

# TERMS & CONDITIONS

**Payment of Fee:** All applications must be accompanied by the non-refundable Registration Fee and Homestay Placement Fee (if necessary). Fees do not include textbooks, activities or exams. Full fees are due and payable on acceptance; place in class and homestay is secured by full payment only. Payment may be made by Visa, MasterCard, cheque drawn (additional processing fees may be charged) on Canadian or US bank, international draft or direct bank transfer. No acceptance letters will be issued without payment of registration or placement fees.

**Registration Procedure:** All fees are payable in Canadian dollars or US dollars. Bank transfer direct to our bank account details are:

**Canadian \$**

Royal Bank of Canada  
Dufferin/Stayner Branch  
2765 Dufferin Street, Toronto, Ontario M6B 3R6  
Account Name: **Connect School of Languages Inc.**  
Canadian Dollar Account: **5602 1014026**  
Swift Code: **ROYCCAT2** Transit Code: **003**

**US \$**

Royal Bank of Canada  
Dufferin/Stayner Branch  
2765 Dufferin Street, Toronto, Ontario M6B 3R6  
Account Name: **Connect School of Languages Inc.**  
US Dollar Account: **5602 4004776**  
Swift Code: **ROYCCAT2** Transit Code: **003**

The School requires a copy of the bank transfer details together with the name of the student. Cheques in Canadian Dollars drawn on a Canadian bank made payable to: Connect School of Languages Inc.

**Flight Information:** If you require airport pick up, all flight information must be sent to the school at least 3 days prior to your arrival.

**Cancellation Prior to Arrival:** A cancellation request must be submitted in writing. You must return the Letter of Acceptance and inform the school in writing at least 30 days before the start of the course. Connect will refund the fees in full less the non-refundable Registration Fee and Homestay Placement Fee. If Immigration Canada refuses to issue either a student or a visitor visa you must send the Canadian Embassy's original letter of Refusal and the original Letter of Acceptance. When we receive these two items, all of the pre-paid funds, except the Registration Fee and Homestay Placement Fee, will be refunded. An administrative fee of \$500 will also be charged to all cancellations prior to arrival. The student is responsible for any bank charges on refunded money. There is no refund once students have obtained a student visa. See below for Homestay Cancellation. All refunds will take 4 weeks to process.

**Refund Policy After Arrival**

<i>% of weeks Completed at Time of Refund</i>	<i>% of Tuition Refunded</i>
0%	100%
Within 10%	50%
11% to 29%	30%
30% or more	0%

Once your course begins, any refund request must be submitted in writing. All refunds are subject to a \$500 administrative fee after arrival. All refunds are based on the total number of weeks. Refunds are paid to the person or agency who paid the school fees. Additional requirements may need to be met for cancelling services after your arrival. Please refer to the Student Info Book for complete details. Info Books are given on the first day or available at our office. Courses are nontransferable.

**Homestay Cancellation:** A request must be made in writing. We require 30 days notice prior to the homestay start date. If cancellation is less than 30 days, you will lose the homestay payment for that month. There is an administrative charge of \$200 for all homestay cancellations. Homestay Placement Fees are non-refundable. This policy applies to any homestay cancellation prior to or after your arrival.

**Postponement or Course Changes Prior to Arrival:** Connect must receive written notice of any postponement or course change 15 days prior to your starting date. There is an administration fee of \$25 for postponement or course change less than 15 days before start date.

**Insurance:** Students must arrange full insurance coverage and provide a copy of the insurance coverage to Connect Insurance can be purchased through Connect.

**Activity Waiver Exclusion of Liability and Assumption of Risk:** As a condition of involvement in all activities at Connect School of Languages Inc. I understand and assume all risk of personal injury, death or property loss resulting from any cause whatsoever, including but not limited to the inherent risks of these activities, use of equipment, collision with man-made or natural objects or other students, travel within or beyond designated boundaries, or negligence, breach of contract, or breach of statutory duty of care on the part of Connect School of Languages Inc. and its employees, directors and agents, I agree that Connect School of Languages Inc. and its employees, directors and agents shall not be liable for any such personal injury, death, or property loss and release Connect School of Languages Inc. and its employees, directors and agents and waive all claims and respect thereto. This includes all transport to and from these activities arranged by Connect School of Languages Inc. and its employees, directors and agents.

I am fully responsible for anything that happens to me during an activity organized by Connect School of Languages Inc. I understand that I do not have to join any activity that I do not want to. It is my responsibility to ensure that I have adequate insurance coverage.

**Connect School of Languages | Business English College**

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