



Toronto - Ottawa - Halifax
Inspiring Lives. One Student At a Time.

STUDENT CONTRACT

NAME: _____ **ID #:** _____

ADDRESS IN CANADA:

STREET NAME & NUMBER: _____

PROVINCE: _____ **POSTAL CODE:** _____

PHONE NUMBER: _____

EMAIL: _____

REGISTERED PROGRAM: _____ **DELIVERY METHOD:** _____ IN CLASS _____

LENGTH OF STUDY: _____ **HOURS PER WEEK:** _____

PROGRAM START DATE: _____ **PROGRAM END DATE:** _____

TODAY'S DATE: _____

STUDENT RIGHTS AND RESPONSIBILITIES

As a student studying at CLLC, I understand, acknowledge and accept that I have certain rights and responsibilities which are detailed in this student contract. Students have the right to fair treatment by staff and students and have the right to complain, either formally or informally, if they deem to have been treated unfairly (see Complaints Procedure below). Students have the responsibility to meet the academic performance requirements of CLLC, follow its policies, treat staff and students with respect, and make prompt payments for tuition, homestay and activity fees that have been incurred.

Admission to CLLC's Programs

Prior to beginning my studies, I acknowledge receipt of the program, full cost breakdown, program outline and the Student Handbook.

I understand and agree to the following guidelines with regard to admittance:

- Prior to beginning my program of studies, I will write a placement test and will be interviewed by the campus Academic Manager. It is upon the results of these prior assessments that a decision will be made regarding the level and program of study I will be placed in.
- CLLC level equivalency chart below is for general guidance purposes only, it does not guarantee a student admission to any given level.

CLLC LEVEL	CANADIAN LANGUAGE BENCHMARK	ENTRY IELTS SCORE
GENERAL ENGLISH LEVEL 1	3	0-3
GENERAL ENGLISH LEVEL 2	4	3.5
GENERAL ENGLISH LEVEL 3	5	4.0
GENERAL ENGLISH LEVEL 4	6	4.5
GENERAL ENGLISH LEVEL 5	6.5	5.0
GENERAL ENGLISH LEVEL 6	7	5.5
UNIVERSITY PATHWAY PROGRAM	8	6.0

Academic Performance Requirements

I understand and agree that I must meet all academic performance and attendance requirements. As such, I agree to the following:

- If I fail two consecutive months I will be asked to sign a “Probationary” contract. If performance plateaus I may be asked to leave with a refund based on CLLC’s refund policy. Alternatively, I may not be promoted to the next level, receive my certificate or I may be asked to change my program.
- A CLLC program completion certificate will be issued by CLLC no later than 30 days after I have successfully completed all course requirements if my account is in good standing. The certificate will indicate my course average and last level completed.
- IELTS and Business classes are offered based on the number of interested students
- My evaluations include: weekly tests, assignments (written and oral), homework, class participation, move up tests and formal and informal meetings with teachers and administration.

Attendance

I understand and agree to the following guidelines with regard to attendance:

- I will attend classes regularly and on time.
- If I choose not to attend I must be out of my homestay during normal school hours.
- If I am absent or late on a regular basis I may be asked to leave CLLC and its Homestay Program.

Move Up Policy

I understand and agree to the following process for moving up to a higher level:

In order for students to progress through General English (GE) Program and to advance to the University Pathway Program (UPP) they will have to fulfill the following criteria:

1. Meet the required number of hours
2. Meet the required marks on weekly tests and assignments
3. Receive a passing mark on the move up test

Required Hours in a Level

- A student must reach a minimum of 140 hours by week 9 to qualify for the move up test. This is approximately 90% attendance.

Weekly Tests and Assignments

- A student must have received a minimum average of 75% on their last 4 assignments (essay/presentation) in order to qualify for the move up test.

Move Up Test

- At week 9 students will write the move up test. This is an assessment of the student's work to date in the level. Students will be tested on all material covered in the reading and writing textbook.
- Students will receive their mark on Thursday in the week following their move up test. Students must attend and complete all tests and assignments in the week following their move up test.
- If a student receives a mark of 75% or more, they will be able to move up one week after writing their move up test.
- If a student receives a mark between 70-74%, they will remain in their level for one week after writing their move up test and be required to score an average of 75% on all tests and assignments during this week. If they do not reach this requirement, then they will remain in the level until the requirement is met.
- If a student receives a mark between 45-69%, they will remain in their level for a least two weeks after writing the move up test and be required to get an average of 75% on all assignments and tests for two consecutive weeks. If they do not reach this requirement, then they will remain in the level until the requirement is met.
- If a student receives a mark below 44%, and they have not been able to get an average of 75% on all assignments and tests for two consecutive weeks, they will write the move up test again at week 16.
- If a student has an average of A or higher, the teacher can suggest that the move up test be written at week 8. This is an exception to the rule and is at the discretion of the teacher and the Academic Manager. However, if a student feels ready to write the move up test before week 8, they have the opportunity to do so one time only.

Academic Dishonesty

I understand and agree to the following:

Academic dishonesty or academic misconduct is any deliberate attempt to cheat, falsify, deceive, make up or tamper with any academic information, data, reports, records, tests or assignments. It may include the following:

Cheating - This occurs when students use unauthorized information or assistance from others on a test or academic assignment or when they provide others with unauthorized information or assistance. An example would be copying another student's answers or sharing answers on a test.

Plagiarism - This occurs when students deliberately submit or present ideas or words from another source as their own (without properly acknowledging the source). Examples are word for word copying, paraphrasing, making up references or submitting another person's work as your own.

Fabrication or Falsification - This occurs when students invent or counterfeit academic information or data. Falsification occurs when students deliberately change academic information or data. Examples are creating nonexistent references and altering grades.

Multiple Submissions - This occurs when students submit work that has already earned academic credit without authorization. Submitting the same paper in different classes or twice in the same class to receive two separate grades is an example.

Sabotage - This occurs when students deliberately try to stop others from doing or completing their work. Examples are stealing or destroying another student's notes, or an assignment or textbook.

Complicity - This occurs when students deliberately help another to be academically dishonest. An example is giving another student a copy of a test or test question without authorization.

Deception - This occurs when students give false information about an academic exercise. Examples are lying to get an extension on an assignment or to be excused from a test.

Misuse of Academic Materials - This occurs when students use them with the intention of being academically dishonest. An example is distributing or selling academic materials to others.

CLLC students are responsible for their own learning and should approach their learning with integrity, fairness and honesty. If an instructor suspects a student has engaged or is engaging in academic dishonesty, he or she will arrange to meet with the student in private to discuss the suspected violation of academic standards. A full explanation of the violation and how to avoid it will be offered. If this is a student's first offense, he or she may be asked to redo an assignment or to rewrite a test.

For subsequent offenses, the student may face a reduced grade or a grade of zero depending on the seriousness of the infraction and will be given a warning letter that will remain in the student's file. If the behavior continues unchanged, the student will meet with the Academic Manager or Director to discuss his or her continuation of studies at CLLC.

Academic Complaint Procedure

Students have the right to fair treatment by staff and students and have the right to complain either formally or informally, if they deem to have been unfairly treated. The Complaint Committee is set up to deal with complaints from students such as requesting a change in grade for a test, assignment, report or program they have been enrolled in, or receiving unfair treatment from a staff member or student.

Complaints Procedure:

1. Students have the right to attempt an informal resolution first before making a formal complaint to the Complaints Committee. Informal resolution involves the student discussing the issue with their instructor, Academic Manager or Campus Director. Informal complaints will be dealt with in a timely manner to ensure that the student and all other parties concerned have agreed that the issue has been successfully resolved.
2. If the student deems the informal process was unsuccessful, he or she may request that a formal complaint process begin.
3. The formal process requires that the student submit a written request and any supporting documentation to their Campus Director describing the nature of the complaint in detail.
4. Complaints must be submitted within two weeks of the original incident or incidents causing the complaint. Complaints submitted after this time will not be heard. Students can request an extension of this deadline in extraordinary circumstances.
5. The Campus Director will review the documentation and determine if the request for an appeal will be presented to the Complaints Committee.
6. The Campus Director will inform the student of the time and location of the Complaints Hearing.
7. The Hearing will take place within one week of submitting the formal complaint.
8. The student must be present at the Complaints Hearing. The student may be accompanied by another person during the complaint process.
9. The Committee will hear and consider the complaint. The Committee will discuss the outcome and any decision to be made.
10. The student will be notified of its decision in writing by their Campus Director within a period of 7 days.

English Only Policy

I understand and agree that I must speak English 100% of the time at CLLC premises, attending classes or any social activities. I understand the following consequences (on your first day you will be given a warning only):

- 1st, 2nd, 3rd, 4th offense - The student's name will be recorded, he / she will attend their classes, however, the hours for the class will not be counted towards my total hours for the level.
- 5th offense - Expulsion at the discretion of CLLC Senior Management, a refund will be granted based on CLLC's refund policy.

- Please note that 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. Here, a student would be allowed to speak their first language in order to express their needs (with staff only, in a designated office).

Scent-Free Policy

Scented products like perfume, cologne, body spray, lotion, etc. are not permitted at CLLC. Students may be asked to go home and change their clothes if the scent is in the clothing. Many public spaces in Canada are Scent Free to protect those who have reactions to scents.

Smoke-Free Policy

To protect and enhance CLLC's indoor air quality and to contribute to the health and well-being of all students and employees, CLLC is entirely smoke free. Additionally, the use of all tobacco and cannabis products including chewing tobacco and electronic cigarettes or vaping products is banned from CLLC workplace.

Smoking is prohibited in all of the enclosed areas within CLLC, without exception. This includes but is not limited to classrooms, meeting rooms, private offices, hallways, restrooms, student lounge and all other enclosed facilities.

Smoking is only permitted in designated smoking areas, outside of the CLLC campus.

Drug and Alcohol-Free Policy

CLLC has a "Zero Tolerance" policy towards illegal narcotics. Students bringing illegal narcotics to a CLLC location or any social activity will incur the following:

- They will be asked to leave the premises/activity and may be expelled from CLLC (At the discretion of CLLC Management)
- Their agent/scholarship sponsor, parents (if student is 18 years or younger) or law enforcement may be contacted.

* Please note that both the legal smoking and drinking age in most Canadian Provinces is 19 years of age.

Vacation Policy

Vacations of one week, or "study breaks", are permitted after ten weeks (each level). If special circumstances arise during a level a student may request a vacation in writing, two weeks before the requested period, with no refund. A vacation cannot be requested once the week has begun, for example requesting a vacation on a Tuesday of the requested week off. A student will also provide CLLC with two weeks notice if they change their vacation return date.

National Holidays

CLLC observes Canada's national holidays. If the holiday falls on a Monday that week's classes will begin on Tuesday. If the holiday falls on a week day, CLLC will be closed. If the holiday falls on the weekend, the holiday will be observed on the following Monday. In the case of inclement weather, CLLC will close for the day(s). There are no refunds paid to students in either instance. Please note that you will be charged for homestay and medical insurance during all of these holidays. Tuition will be charged for all holidays except Christmas and Boxing Day.

Recognized National Holidays for 2019:

NEW YEAR'S DAY	TUESDAY, JANUARY 1, 2019
FAMILY DAY (ON) / HERITAGE DAY (NS)	MONDAY, FEBRUARY 18, 2019
GOOD FRIDAY	FRIDAY, APRIL 19, 2019
EASTER MONDAY	MONDAY, APRIL 22, 2019
VICTORIA DAY	MONDAY, MAY 20, 2019
CANADA DAY	MONDAY, JULY 1, 2019
CIVIC HOLIDAY (ON) / NATAL DAY (NS)	MONDAY, AUGUST 5, 2019
LABOUR DAY	MONDAY, SEPTEMBER 2, 2019
THANKSGIVING DAY	MONDAY, OCTOBER 14, 2019
REMEMBRANCE DAY	MONDAY, NOVEMBER 11, 2019
* CHRISTMAS DAY	WEDNESDAY, DECEMBER 25, 2019
BOXING DAY	THURSDAY, DECEMBER 26, 2019

* Please note that for the Winter Holidays, CLLC will be closed Monday, December 23rd, 2019 to Friday, December 27th, 2019. CLLC will reopen on Monday, December 30th, 2020.

PAYMENT SCHEDULE OF FEES, REFUNDS AND DAMAGES

Fees

All fees must be paid 4 weeks before the start of a student's program. Additionally, any fees sent to CLLC in advance of a start date will be held in trust until the day the course starts, at which point the funds will be moved from CLLC's Trust Account into CLLC's Main Account.

Conditions are as follows:

- Tuition fees are calculated weekly, and no part thereof. Arriving, or departing, in the middle of any week still requires paying for the entire week.
- Any and all refunds may take up to 30 days for processing.
- During inclement weather CLLC may close. In such cases no refund will be given.
- If a student does not possess medical insurance they will have to purchase it from CLLC. If a student has coverage they will have to show proof of coverage at their first day of school. To begin medical insurance coverage the student must inform CLLC of their arrival in Canada. If CLLC is not informed the student will be responsible for any expenses incurred until they arrive at CLLC on their first day of school. CLLC's medical plan is calculated per four week period. To process any medical claims CLLC will release a student's medical information to insurance companies on their behalf.
- Student's are responsible to buy textbooks for each level from CLLC.
- If a national holiday falls on a Monday, classes begin on the Tuesday and no refund is offered.
- Homestay fees may be calculated daily, or weekly and payment is required in advance of the Winter Break.
- CLLC has the right to increase fees without prior notice.
- CLLC ID cards are valid until the course end date.

Refund Policy

Any refunds are given at the discretion of management. A full refund (less any agent commission and non-refundable fees) may be granted on compassionate grounds. This includes, but is not limited to, death or serious injury to a student or a student's immediate family during the academic year.

Refund Policy Before First Day at CLLC

Visa Refusal (Refusal letter must be provided) – 100% of tuition fees

Any other reason (14 days or more) – 80% of tuition fees

Any other reason (13 days or less) – 60% of tuition fees

Refund Policy On or After First Day at CLLC

Visa Refusal (Refusal letter must be provided) – 100% of tuition fees

Up to 10% of current student invoice completed – 50% of tuition fees

11% – 30% of current student invoice completed – 30% of tuition fees

31% or more of current student invoice completed – No refund

1. To be eligible for a tuition refund, students must give written notice their intent to withdraw.
2. For eligible refunds, students will receive 80% of any unused homestay fees or 100% medical insurance fees.
3. CLLC does not refund tuition fees that have been paid through a CLLC agent. Students must speak to their agent directly.
4. No refund if dismissed permanently from the school for the following reasons:
 - Illegal drug or alcohol use
 - Possession of firearms or other deadly weapons
 - Highly inappropriate conduct (verbal, physical, sexual) at school or on school activities
5. If caught and/or witnessed participating in illegal activities a student will be entitled to "Due Process" through the school, where each step will be documented. If deemed necessary, law enforcement and immigration officials will be a part of the process. Parents and legal guardians will be notified.

Damages and Outstanding Payments

If a student damages CLLC property, homestay property, or has any outstanding charges, they will be required to pay all expenses. All costs must be paid in full before leaving CLLC. If there is a failure to pay, CLLC has the right to contact the student's embassy and/or any other parties. CLLC is authorized to deduct the outstanding charges from tuition, textbook, medical insurance and homestay accounts.

HOMESTAY REQUIREMENTS

The following guidelines refer to CLLC's Homestay Program:

- CLLC requires Homestay fees four weeks prior to a student's stay or extension. CLLC pays the host. Homestay payments are kept in individual students accounts with CLLC.
- CLLC pays its homestay hosts their "four week cycle payments" one week prior to the due date. If CLLC already paid the fees to its homestay hosts then CLLC cannot guarantee any refunds.
- CLLC allows students to change their homestay without a fee. All issues are resolved within 48 hours through CLLC's "Total Quality Management" System.
- If students would like to make a change to your homestay situation, you must give notice one week prior to your final paid day in homestay.
- If for any reason a student cannot meet Canadian standards of conduct within the homestay, and the homestay requests that the student vacate the home, CLLC will not be responsible for finding me a new homestay. In such circumstances the student will be responsible for finding new accommodations.
- CLLC graduates must leave their homestay within two days unless pre-approved by CLLC Management.

- Students who take a vacation or leave the homestay permanently, and wish to return, must pay \$200.00.
- Students who take a vacation and leave the home, but still occupy / save the room, will pay the regular homestay price.
- Students who stay extra nights are required to pay \$40.00 / night.
- If a student decides to leave the Homestay Program, they must inform CLLC officially one week in advance. They will be required to make payment for the one week notice if notice was not given in writing. CLLC will issue a full refund for any unused remaining homestay balance minus any due homestay fees.
- If a student decides to leave the Homestay Program during their first "four weeks cycle payment" they must inform CLLC officially two weeks in advance. CLLC cannot guarantee any refunds if payment has been made to homestay host despite the two weeks notice. CLLC will issue a full refund for any unused remaining homestay balance that remains in a student's individual CLLC account.
- In the event that a student leaves their homestay during the "four weeks cycle payment" and the move is initiated by the student or necessitated by their behavior, the student will be required to pay the full fee for the current "four weeks cycle" payment, plus the fee to be paid to the new homestay for the balance of the month.

HARASSMENT COMPLAINT POLICY AND PROCEDURE

CLLC Inc., is committed to a healthy, harassment-free work environment for all our students. CLLC has developed a company wide policy intended to prevent harassment of any type, including sexual harassment, of its students and to deal quickly and effectively with any incident that might occur. This policy covers all behaviors that occur on CLLC premises or in other settings where CLLC-related activities occur. This policy applies to all CLLC students.

Definition of Harassment:

Harassment occurs when a student is subjected to unwelcome verbal or physical conduct because of race, religious beliefs or creed, color, place of origin, gender identity or expression, physical or mental disability, age, ancestry, ethnic or aboriginal origin, citizenship, marital status (including single status), source of income, family status or sexual orientations, and sex (including pregnancy). Nova Scotia and Ontario Human Rights Law prohibits workplace harassment based on these grounds. Protected grounds under human rights law may also include: record of criminal offenses, irrational fear of contracting an illness or disease, political belief, affiliation or activity, association with protected groups or individuals, or other grounds as human rights laws are amended from time to time.

Harassment includes derogatory or vexatious conduct or comments that are known or ought reasonably to be known to be offensive or unwelcome. Harassment may be verbal, physical, written or electronic. Comments or conduct can amount to harassment if directed at another person who reasonably finds the behaviour is unwelcome, personally offensive, or fosters a toxic work or learning environment.

Examples of harassment not tolerated at CLLC include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to any employee's race, religious beliefs, color, gender, physical, or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. CLLC also will not tolerate the display of pornographic, racist or offensive signs or images, practical jokes that in awkwardness or embarrassment, and unwelcome invitations or requests, whether indirect, or explicit.

Definition of Sexual Harassment:

Sexual harassment includes comments, gestures or physical conduct of a sexual nature where an individual knows or ought reasonably to know that the behavior is unwelcome and personally offensive to the recipient or to onlookers.

According to the Nova Scotia Human Rights Commission (<https://humanrights.gov.ns.ca/>) and the Ontario Human Rights Commission (<http://www.ohrc.on.ca/en>), sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behavior need not be intentional in order to be considered sexual harassment.

All harassment is offensive and in many cases it intimidates others. It will not be tolerated within CLLC campuses or on CLLC activities.

Policy Exemptions:

The following practices, provided they are conducted in a professional manner, are not considered to fall within the scope of this policy:

1. Appropriate supervision and performance appraisal, including training, direction, instruction, evaluation and counseling.
2. Appropriate disciplinary action consistent with CLLC policies and legal or contractual obligations.
3. Other routine interactions, including interpersonal conflicts or difficulties which from time to time may arise.

A. COMPLAINT PROCEDURE

If you are being harassed:

1. Tell the harasser that their behavior is unwelcome and ask them to stop. It is acknowledged that in some instances this is not possible or appropriate. If you are unable to communicate directly with the harasser, report your concerns to your teacher or other supervisory personnel. A student who observes an incident that they reasonably believe is harassment should take the incident seriously and address the incident directly by speaking with the individuals involved or by report it to their teacher or other supervisory personnel.
2. Keep a record of incidents (dates, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details over time.
3. Make a formal complaint by reporting the problem to one of the following individuals at your campus:
 - A. Teacher
 - B. Academic Manager
 - C. Campus Director
 - D. Any CLLC staff member you feel comfortable approaching
4. You also have the right to contact the Nova Scotia Human Rights Commission or to the Ontario Human Rights Commission to make a complaint of sexual harassment and you can report any incident of assault that has occurred to the following Organizations.

	HALIFAX	OTTAWA	TORONTO
Police- Emergency	911	911	911
Police- Non Emergency	902.490.0773	613.236.1222	416.808.2222
Rape Crisis Centre	902.425.0122	613.562.2333 or 613.562.2334	416.597.8808 or 416.597.1171
Sexual Assault Centre	902.422.4240	613.234.2266 or 613.725.2160	

B. DEALING WITH A COMPLAINT

5. Once a complaint is received, it will be kept strictly confidential except to the extent necessary to investigate and resolve the matter. An investigation will be undertaken immediately by senior management and all necessary steps taken to resolve the problem. If appropriate, the actions taken to resolve the complaint may include conciliation.
6. Both the complainant and the alleged harasser will be interviewed separately, as will any individuals who may be able to provide relevant information. All information will be kept in confidence except to the extent necessary to investigate and resolve the matter. Records concerning complaints, conciliations and investigations will be retained and stored in a secure and confidential manner.

7. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include immediate ejection if perpetrated by a CLLC student. The incident will be documented in the harasser's file. No documentation will be placed in the complainant's file when the complaint has been made in good faith, whether the complaint is upheld or not.

8. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser. Both the complainant and the alleged harasser will be notified in a timely manner of the decision in writing, by the Campus Director/Manager.

9. Regardless of the outcome of a harassment complaint made in good faith, the student lodging the complaint, as well as anyone providing information during the investigation will be protected from any form of retaliation by either CLLC Staff or members of the student body. Retaliation includes dismissal, demotion, unwanted transfer, denial of opportunities within the company or harassment of an individual as a result of having, in good faith, made a complaint or having provided evidence regarding the complaint.

10. In certain cases, provincial law may dictate that the local police be involved in the process from the beginning or that they will head an external investigation.

C. RESPONSIBILITY OF MANAGEMENT

As a CLLC student you must know that it is the responsibility of a director, manager or any person within CLLC, to take immediate and appropriate action to report or deal with incidents of harassment of any type, whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

CLLC seeks to provide a safe, healthy and rewarding work environment for its employees. Harassment will not be tolerated within this company. If you feel that you are being harassed, contact us. We want to hear from you.

CLLC HALIFAX	CLLC OTTAWA	CLLC TORONTO
Natalie MacIsaac Campus Director	Dale Corley Campus Director	Jessica Rumble Senior Campus Manager
5201 Duke Street, Unit 0230 Halifax, Nova Scotia, Canada B3J 1N9	333 Preston Street, 4th Floor Ottawa, Ontario, Canada K1S 5N4	290 Lawrence Avenue West Toronto, Ontario, Canada M5M 1B3
902.462.9577	613.237.8000	416.784.0550

WAIVER AND RELEASE

I understand and agree that the Canadian Language Learning College and its partners including homestay families are not liable for any injury, loss or unfortunate happening that I may encounter while I am staying at my homestay and/or participating in activities or school events, outings, or any event related to the Canadian Language Learning College. I completely release the Canadian Language Learning College from any possibility of being held liable by myself and/or anyone representing myself. I understand that I must follow and abide by all instructions given by the Canadian Language Learning College staff and if I fail to do so this shall release any claim by me. I also understand that CLLC may take photographs of classes or activities of which I may be included and I give permission to CLLC to use these in school publications, websites or advertising as is deemed necessary.

CONFIDENTIALITY

Please be advised that all personal and academic information collected by CLLC will not be released to any third party representative unless permission has been granted.

STATEMENT OF ACKNOWLEDGEMENT

I understand and agree to the conditions stated in this contract including:

- Making prompt payment for all services and related fees (Tuition, textbook, medical insurance and homestay fees).
- Understanding that CLLC is not liable for any injury, loss or unfortunate happening that I may encounter while I am participating in CLLC school activities or school events, classes, outings or any event related to CLLC (See Waiver and Release).
- Understanding that I must follow all CLLC guidelines, as well as abiding by the laws of Ontario, Nova Scotia and Canada.
- Reading, understanding and agreeing to these Terms and Conditions for studying and enrollment at CLLC.
- Understanding that at any time, without consultation, CLLC may change my class or shift, based on organizational needs.
- Understanding that CLLC will not, at any time, retain my passport, study permit or any such travel document.
- Acknowledging that CLLC has the right to change the terms and conditions within this contract without notice.

STUDENT SIGNATURE: _____ **DATE:** _____

ADMINISTRATION SIGNATURE: _____ **DATE:** _____

