prepared from the very beginning levels of instruction to full participation in mainstream English, high school courses.

## Highlights

-4-skill language development (ESL)

- inclusion of one-to-one private lessons to target areas that need improvemen
Regular comprehensive student progress report
- Personalized support from start to finish


## What will you learn?

$\sqrt{ }$ English for Science and Math: You will learn terminology essential for success in the Grade 9-12 content of the subjects Math and Science. English Literacy Development: You will develop and improve the reading and writing competencies needed to meet the Ontario Secondary School Literacy Test (OSSLT) requirements.
$\checkmark$ Independent Study Unit (ISP Preparation): You will learn important skills and strategies for success such as how to complete a course project independently, do research using MLA citations, critically examine and respond to different materials, and answer questions



Lesson Option
29,31

ourse Durations
$4-12$ weeks
Quick Facts

$\begin{array}{ll}\text { Maximum Student } & \text { Average Student } \\ \text { Number per Class } & \text { Number per Class }\end{array}$ $\underset{8}{\text { Number per Class }} \quad \underset{6}{\text { Number per Clas }}$

## Specialized Courses

## Junior English / Family English

earn English together while experiencing Canadian culture in Toronto, one of the most diverse cities in the world. Improve your English, speak with confidence and make life-long friends while exploring the trendy neighbourhoods and must-see attractions of Toronto.

Our instructors get each student comfortable and involved in class activities. You will see an increase in confidence and ability after attending this course. Get also ready for the possibility of high school or post-secondary education in Canada!

Personalized, tailor-made course are available for Junior and Family individuals and groups. Our customized programs will perfectly suit both your English language learning and budgetary requirement.


## Highlights

-Toronto and Canada-based topic learning

- Communication-based learning with generous teacher feedback
-Focus on real-life English expression
- English learning in a fun and engaging way
- Multiple outdoor activities relating to topics
- Improve your core English skills in a fun way and explore Toronto with your family and friends
- Small class size provides individualized attention and full student
support.
Exciting weekday and weekend excursions and activities


Lesson Options


Lesson Length

Dates
July and August, 2023 January and February 2024
July and August, 2024


Course Durations
3-8 weeks


Level
2-7
Beginner to Advanced)


Maximum Student
Number per Class 8


Average Student
Number per Class
(\%) $\begin{gathered}\text { Age } \\ \text { Family } 7-12\end{gathered}$ Junior 13-15

## Accommodation

Homestay
Homestay offers you numerous opportunities to live with friendly and welcoming hosts in their homes. You will be immersed in the English language, meet local people and learn about their culture. We will do our best to make your stay comfortable and a great experience. This is your place to relax and recharge and we know it is very your stay comfortable and a great experie.

An average commute time between CIS and homestays is about 50-60 minutes by Toronto public transportation


Homestay options include
Single room with full-board and private or shared bathroom
Single room with half-board

- Bed and breakfast

Special dietary accommodations are available

## Accommodation

## Residence

Casa Toronto fills the international students' demand for better accommodation services. While striving to provide best value on the dollar, and excellent customer service, Casa Toronto offers two distinct living experiences; shared and suites.


## CASA Toronto

Address: 101 Lawton Blva, Toronto ON, MAV IZ
Experience Yonge \& St. Clair's great location in the heart of Toronto and within walking distance to shops, restaurants, cafes, bars and only five minutes walking to St. Clair Subway Station.

Shared and private living options
Spacious, fully equipped and furnished apartments
Laundry facility on site

- Community kitchen

Wi-Fi Cable TV and utilities included

- Cleaning included once a week


## ESL Program Policies \& Procedures

## Admission Policy

To be admilted to the Connect International
School prospective students valid copy of passport and a signed copy of the registration form. In the case of minor, a parent or guardian must also sign the
registration form. Minimum age of gener English studies is 16 years old except High School Preparation, Family English and

## Admission Requirement

All students must have a legal status in Canada and valid medical insurance while For programs or courses over six months, For short-term courses of program For short-term courses of programs,
students can study without study if the tudy duration is six months or less; and students will complete their course or
studies within the time they are allowed to studies within the time
stay in Canada.

## Study Cancellation and Tuition

 Refund PolicyRefunds before the program starts:
a. If the institution receives a notict withdrawal within 7 days after the contract is made, and before the program start date, the institution $m$.
retain $10 \%$ of the tuition due retain $10 \%$ of the tuition due;
. If the institution receives a notice withdrawal 30 days or more before the petain $20 \%$ of the tuition due; c. If the institution receives a notice withdrawal less than 30 days before
the program start date the program start date, the institution
may retain $30 \%$ of the tuition due.
2. Refunds after the program starts: 2. Refunds after the program starts:
a. If the institution receives a notice of withdrawal less than $10 \%$ of program
completed, the institution may retain up completed, the institution may retain up
to $50 \%$ of the unused tuition due b. If the institution receives a notice withdrawal where $10-30 \%$ of program
completed, the institution may retain to $70 \%$ of the unused tuition due; c. If the institution receives a notice withdrawal more than $30 \%$ of program
completed, no student refund is required.
3 Refunds relating to Study Permit or Visa
3. Refunds relating to Study Permit or
a. If a student's Study Permit has not been issued by the start date indicated in the institution's Letter of
Acceptance and the student so notifie the institution, at the request of the student, the inntitutition may issuue a
second Letter of tcceppance for a later
requested start date

1. The institution may charge the dadminist additional $\$ 200$ balance of the prepaid tuition fee pending the outcome of the Study 1. A student fails to onotify to the in Section 2.a will apply policy set out
.If the Immigration, Refugees
Citizenship Canada deny a student's
Study Permit, the School may retain the lesser of $20 \%$ or $\$ 400$.
i. A electronic ocppof of the Study
Permit or Visa refusal letter must Permiit or Visa refusal letter must be
provided prior to the program start provided prior to the program start
date as set out in the institution's most recently issued Letter of Acceptance.
A student fails to notify to School,
or decides to withdraw for other easons, the refund policy set out in will apply.
2. Other Refund Policy Requirements: program after receiving technical their equipment from the School i. The student must return the
equipment as the way it was give
to the student on the same date to the student on the same date
that a completed withdrawal form is that a completed withdrawal form is submitted; and
i. If the student
equipment as the way it was give to the student, the School may equipment from any amount to be refunded to the student.
efunds owed to students
b. Refunds owed to students must be
paid within 30 days of the institution receiving written notification of withdrawal, technical equipment, if applicable, and all required supporting documentation.
the student, or receives tuition from the student, the institution will refund the student, or the person who paid on the student, or the eer.
3. A student may be entitled to a refund of Aution fees in the event that the student provides written notice of cancellation
form.

$$
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& \text { 6. All refu } \\
& \text { payer. }
\end{aligned}
$$

All refunds will be made within 30 days from the date that written cancellation is received.
Non-refundable fees are not refunded in any cases.
Any or all changes of lessons/programs

For instance, if a student would like to per week to 20 lessons per week, the hole program is cancelled and re-apply or the newer lessons and refund policy whe appled
0. Any or all changes of number of lessons programs by Connect International fees as listed in the finally issuudition student these changes.
party .

Accommodation Cancellation and Refund Policy (ESL \& Vocational Programs)

1. Accommodation cancellation before
move-in: If a student wishes to can accommodation, they must give 4 weeks prior to the move-in date with written
notice. This makes a student be entitled to get homestay fee refund. In case of Study Permit or Visa refusal, the sam rule is applied.
Accommodation cancellation after move-in: If a student wishes to cance
accommodation after move-in, a 4
 submitted for homestay fee refund. If the
4 -week notice period is not provided a cancellation fee equal to 4 weeks of the
accommodation cost will apply. accommodation cost will apply.

## Airport Transfer Cancellation and Refund Policy (ESL \& Vocational

 Programs)and date, flight numbers, ariline and time and date, flight numbers, airine and por
of origin must be submitted at least 7 business days prior to arrival. If it is not provided to the school, no refunds will be
granted on transfers.
2. If a student cancels
2. within 24 hours of arrival will be charged
infull 2 ald in full.

Full policies available online at www.studyciscanada.com

Any additional questions? Please get in touch with us at:
info@studyc
+1-416-850-8602

## Voctational Program Policies \& Procedures


difference in amount between what is
published and what was collected. full refund is not payable in the Crcational program coincides with the private Arys Aresund is not payable unless the student A refund is payable by CIS within 30 days of
the day the student delivers to the college.

Partial
tudents are entitled to a refund of fees paid rain $20 \%$ of the total fees for the program o

The student gives the college notice that he or she is withdrawing from the prograa
before the day the vocational program
admission requirements before the program
CIS cancels the contract for the program Wecause a student does not attend the first
14 days of classes ,
visa to enter Canada. Note that written notice must be received by CIS before ha he portion of a program has passed.
ograms that are shorter than 12 months. When students withdraw from a program ar refund of fees paid for the program, except fees for the program or $\$ 500$, whichever is part of the program that has bolene for thived

CIS is not obligated to issue students any withdraw from the program after half the program has passed.
result of at least one evaluation before hal
artial Refund After a Program Begins
Programs that are 12 months or longer:
Programs that are 12 months or longer
are broken into 12 -month periods for the purpose of calculating the refunc. After
the last 12 -month period of a program has
passed, the calculation is based on the
remaining length of the progran For the current 12 -month period in which
students are in attendance, they are entitled to a refund of fees paid for that period, of the total fees for the edogran $20 \%$ Whichever is less, plus fees earned by the
college for the part of the program that has been delivered. In addition, students are
entitled for a full refund of fees paid for any subsequent periods that have not begun a
G) If a student withdraws mid-week and more delivered by CIS, the entire week have been

CIS is required to provide students with the
result of at least one evaluation before half a da has passed.
efund of fees paid for a 12 -month perio a program if students withdraw after ralf of
that period has passed. However students are still entited toa full refund of fees paid for any subsequent periods that have not

Fee Collection I International Students a) CIS will only charge or collect fees for

CIS charges and collects compulsory ServiceOntario website, and never higher
than what is published. After international students sign a contrac total fees tor a program from the students ,

CIS is required to hold the money in a trust
account unti the international student

## Treatment Of Books And Equipment

 In calculating a refund, CIS may retain the retailcost of books or equipment that the college cost of books or equipment that the co
supplied to the student if the student:

Faisto return the books or equipment to CIS
within 10 days of the student's withdrawal or
b) Returns the books or equipment to CIS it unopened or in the same state it was in

For information regarding cancellation of Enrolment Contract and fee refund policy
In compliance with section 29 of the Act. D. Reg. 415/06, s. 24 under the Private

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