



# CLLC

Halifax, Nova Scotia  
A Division of AGSt Canada Inc.

CLLC - Canadian Language Learning College  
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## Terms and Conditions of Enrolment at CLLC

The following terms of enrolment must be agreed to prior to commencement of studies at CLLC. Attendance at CLLC indicates agreement to all term and conditions which are subject to change at the discretion of CLLC.

### Definition of the agreement:

I understand that as a student of CLLC – Canadian Language Learning College – A Division of AGST Canada Inc., there are conditions I must meet in order to maintain my enrolment in good standing as a student.

These conditions include but are not limited to; prompt payment for all services and related fees such as tuition, books, medical insurance maintenance, homestay fees. Furthermore, I understand that CLLC may take photographs of classes or activities of which I may be included and I give permission for CLLC to use these in school publications, websites, or advertising as they see fit. I also understand that CLLC is not liable for any injury, loss or unfortunate happening that I may encounter while I am participating in activities or school events, classes, outings, or any event related to CLLC and I completely release CLLC from any possibility of being held liable by myself and/or anyone representing myself.

I also understand that I will have to follow the school and program rules and guidelines which are also a condition of my enrolment at CLLC. These include but are not limited to such things as academic performance, attendance, conduct and respect toward other students, clients, staff and management as well as abiding by the laws of Canada and Nova Scotia.

### Academic performance requirements:

I further understand that I must adhere to the attendance and academic performance requirements. If **I fail two months** in a row or I do not meet the conditions **I may be asked to leave the school with a refund** based on CLLC's refund policy or I may not be promoted to the next level or receive my certificate. CLLC's **certificates indicate course grade**. If I do not meet / follow CLLC's academic rules I will be required to pay a non-student homestay rate for that period.

### English Only Policy:

If I speak my native language or a language other than English **unintentionally** I understand that I will be required to write a one-page essay about the importance of speaking English which I will pass in to the teacher to be corrected. Then, I will type the essay, read it in front of the class, and it will be posted on the bulletin board in the hallway. If I speak **intentionally** I understand that I will immediately be asked to leave the school for the remainder of that day as well as the next school day. This policy is in place to promote a positive learning environment for learning and improving English. If I speak another language other than English in the school or at events organized by the school it is unfair to all students who intend to learn as much English as possible. If I break this rule and am caught 5 times I will be permanently suspended from the school and **with a refund** based on CLLC's refund policy. CLLC provides individual language assistance in an office, away from the common student areas in order to meet the needs of a more serious situation where I will be allowed to speak my first language in order to express my needs (with staff only, in a designated office).

During the first week at CLLC: If a student in the **Introductory Level** speaks a language other than English during his or her first week at CLLC, the student will meet with the Director of Studies, and he will give the student a homework package. If a student in a level **other than Introductory** speaks a language other than English during his or her first week at CLLC, **the unintentional** policy (as indicated above) applies.

### Vacation policy:

1 week vacations or study breaks are permitted by CLLC after ten weeks or each level of study. If there is a special circumstance which requires this you may ask CLLC and apply in writing at least 2 weeks before the requested period **with NO refund**.

### Fees:

Tuition and homestay are calculated weekly (per 1 week each), no part thereof. If a student arrives in the middle of any given week, they will be responsible for paying the entire week. The same applies to departures. If a student stops his or her study in the middle of a week, fees for the entire week must be paid. Each student will be required to buy CLLC's **Medical Insurance** or bring their own medical with them. CLLC's Medical plan is calculated (per 4 weeks). Each student will be required to buy each level's **Books and Materials** from CLLC. CLLC respects **Canada's national holidays**. If they fall on Mondays, that week's classes will begin on Tuesday. There are also no refunds paid to students. Homestay payments are required for the Christmas holiday. **Student ID cards** are valid until the course end date. CLLC's policy encourages students to pay the entire course's fees in advance to avoid paying a new application fee.

### Refund policy:

I understand and agree to the refund policy. For eligible refunds, claims will be paid at **(50%) fifty percent** of the balance of the remaining unused tuition for up to 70% of the course completion (no refund after 70% of course completion). **If a promotion offer was taken, no refunds** will be granted; promotion sales are final and may not be combined with other offers.

### Damages and phone bills:

If any student damages property at CLLC or in a homestay or has an outstanding phone bill they will be required to pay all expenses or the cost will be deducted from your homestay fees to repair or replace such property or to pay the phone bills. Costs must be paid in full before leaving CLLC.

Each student will be asked before start their course to read, understand and agree to the below student agreement – terms and conditions for studying / enrolment at CLLC

### National holidays:

CLLC respects Canada's national holidays. If they fall on a Monday or during the week, that week's classes will begin on Tuesday. In the case of bad weather, CLLC will close for the day(s). There are **no** refunds paid to students in either instance.

### 2008 Canada's national holidays:

01 Jan: New Year's Day.

24 Mar: Easter.

19 May: Victoria Day.

01 Jul: Canada Day.

01 Sep: Labour Day.

13 Oct: Thanksgiving Day.

11 Nov: Remembrance Day.

22 -26: Dec Christmas.

### Homestay Fees, Refund and Period:

Homestay Changes: CLLC will offer one homestay free of charge within the first week of arrival. If a student requests a homestay change after this period he or she will be asked to pay a homestay replacement fee of **\$50** ( Sept – April) or **\$100** (May - Aug), as well as any transportation costs. Homestay changes or early departures require one week notice after the prior homestay payment has been used.

Vacation, Extra Nights and PM classes: If a student studies during PM classes only, takes a vacation while still using the homestay room, or finishes his/her study period at CLLC and wants to stay at a CLLC homestay longer, they must pay the homestay fees to CLLC based on the fees table for non-studying students – **\$180/week**. If a student takes vacation and leaves the home and wishes to come back to the homestay program, then the replacement cost will be **\$50**. If a student takes vacation and leaves the home, but is still occupying and saving the room, then the cost will be **\$150/week** in the months of (June - August); this cost will be **\$100/week** from (Sept - May). If a student stays any **extra nights** they will be required to pay \$30/ night or \$35/night for PM, under age and/ or non food program.

Attendance: Students are not permitted to be late or absent from school on a regular basis. If students choose not to come to school on time they must be out of the home during normal school hours. Students absent or late on a regular basis will be charged an additional homestay rate of **\$30/week**.