



## HOW TO ENROL

1. Complete this registration form on our website [www.englishencounters.ca](http://www.englishencounters.ca). We will confirm availability and send you our reservation letter.

2. Your registration and/or deposit is now required.

**STUDENTS NOT NEEDING A VISA** - You can pay \$200 (non refundable).

**STUDENTS REQUIRING A VISITORS VISA OR A STUDENT VISA TO STUDY IN CANADA** - Must pay \$150.00 registration fee and 4 weeks course fees unless we have agreed otherwise. See the refund policy below.

3. Mail your Canadian or equivalent Euro or US cheque or transfer your funds to our bank:

TD Canada Trust  
2221 Lakeshore Road West  
Oakville, Ontario  
Canada  
L6L 1H1

Transit: 03982  
Institution 004  
Account: English Encounters  
Account Number: 5214797  
Swift Code: TDOMCATTOR

4. We will fax/mail your Letter of Acceptance and Invitation. Full payment of fees and accommodation may assist in the Visa processing.

5. You will find more information regarding visa applications on the following website:  
<http://www.cic.gc.ca/>

5. The balance is due 4 weeks before arrival. If you do not need a Visa to enter or study in Canada or by arrangement, your balance can be paid when you arrive.

6. Send us your arrival details and we will send you your host family information. Make sure that you have adequate Medical / Health Insurance or at your request we will arrange this for you at a cost of CA\$2 each day.

7. If you are using our airport pick-up service our representative will meet you at Toronto International Airport and give you a welcome package. If you are travelling by other transport this will be waiting for you at your Canadian address.



## CANCELLATION/REFUND POLICY

<p><i>If your visa is refused</i>          You must provide your <b>original refusal letter from the Canadian authorities</b></p>	<p><i>If no visa is required</i>          You must give <b>30 days notice</b></p>
<p>All fees refunded less registration fee (\$150)</p>	
<p><i>Once you have received a visa or if no visa is required</i>          You must first provide:  <b>A written letter including a sufficient reason for withdrawing AND proof that you are leaving the country early (e.g. plane ticket) OR proof that you have registered in another qualified language school</b></p>	
<p>Less than 10% of course completed</p>	<p>80% of fees refunded</p>
<p>10-25 % of course completed</p>	<p>50% of fees refunded</p>
<p>26%-50% of course completed</p>	<p>20%</p>
<p>Please note that students who do not complete their program as booked will NOT normally receive a certificate or student report.</p>	
<p>Students who enroll through an agent or representative, must obtain their refund directly from the agent or representative and comply with their policies.</p>	