

# Enrolment Form

*2008 English in Canada*



Please complete this form, either by typing directly on the form or print using BLOCK LETTERS, then follow the instructions at the end. Please refer to the LSI Brochure when filling in the form as not all course and accommodation options are available for each location.

<b>Section 1 – Personal Information (as it appears in your passport)</b>						
First name(s)			Family Name			
<input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth (DDMMYY)		Nationality			
Address						
City/Town/Province		Country		Postal Code		
Home Tel.		Work Tel.		Fax No	Email address	
Occupation			First Language		Other Languages	
How did you hear about LSI?	<input type="checkbox"/> Agency <input type="checkbox"/> Recommendation <input type="checkbox"/> Advertisement <input type="checkbox"/> LSI Graduate <input type="checkbox"/> Other					
<b>Section 2 – Course Information</b>						
Language Level:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Elementary	<input type="checkbox"/> Pre-Intermediate	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Upper-Intermediate	<input type="checkbox"/> Advanced
LSI Course Centre:	<input type="checkbox"/> LSI Toronto			<input type="checkbox"/> LSI Vancouver		
Course Start Date (DDMMYY)		Number of Weeks		Course End Date (DDMMYY)		
<b>General English Courses</b>		<b>Examination Courses</b>		<b>Executive Courses</b>		
<input type="checkbox"/> Standard 20		Cambridge Exam Courses	<input type="checkbox"/> TOEFL	One-to-One <input type="checkbox"/> Number Lessons/week		
<input type="checkbox"/> Intensive 30	<input type="checkbox"/> Intensive 30/MEB	<input type="checkbox"/> FCE <input type="checkbox"/> CAE	<input type="checkbox"/> TOEIC	Mini-Group English for Business		
<b>Academic English Courses</b>		<b>Plus Courses</b>		<input type="checkbox"/> 30 lessons/week		
International School Year (ISY)		<input type="checkbox"/> Plus 5 lessons/wk <input type="checkbox"/> Plus 10 lessons/wk		9 Day Compact <input type="checkbox"/> 82 lessons <input type="checkbox"/> 92 lessons		
<input type="checkbox"/> 20 lessons/week	<input type="checkbox"/> 30 lessons/week	<b>Work Placement</b>		Executive Internship Programme <input type="checkbox"/>		
<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid	Duration		Duration		
<b>Section 3 – Accommodation Details</b>						
Arrival Date (DDMMYY)		Number of Weeks		Departure Date (DDMMYY)	<i>HB= Half Board B&amp;B= Bed and Breakfast</i>	
Homestay	Type of Room:	Type of Board:	College Campus (Summer only)		Residential Accommodation (Self-Catering)	
<input type="checkbox"/> Single Room	<input type="checkbox"/> B&B <input type="checkbox"/> HB	<input type="checkbox"/> Single Room with B&B	<input type="checkbox"/> Single Room	<input type="checkbox"/> Shared Room		
Hotel Accommodation						
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No		Allergies/Dietary Requirements:		Are Pets OK? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please indicate any special requests:						
Airport Transfer Required?	Flight #	Arrival Airport	Arrival Date (CA)	Arrival Time (CA)		
<input type="checkbox"/> Arrival <input type="checkbox"/> Departure	Flight #	Departure Airport	Departure Date (CA)	Departure Time (CA)		
I require Student/Health Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No		Start Date	End Date			
Would you like to receive your course confirmation/visa/application documents by courier (express) mail for an additional fee? <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>I have read, understand and accept the terms and conditions of Tuition and/or Homestay printed on the attached Terms and Conditions form</b>						
Student's Signature:				Date:		
Signature of parent/guardian (If under the age of 18):				Date:		
Emergency Contact name, address and phone number						

Please fax, email, or post this form to the appropriate LSI Canada School listed on the Terms & Conditions page. A non-refundable registration fee of CD\$100 must be submitted with the enrolment form in order for LSI to confirm your course.

# LANGUAGE STUDIES INTERNATIONAL CANADA

## TERMS & CONDITIONS 2008



LSI Toronto  
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Vancouver, BC V6Z 2H2  
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Fax: +1 604 683 7554  
E-mail: [van@LSI.edu](mailto:van@LSI.edu)

### 1. Enrolment and confirmation procedure

LSI Enrolment forms can be obtained from LSI schools and our website at [www.lsi.edu](http://www.lsi.edu). Enrolment forms should be sent directly to the school where you wish to study. On receipt of your enrolment form, you will be sent a written confirmation of your course booking with an invoice for the total amount of the course and, if applicable, accommodation and/or any additional fees. You will be sent a visa support letter if required. You are guaranteed a place once we have confirmed your booking in writing.

### 2. Validity

All information and fees are valid until 31 December 2008. LSI reserves the right to change details of the fees, services, including course or facilities and dates where circumstances are beyond LSI's control.

### 3. Course Registration Fees

A Registration Fee applies to all enrolments to LSI schools except extensions of courses. LSI Course Registration fees are CD\$100 for LSI Canada. Course Registration Fees are non-refundable.

### 4. Minimum Age

The minimum age for acceptance at LSI is 16. For junior programmes, the minimum age is 13. If you wish to stay in college accommodation, where available, you must be 18 years or over. LSI schools cannot accept any enrolments without the student's signature and that of their parent/guardian if the student is under 18 at the time of making the booking.

### 5. Cancellations/ Refund Policy

Registration fees are non-refundable, as are accommodation placement fees, airport transfer charges and/or express courier fees, where applicable, and will be deducted from any refund unless otherwise stated below. All cancellations, withdrawals or changes should be submitted in writing at least 2 weeks in advance and must be confirmed by LSI. Limit of one change per course.

#### a. Cancellation of Courses

##### ***Cancellations before your course begins***

Before the first day of a course, tuition fees can be refunded, if LSI receives written notification of withdrawal within seven (7) days of payment being received.

If the student withdraws from the program less than seven (7) calendar days after the contract is made then 75% of all tuition fees are refundable (maximum \$400 retained by LSI).

If the student withdraws voluntarily or is dismissed from the program thirty (30) days or more before the start of the course then 75% of all tuition fees are refundable.

Student withdraws voluntarily or is dismissed from the program less than thirty (30) days before the start of the course then 60% of all tuition fees are refundable.

If the student does not receive authorisation from Citizenship and Immigration Canada before the course begins, provides documentation of the circumstances and returns the original letter of acceptance to LSI then all tuition fees are refundable.

##### ***Cancellations after your course has begun***

If the student withdraws voluntarily or is dismissed from the program within the first ten (10) percent of the course's duration then 50% of all tuition fees are refundable.

If the student withdraws voluntarily or is dismissed from the program within the first thirty (30) percent of the course's duration then 30% of all tuition fees are refundable.

If the student withdraws voluntarily or is dismissed from the program after thirty (30) percent of the course's duration then all tuition fees are non-refundable.

#### **b. Cancellation of Accommodation**

All cancellations, withdrawals or changes should be submitted in writing at least 4 weeks in advance and must be confirmed by LSI. Limit of one change per course. If the student withdraws at any time after the first day of homestay then there is a full refund minus one month's homestay fee.

#### **c. Cancellation of other services**

Any other services such as airport transfers, exams, courier mail, trips etc. booked with LSI are subject to full charge if LSI cannot avoid cancelling the items without any surcharge.

### 6. Liability and insurance

All students are strongly advised to take out personal, medical and property insurance before travelling abroad. LSI, its Representatives and staff will not be liable for any loss, damages, illness or injuries to people or property, however these may occur, unless such liability is legally imposed. It is the student's responsibility to take out insurance against all such risks.

LSI can provide health insurance at reasonable rates depending on the length of the booking.

### 7. Holidays

Application for a holiday in the middle of your course must be made to the school 14 days before commencement of the holiday and must be Monday to Sunday. There is no instruction on public holidays (public holiday dates are published in the LSI brochure).

### 8. Accommodation Placement Fees

LSI schools in Canada charge a CD\$130 accommodation placement fee.

### 9. Accommodation Duration and Dates

Accommodation is provided from Sunday, 1 day prior to course commencement, until the Saturday following the end of the course. Students who arrive early or leave late will be charged for the extra nights, and each school will determine the extra nights' price at the time of the booking.

### 10. Delay in Payments

Any delay in any part of the payments due may result in the student losing their guaranteed place in the school and/or an immediate expulsion from the course and accommodation. LSI will not be held responsible in these cases, and all fees will remain payable in full.

### 11. Passports and Visas

Many countries have passport and visa regulations; please contact your nearest embassy for such regulations or LSI for assistance. If a student cannot get visa clearance at the port of entry for not having obtained the correct visa to study at LSI or the student is deported after breaking the immigration law, LSI fees will remain payable in full.

### 12. Expulsion from Courses

LSI reserves the right to expel any student whose conduct is unsatisfactory at the discretion of the Centre Director. The Centre Director's decision is final. In such case, no refund will be given and any outstanding fees will be payable immediately.

### 13. Resolution and Disputes

Any complaint should first be made to the Director of the appropriate LSI Centre. If not resolved, the complaint should be sent to the LSI Head Office in London.

### 14. Promotional Activity

Students and their parents/guardians agree that the student's photo, quotes and details of achievements may be used for LSI's promotional purposes without written consent or notification. Objections to this should be made in writing to LSI before the start of the course.

***LSI Terms and Conditions are displayed fully and according to the each governing body of each location on the LSI website, and regularly updated. Please visit <http://www.lsi.edu/en/terms.shtml> for the full Terms & Conditions.***

LSI Terms and Conditions are correct at the time of printing. LSI reserves the right to change or amend these conditions where, at minimum, a 2-week advance notice would be given.

**[www.lsi.edu](http://www.lsi.edu) or [www.lsi-canada.com](http://www.lsi-canada.com)**