



REGISTRATION FORM



# The English Language Training College

Suite #300, 10355 Jasper Avenue, Edmonton, Alberta, CANADA T5J 1Y6  
phone: (780)429-4848 fax: (780)425-8199 email@ELTC.com http://ELTC.com



Family Name:  Given Name:

Address (home country):  
Street Address:   
City:  Province:   
Country:  Postal Code:

Address in Edmonton (if known):

Date of birth:  /  /  Female  Male  Nationality:

Passport Number:  Passport Expiry date:  /  /

Phone Number:  Fax Number:  Permenant Email Address:

In case of Emergency: >> Contact Name:  >> Phone Number:

1. What course do you want to take and for how long?

class/course,  weeks, starting:  /  /  , ending:  /  /   
 class/course,  weeks, starting:  /  /  , ending:  /  /   
 class/course,  weeks, starting:  /  /  , ending:  /  /

2. What is your approximate level of English? Beginner  Intermediate  Advanced

3. Do you require a Letter of Acceptance? yes  no

4. How did you find out about The English Language Training College?

Embassy  Friend  Internet  Agency  Book / Magazine  Education Fair

Other:

5. Do you want E.L.T.C. to make a hotel reservation (1 week) for you? yes  no  Do you smoke? Yes  no

6. Do you want us to meet you at the airport, in a limousine, and take you to your accommodation? yes  no

Please read and sign below.

I have read the terms on the reverse and agree to be bound by them.  
I am signing below.

Tuition Fee: C\$   
Airport Pickup Fee: C\$   
Total Fee: C\$

\_\_\_\_\_  
Signature Date



## General Terms & Conditions

### 1. Registration

Registration form must be completed in full and returned, (including all fees), to ELTC. Please refer to: "[How to apply to ELTC](#)" for easy instruction.

### 2. Course Confirmation

The 'Letter of Acceptance' will be issued within two days of receiving your completed registration form and fees.

### 3. Minimum Age Requirement

Students must be a minimum of 16 years of age. Additionally, students under 18 must have a legal custodian or guardian in Edmonton.

### 4. Course Start

If Monday is a public holiday, the course will begin on Tuesday.

### 5. Airport Pickup Service

ELTC provides airport pickup service, by Limousine, for \$107.

In order to provide airport pickup service, ELTC requires your flight information a minimum of 3 days prior to your arrival in Edmonton.

Missed transfers, due to information received after this deadline or due to failure to inform ELTC of any changes in your itinerary, will not be refunded.

### 6. Schedule

Core Course is 20 hours, (plus 5 optional supervised independent study hours per week).

Intensive Course is 24 hours, (plus 5 optional supervised independent study hours per week).

Super Intensive Course is 28 hours (plus 5 optional supervised independent study hours per week).

### 7. Course Certificate

A 'Certificate of Course Completion' (Diploma) is issued to all students who satisfactorily complete their course(s) at ELTC.

### 8. Rules and Regulations

ELTC students are subject to ELTC rules and regulations. If a student is dismissed for failing to adhere to the Rules and Regulations, no refund will be granted.

### 9. Visa Information

Less than 6 months of study - no visa is required for most countries. However, it is the best to check with the Canadian Consulate in your home country.

More than 6 months of study - ELTC will provide a 'Letter of Acceptance', as required by the Canadian Consulate, for students applying for 'Study Permit' (Visa).

### 10. Program Cancellation Policy

a) There is no compensation for late arrivals or absences.

b) All cancellations must be made in writing.

c) Any student who has been denied a visa from Canada Citizenship and Immigration, through no fault of the student, will receive a complete and full refund provided that the student notifies ELTC on or before the first day of the program of study. Cancellation requests must be provided in writing to ELTC.

d) For other reasons for withdrawal, if written notice of withdrawal is received 30 calendar days or more prior to the scheduled start date of the student, ELTC will return all funds less 40% of funds due under the contract. This applies to ESL Core Course, ESL Intensive Course and ESL Super Intensive Course. Fees for other classes, books, and/or tests are non-refundable.

e) If written notice of withdrawal is received less than 30 days prior to the scheduled start date of the student, No refund will be granted.

### 11. Failure to Appear

No refund will be granted if you fail to attend classes once your program has begun.

### 12. Course Extension

Course Extension is possible without surcharge.

### 13. Breaks

A break may be taken between terms without surcharge.

1 term is 4 weeks for all courses/classes. There will be a surcharge if you require a break in the middle of the term.

### 14. Course/Class Change

There is no surcharge for Course/Class change.

### 15. Tuition Transfer

Tuition fees are non-transferable.

### 16. Holidays

No ELTC classes will be held on the following National Holidays: Labor Day, Thanksgiving, Remembrance Day (observed), Christmas Holiday, Boxing Day (observed), New Years Day, Good Friday, Easter, Victoria Day, Canada Day, Civic Holiday.

### 17. Medical Insurance and Coverage

Medical insurance is mandatory. Each student is responsible for obtaining insurance. ELTC and its representatives are not liable for damages, injuries, illnesses, and/or violations to people and/or goods, however they may occur.

### 18. English Only Zone

You are obligated to speak only English in the 'English Only Zone' specified by our College.

**Terms & Conditions may be subject to change.**

Please read and sign below.

ELTC reserves the right to decline registration

√ I have read the terms above and agree to be bound by them. I am signing below.

√ \_\_\_\_\_

Signature

Date