

By completing this online application form you agree to East Coast School of Languages (ECSL) Policies and Registration conditions set out in this document. If this form is submitted by a third party, the third party agrees to these conditions, and also agrees to these conditions on your behalf. The third party is obligated to inform you of these Policies and Registration conditions. ECSL Policies and Registration conditions may change at any time at our discretion.

Fees

A place in our school is offered on the condition that full payment is received prior to your arrival at East Coast School of Languages. All fees must be paid at least 4 weeks before you arrive. We are unable to confirm a place in our school until all fees have been paid in full.

If you are a sponsored student and your sponsor does not pay your tuition fees, you are personally obligated to pay any outstanding fees that may be owing to East Coast School of Languages.

Marketing Release

I acknowledge that ECSL may take photographs or video of any class or activity that I may be involved in. I understand that I will not be offered compensation of any kind – financial or otherwise if the images or video are used for marketing purposes. Any result of the photographs or video may be used in the production of East Coast School of Languages marketing material and shall become the exclusive property of East Coast School of Languages. The photographs or video may be used in any manner, and through any medium, as East Coast School of Languages may choose.

English Only Policy

At East Coast School of Languages we maintain a strict English only policy. We do this to ensure all students practice their English at all times. Our policy is as follows.

You must speak English in the school and during school activities. The first time you speak another language, you will not be allowed to attend school the next day. The second time you speak another language, you will not be allowed to attend school for three days. The third time you break the policy, you will be suspended. No refund is given for time missed. This policy also includes students participating, for example listening, in a non-English conversation.

Cancellations or Postponements:

1, if a student is refused a Student Authorization from the Canadian Embassy and informs ECSL in writing by the start date, the school will refund all fees except Registration and Homestay Placement fees. Written documentation will be requested and the original Letter of Acceptance must be returned to ECSL.

2, ECSL does not refund tuition fees that have been retained by an ECSL agent.

Before the Start Date	
Registration Fee and Homestay Placement Fee are non-refundable	
Reason (written notification required)	Refund (paid within 20 days of written notification)
Visa Refusal (Letter of Acceptance must be returned)	100% of tuition fees
Other reason (14 days +)	80% of tuition fees
Other reason (1-13 days)	60% of tuition fees

On / After the Start Date	
Registration Fee and Homestay Placement Fee are non-refundable	
% of Registration complete when written notification received	Refund (paid within 20 days of written notification)
Visa Refusal	No refund
UAP Program	No refund
Up to 10%	50% of tuition fees
11% - 30%	30% of tuition fees
31% +	No refund

Program Changes and Vacations (2 weeks notice required)

1, If you reduce your hours of tuition but continue unbroken study at ECSL, you may use any remaining fees, which will be calculated by the Registrar, to extend your study period.

2, you may take vacation once in a 4-month period, after 2 months of continuous study. No refund will be given, but if you pay an administration fee, you may extend your study period by your vacation time.

3, Program changes and vacations must be requested in writing. UAP students must complete their level without any program changes or vacations.

Homestay

Students requiring Homestay must sign and agree to our Homestay contract. The Homestay placement fee is \$275.00 and includes airport reception. You pay \$700* every 28 days directly to your Homestay Family. The first 28 days are non-refundable. You should apply for homestay service at least 4 weeks prior to your arrival at East Coast School of Languages otherwise a homestay may not be guaranteed and an extra fee may apply. ECSL cannot guarantee all homestay preferences will be met. Complete flight details must be received before ECSL provides homestay information.

**If you are a minor (under 19), you pay \$800 every 28 days for Homestay. Supervisory fees and custodianship fees, as well as increased homestay fees, apply to minors. Minors must live with an ECSL Homestay Family or provide details of a local custodian.*

Minor Students

Full time attendance is mandatory for all minor students (under 19). ECSL has limited spaces for minors and cannot guarantee a place in our school. Minor students must sign and agree to our Participation Terms in order to be accepted.

Privacy Act

ECSL respects your privacy. Your consent will be requested before information relating to your studies or well-being is shared with a third party.

Health Insurance

Health insurance is mandatory and must be purchased through ECSL, or proof of insurance in English must be shown. If proof is not provided, insurance must be purchased through ECSL.

East Coast School of Languages Waiver

I agree that East Coast School of Languages (ECSL), its employees, directors and agents shall not be liable for any such personal injury, death, or property loss and release ECSL and its employees, directors and agents and waive all claims and respects thereto. This includes all transport to and from any activity arranged by ECSL, its employees, directors and agents or any misfortunate event that may occur while on school grounds. This means that you are fully responsible for anything that may happen to you while you are a student at East Coast School of Languages.



EAST COAST SCHOOL
OF LANGUAGES

2010 HOMESTAY RULES AND REGULATIONS

1. The fees are \$700.00 for 28 days. If the student is 18 years old or younger, the fees are \$800.00 for 28 days. These full fees are due every 28 days. Students can be refused entry to class for late or unpaid fees. The first 4 weeks of homestay fees are non-refundable.
2. Before leaving the home, students must lock the door, turn off all lights and running water.
3. Students must notify the family and homestay coordinator of the exact moving date at least 2 weeks before they wish to leave the homestay. Fees for the 2 weeks must be paid even if students leave before the 2 weeks have ended. If no notice is given, students will have to pay the full fee.
4. If students are planning a vacation, they must give a written notice to their host family 2 weeks before they leave for their vacation. They can pay the 'Holding Fee' of \$125.00 per week if they are on vacation for 6 days or more over a 7-day period. The 'Holding Fee' is for a maximum of 2 weeks.
5. The Director of Student Services must be informed immediately when there are unresolved difficulties between the student and the host family.
6. Students should not use the host families' long distance plan for long distance calls.
7. Students should accept the host family rules and show respect to family members at all times and expect the same in return.
8. Students may be expected to prepare their own breakfast and lunch and understand that host families do not provide ethnic or faith-related foods. Host families should be informed at least one hour before the meal is served if students will be absent.
9. Students are expected to keep their room clean.
10. Students must ask the homestay family's permission to smoke inside the home, use appliances, invite guests and change their eating schedule.
11. Students are expected to shower and use deodorant daily and ask permission before using perfume.
12. Students will have 4 weeks to find alternate accommodation after their last day at **ECSL**.
13. Students understand that they are considered to be a member of the family and therefore should not expect to be entertained. When family members are busy, they should ask to join or help them
14. Minor students (18 years and under) must participate in the Homestay Program while attending **ECSL** full time. Students who wish to move out of the homestay program must provide custodianship documents before moving. Custodian must be Canadian.
15. The Director of Student Services has the right to decide if students' requests to move are warranted. In unwarranted cases, students will have to reapply to the host family program and pay the required fee.
16. _____
17. _____
18. _____