



A & L ROYAL ACADEMY ENGLISH SCHOOL 2019 REGISTRATION

Student Number: _____

Agency: _____

Student Information

First Name: _____ Family Name: _____

Male _____ Female _____ Birth date: _____ Day _____ Month _____ Year Age: _____ Citizenship: _____

Street: _____ City: _____ Province/State: _____

Postal Code: _____ Country: _____ Passport Number: _____

Telephone: _____ Fax: _____ Email: _____

Emergency Contact _____ Telephone: _____

Program Registration

English Level: Beginner Low Intermediate High Intermediate Advanced

Starting Date(s):

Choose only 1	Semester Start Dates	Registration Deadline
	September 3, 2019	August 1, 2019
	December 2, 2019	November 1, 2019
	March 2, 2020	February 1, 2020
	June 1, 2019	May 1, 2020

NOTE: All Students must have valid health insurance before they arrive. A & L Royal Academy does not provide health insurance. Students may purchase insurance online at:

- Group Medical Insurance <https://www.gms.ca/Plans-Coverage/Travel-Insurance/Immigrants-Visitors-to-Canada>
- Tugo Insurance <https://www.tugo.com/en/travel-insurance/visitors-to-canada/>

Please print and scan a copy to send to the school as part of the registration package.

If you need assistance with the insurance please contact the school and we will be glad to assist you.

Health Insurance: From: ____/____/____ To: ____/____/____

DD/ MM/ YY DD/ MM/ YY

Did you take a previous official language test?

Official TOEFL score: _____ Date: _____

Official IELTS score: _____ Date: _____

Other test: _____ Date: _____

What program are you applying for?

English for High School English for Academic Purposes Everyday English Specialty Courses

Notes:

- English for High School (15 and 16 years old)
- Some Specialty courses are; English for Health Care, Focus on Speaking, Focus on Writing, Exam Preparation Programs IELTS / TOEFL, Workplace English, Business English, Individual Tutoring

Do you need a custodian letter? yes no

Do you have any physical or mental medical condition we should be aware of? yes no

Do you need airport pick up? yes no

I confirm that I have read and I accept the Conditions of Enrolment, Refund Policies and Student \Code of Conduct of the ALRA English Language School as stated in the registration package. I understand that ALRA English Language School may be required to submit attendance records and/or proof of program advancement or completion to the federal government.

Student Signature: _____ Date: _____/_____/_____

Parent Signature 1: _____ Date: _____/_____/_____

Parent Signature 2: _____ Date: _____/_____/_____

Bank Wire Transfer Information

The School must receive in the wire transfer details enough information to be able to identify the payment. Please provide the student name and at least one of the following unique identifiers:

1. ALRA Student ID Number
2. Customer and /or Invoice Number

CANADIAN DOLLARS

Directly from: Canadian Financial Institutions in Canada or Correspondent banks anywhere worldwide.
Beneficiary: A & L Royal School Corporation
Bank Name: Canadian Imperial Bank of Canada (CIBC)
Bank Address: Grasslands Banking Center, 4515 Gordon Road, S4W 0B7
Account #: a/c 1011804 Transit: 01708 Institution: 010 Swift Code: CIBCCATT

Credit Card Payments

Payments can also be made by credit card (we accept Visa, Mastercard, and American Express). Please complete the Credit Card Authorization Form. Credit cards are charged an additional 1.5% administrative surcharge.

Refund Policy

Tuition Refund

Rejection by Citizenship and Immigration Canada (CIC)

Students who are unable to obtain the necessary permits to enter Canada will receive a 100% refund to tuition fees, less the \$250 registration fee. The school must receive written notification of the cancellation by completing a cancellation/refund request form available from the school and send a copy of the letter of rejection from Citizenship and Immigration Canada before the refund will be processed. Cancellation Policy

The registration fee is non-refundable. In the event that a student must cancel their program, the school must receive written notification of the cancellation by completing a cancellation/refund form available from the school. Refunds are processed according to the terms below:

% Program Completed	% Tuition Refunded	* Start date refers to the first day at ALRA not individual program start dates. ** Please note that the percentages are based on complete weeks. Students that request a refund mid-week will have the calculations based on the following week.
Cancellations 30 days or more before the start date	70% (minus registration fee)	
Cancellations less than 30 days before the start date	60% (minus registration fee)	
0 - 15% of the program duration	50% (minus registration fee)	
16% - 24% of the program duration	30% (minus registration fee)	
Over 25% of the program duration	0%	

Accommodation Refund

The Homestay Registration and Placement fees are non-refundable. Students must notify the school at least two weeks in advance in order to obtain a refund for unused homestay fees.

1. Cancellation Prior to Arrival

a) If the student cancels within 2 weeks prior to arrival, the homestay registration fee and two weeks homestay will be charged.

b) In the event that the student does not arrive to homestay, the 4-week homestay fee will be applied.

2. Cancellation After Arrival Students are expected to provide 30 days notice of withdrawal from the homestay program. Students who withdrawal after arrival will not receive a refund of the Homestay Registration Fee, or the remainder of the homestay session (4 weeks). Students are welcome to stay with the host throughout the notice period.

3. Cancellation Due to Visa Denial If a student cancels because of a visa denial, the registration fee will be refunded, along with the homestay meal plan after the visa refusal letter is submitted to the ESC Administration Team. Conditions of Enrollment ESC reserves the right to refuse any undesirable registration. ESC reserves the right to change start dates, programs, and course content at any time and without prior notice. Fees, dates and conditions listed in this brochure are subject to change without prior notice. Courses are available based on enrollment.

A & L Royal Academy and its directors and shareholders accept no responsibility whatsoever for any loss or damage to the personal belongings or property of student or program participant or for any injury to or death of a student or program participant occurring on or off school property.

Students must comply with the rules of the school as per the Student Handbook. Failure to comply with the rules of the school may result in dismissal.

Neither A & L Royal Academy nor its representatives are liable in cases where A & L Royal Academy is unable to fulfill any services to which they are contractually bound because of weather, labour disputes, or other reasons which are beyond their control.

Student Rights and Responsibilities

Student Rights

A & L Royal Academy pledges to uphold student rights as outlined in the statements below. Furthermore, A & L Royal Academy pledges to adhere to the following policies and procedures regarding:

- The Registration Form
- Fee Collection & Refund Policy
- Academic Good Standing Policies
- Academic Honesty Policy
- Credential Assessment

Students at A & L Royal Academy have the right to:

- Protection under the laws governing the province of Saskatchewan
- Study in an environment where health and safety regulations are adhered to
- Respect for one's person and property, including intellectual property
- Communicate and exchange ideas freely with others
- Privacy of personal information
- Support from A & L Royal Academy's staff in pursuit of academic progress
- Support and information regarding life in Canada
- A study environment free of discrimination based on ethnicity, religion, sexuality or gender
- Lodge formal complaints as outlined in the Student Complaint Procedure

Student Code of Conduct

Students are responsible and accountable for their behaviour on school property and when participating in school-organized activities.

Students at A & L Royal Academy undertake to do the following:

- Abide by the laws governing the province of Saskatchewan
- Follow school rules as outlined in the Academic Good Standing Policies section of this document
- Follow school safety procedures
- Respect the equal rights of others regardless of ethnicity, religion, sexuality or gender
- Treat school property and the property of others with respect
- Refrain from consuming alcohol, tobacco, and or cannabis in all forms on A & L Royal Academy premises
- Refrain from attending school while intoxicated on alcohol, cannabis or any other illegal substance
- Refrain from unauthorized sales of goods and services on school property
- Behave in a way that does not harm, or threaten to harm, others either physically or mentally

(This is a summary. The official Code of Conduct is found in our official policy and our handbook.)

Violations of Student Code of Conduct

- 1) The violation will be brought to the attention of the Director by completion of a Student Referral Form by a staff member.
- 2) The student will initially be informed of a violation by a Counsellor. They will arrange a time and date to meet to discuss the matter. The student will be provided with at least one day's notice of the meeting. If no

Counsellor that speaks the student's language is available, the student will be provided with the option of arranging for an interlocutor to attend.

3) The student and any student-appointed interlocutor will meet with the Counsellor and/or the Director to discuss the violation. A final meeting will be arranged.

4) The attendees from the previous meeting will reconvene at the pre-arranged time and date to outline the findings and any resulting sanctions. Sanctions may include but are not limited to:

i) continued monitoring of behaviour to ensure adherence to the Student Code of Conduct

ii) forfeiture of the school certificate

iii) suspension from school (length is at the discretion of the Director)

iv) expulsion from the school with no refund

5) On completion of the process, documentation including the Student Referral Form, meeting minutes on the findings and sanctions will be kept in the Student File.