



# 2017 Canada Application

## EXECUTIVE ENGLISH FOR THE PROFESSIONAL

**How to complete this application:** Please fill out all fields in the application in ENGLISH. Please type or print in BLOCK CAPITAL LETTERS and in INK.

To enroll at ELS in an Executive English Program, you must complete the following:

- 1) Send the signed and completed application form by email to [info@elscanada.com](mailto:info@elscanada.com)
- 2) Pay the non-refundable tuition deposit specified in the Executive Program Tuition section

### 1. Name (as shown on passport)

Family Name(s) (as shown on passport) \_\_\_\_\_ First Name(s) \_\_\_\_\_ Full Middle Name \_\_\_\_\_

Home Telephone Number (country and city code) \_\_\_\_\_ Office Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

### 2. Gender Male Female

### 3. Native Language \_\_\_\_\_

### 4. Permanent Address (student's address in home country)

Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

### 5. Date of Birth

Month/Day/Year \_\_\_\_\_ Country of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_

### 6. Please check your present level of English proficiency: Beginner Intermediate Advanced

### 7. Please check the program you wish to attend:

(Each lesson is 50 minutes.)

- Super Intensive (Private Instruction)**  
 15 lessons/week  20 lessons/week  
 30 lessons/week  45 lessons/week

- English for Executives**  
 (20 lessons/week in group General English Intensive Course plus 15 lessons/week of Private Instruction)

- Super Intensive Plus**  
 (Private Instruction – 70 lessons/week)

### 8. Program Dates

The Super Intensive English program and English for Executives program begin on a Monday and end on a Friday. The Super Intensive Plus program begins on a Monday and ends on a Sunday.

Beginning Date: Monday, \_\_\_\_\_ Ending Date: \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

### 9. Program Location: Toronto Vancouver

### 10. I request that ELS Language Centers arrange my housing:

- No**  **Yes**  
 **Hotel\***  **Homestay**  **Apartment Style Hotel\***

\* In order to reserve a non-homestay accommodation we require the check-in and check-out dates along with a credit card number for the deposit.

Check-in Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

### 11. Roundtrip Airport Pick-up Services: I will be using the included service. No Yes

Send all correspondence and completed application to:  
 BY EMAIL: [info@elscanada.com](mailto:info@elscanada.com)

**VANCOUVER**  
 BY FAX: 1-604-684-9588  
 BY MAIL: ELS Language Centers  
 549 Howe St., 6th Floor  
 Vancouver, BC V6C 2C2 Canada

**TORONTO**  
 BY FAX: 1-416-203-6766  
 BY MAIL: ELS Language Centers  
 36 Victoria St.,  
 Toronto, ON M5C 1H3 Canada

12. Is your English program being financially sponsored by your company?  Yes  No (If yes, please provide billing information)

Company \_\_\_\_\_ Department \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

13. In case of emergency, please contact:

Name \_\_\_\_\_ Telephone Number (country and city code) \_\_\_\_\_ E-mail \_\_\_\_\_

## Executive Program Tuition

All prices are in Canadian dollars.

All programs include roundtrip airport pick-up service. Housing and meals are not included. Please refer to the current Canada Programs, Dates and Prices memo for housing prices. Prices do not include admission costs for evening or weekend excursions. (Each lesson is 50 minutes.)

### SUPER INTENSIVE ENGLISH PROGRAM

Number of Weeks	15 Lessons per Week			20 Lessons per Week		
	Tuition Deposit (Due with Application)	Tuition Balance (Due upon arrival)	Total Tuition	Tuition Deposit (Due with application)	Tuition Balance (Due upon arrival)	Total Tuition
1	\$151	\$856	\$1,007	\$202	\$1,142	\$1,344
2	\$255	\$1,443	\$1,698	\$340	\$1,924	\$2,264
3	\$373	\$2,114	\$2,487	\$498	\$2,819	\$3,317
4	\$491	\$2,780	\$3,271	\$654	\$3,706	\$4,360

Number of Weeks	30 Lessons per Week			45 Lessons per Week		
	Tuition Deposit (Due with Application)	Tuition Balance (Due upon arrival)	Total Tuition	Tuition Deposit (Due with application)	Tuition Balance (Due upon arrival)	Total Tuition
1	\$302	\$1,713	\$2,015	\$418	\$2,367	\$2,785
2	\$509	\$2,886	\$3,395	\$688	\$3,897	\$4,585
3	\$746	\$4,229	\$4,975	\$1,105	\$5,750	\$6,765
4	\$981	\$5,559	\$6,540	\$1,331	\$7,544	\$8,875

Note: The Super Intensive English program begins on a Monday and ends on a Friday. Programs are offered year-round. Please indicate the CENTER and DATE you wish to attend from Section 8 and 9 on page 1.

### SUPER INTENSIVE PLUS

70 Lessons per Week		
Tuition Deposit (Due with application)	Tuition Balance (Due upon arrival)	Total Tuition
\$712	\$4,033	\$4,745

Note: The Super Intensive Plus program begins on a Monday and ends on a Sunday. The program is offered year-round. Please indicate the CENTER and DATE you wish to attend from Section 8 and 9 on page 1.

### ENGLISH FOR EXECUTIVES

Number of Weeks	Tuition Deposit (Due with application)	Tuition Balance (Due upon arrival)	Total Tuition
2	\$371	\$2,104	\$2,475
4	\$722	\$4,089	\$4,810

Note: English for Executives is offered year-round. Please indicate the CENTER and DATE you wish to attend from Section 8 and 9 on page 1.

### Course Administration Dates

#### ENGLISH FOR EXECUTIVES PROGRAM START DATES

(please check one)

- January 3\*       June 5       September 25  
 January 30       July 4\*       October 23  
 February 27       July 31       November 20  
 March 27       August 28       December 18  
 April 24

\*All sessions begin on a Monday and end on a Friday, with the exception of Tuesday, January 3; and Tuesday, July 4, due to the Canadian National Holidays.

**14. Tuition Payment:** The charges listed above may be paid by wire payment, Visa or MasterCard.

Mail the application form and fees to the school or wire payment to:

“ELS Language Centers” at  
Bank of Montreal Main Office, First Bank Tower  
595 Burrard Street, Vancouver, B.C. V7X 1L7  
Tel: (604) 665-7033  
SWIFT #: BOFMCAM2

001	00040	1747151
Institution Number	Transit Number	Account Number

Fees can also be paid by Visa or MasterCard online at [www.flywire.com](http://www.flywire.com)

**Financial and Health Statement/Information Release**

I understand that my expenses (excluding personal miscellaneous expenses) per session while studying at ELS Language Centers will be as indicated in the Application and Important Information addendum. I agree to accept full responsibility for these expenses. I have also read and understand the ELS cancellation and refund policy. I agree to accept full responsibility for my actions while participating in the Program and any related activities (including excursions and/or internships) and agree to assume all risk of harm arising from my participation, unless caused by ELS's negligence.

I hereby agree that ELS shall have the right, in its sole discretion, to terminate my attendance in any ELS program of study and to insist that I return to my country of origin within 24 hours of such termination by ELS. By his or her signature below, my parent or guardian agrees to ensure that any minor under the age of 18 enrolled hereunder shall be returned to his or her country of origin within 24 hours of notification from ELS that the student's attendance in an ELS program has been terminated. No refunds will be given to terminated students.

In case of illness and/or injury, permission is granted to any appropriate health care provider to examine or treat and make necessary referrals to outside physicians as indicated. Permission is also granted to release information regarding my health to other designated individuals. I authorize ELS Language Centers to release information regarding my studies to my guardian or sponsoring agency. I further authorize ELS Language Centers to release my ELS academic records to any colleges or universities to which I apply. I understand that I have the right to review my official ELS student record.

I hereby grant ELS Language Centers and its subsidiaries, associated companies and licensees, permission to photograph, record and videotape me while attending ELS Language Centers or activities conducted by ELS Language Centers. I understand that ELS Language Centers will own the still photographs and/or video footage in which I appear, and have the unrestricted right to publish such photographs and use such video in any ELS Language Centers sales literature, on the ELS Language Centers Web site and in any other ELS Language Centers material, and shall have the right to license others to do the same. I further understand that this grant is intended to be worldwide in scope and to apply to all media now existing or hereafter developed.

**Emergency Medical Insurance**

Participants may choose to be covered by ELS Language Centers student emergency medical insurance during their programs. This insurance will cover a portion of the actual expenses, but not all. Pre-existing illnesses and conditions are not covered.

**Cancellation and Refund Policy (The Tuition Deposit fee due at the time of application is non-refundable)**

Tuition refunds will be made to students who cancel from ELS Language Center due to sickness or emergency (less the non-refundable deposit). Proper documentation must be submitted in order to receive a tuition refund due to sickness or emergency.

Refunds will be made within 30 calendar days of your cancellation. All refunds are processed in the same method in which payment was originally received. ELS follows applicable regulations, including those related to student refunds.

**Withdrawal**

- 1) Written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
- 2) The application fee is non-refundable.
- 3) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
- 4) All tuition due under contract will be refunded if visa is denied so long as (A) student informs ELS Language Centers within a reasonable period; (B) student provides ELS Language Centers with written verification from Canadian Immigration that visa has been denied.
- 5) If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.

- 6) If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.
- 7) Subject to Section 5 above, if written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$1300.
- 8) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition due under the contract.
- 9) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition due under the contract.
- 10) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.
- 11) Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.
- 12) Deferrals, postponements and mid-course breaks (maximum 12 weeks) will be granted provided ELS Language Centers receives a written request at least 30 days prior to commencement, and may be subject to a CAD\$100 administration fee.
- 13) A student who violates Canadian Law or ELS Language Center rules and regulations may be dismissed from all ELS Language Centers programs.
- 14) Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as yet to be received consumables that have been pre-paid.
- 15) Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.
- 16) Refunds are payable to the individual or agency that remitted the original payment to ELS.
- 17) All fees are non-transferable.

**Visas, Designation, and Accreditation**

ELS Vancouver and Toronto are accredited members of Languages Canada: [www.languagescanada.ca](http://www.languagescanada.ca).

Both Canadian Centers are Designated Learning Institutes

Vancouver DLI: O19360978002 • Toronto DLI: O19361070902

Please contact Citizenship and Immigration Canada for up to date visa information and more information on Designated Learning Institutes at: [www.cic.gc.ca/english/study/index.asp](http://www.cic.gc.ca/english/study/index.asp).

ELS Vancouver (ID-04002) is designated by the Private Training Institutions Branch of British Columbia. All information regarding program and institution status is public and can be found at [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca).

**Dispute Resolution Policy**

The Center Director will accept written descriptions of all disputes. If the Center Director is absent or is named in a complaint, the student must provide the complaint to the Managing Director of ELS Language Centers, Canada. All disputes will be addressed and written reasons for a determination will be provided within 10 business days of receipt of the complaint. If the student is not satisfied with the determination, they are invited to contact Languages Canada at [info@languagescanada.com](mailto:info@languagescanada.com). Students may be represented by an agent or a lawyer and will not be subject to any form of retaliation as a result of filing a complaint. In the case of ELS Vancouver, if the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch at [www.privatetraininginstitutionsbranch.bc.ca](http://www.privatetraininginstitutionsbranch.bc.ca).

X

Signature of Applicant

Date (month/day/year)



# Individual Needs Survey

Name \_\_\_\_\_

Company \_\_\_\_\_

Occupation \_\_\_\_\_

Job Title \_\_\_\_\_

**PART 1:** To help assess your current English proficiency and allow us to custom-design your program, please write a description introducing yourself to us. Talk about who you are and how you need to use English in your job, profession or family. Describe your job, daily tasks or daily responsibilities. What do you like most about your job? Please don't forget to mention your family, pets, interests and/or hobbies. This written sample is important for us to create your program and provide your instructors with the ability to gain an understanding of your current strengths and weaknesses. Seeking editing assistance or grammatical help is not recommended. Thank you!

**PART 2:** Please indicate the relative importance of each of the items below by circling a number from 1 – 5 (1 being most important and 5 being least important)

I need to use English in these ways:	1 being <b>most</b> important and 5 being <b>least</b> important				
1. Conversation and informal meetings in small groups	1	2	3	4	5
2. Understanding and speaking at formal meetings	1	2	3	4	5
3. Using the telephone or web-conferencing (Skype)	1	2	3	4	5
4. Chairing meetings and conferences	1	2	3	4	5
5. Following a training course, seminar, conference or lecture	1	2	3	4	5
6. Conducting training and giving formal presentations	1	2	3	4	5
7. Reading reports, correspondence and brochures	1	2	3	4	5
8. Reading instruction manuals, technical journals and newspapers	1	2	3	4	5
9. Taking notes at meetings, lectures and conferences	1	2	3	4	5
10. Writing emails, memos and general correspondence	1	2	3	4	5
11. Writing reports and minutes of meetings	1	2	3	4	5
12. Writing sales brochures or instruction booklets	1	2	3	4	5
13. Receiving and entertaining foreign visitors	1	2	3	4	5
14. Traveling and being entertained abroad	1	2	3	4	5
15. Improving cross cultural awareness	1	2	3	4	5
I need to improve my English in these skill areas:					
A. Grammar	1	2	3	4	5
B. Speaking	1	2	3	4	5
C. Listening	1	2	3	4	5
D. Writing	1	2	3	4	5
E. Other (Please indicate) _____	1	2	3	4	5