

2017 Application Form



ANNE'S Language House

Application Procedure

1. Complete the Application Form and submit it to school by email or in person.
2. An invoice reflecting your costs, based on your application form, will be sent to you or your agent.
3. Submit the fees to school.
4. A Letter of Acceptance will be sent to you or your agent.

2017 Fees

Program	Tuition Fees (per week)					
General English	2-4 weeks	5-8 weeks	9-12 weeks	13-23 weeks	24-35 weeks	36+ weeks
20 Lessons	\$315	\$295	\$290	\$280	\$270	\$260
25 Lessons	\$350	\$330	\$320	\$310	\$300	\$300
30 Lessons	\$385	\$365	\$365	\$345	\$325	\$325
Specialized Programs	Tuition Fees					
Intensive Conversation	4 weeks	8 weeks	12 weeks			
25 Lessons	\$1400	\$2640	\$3840			
30 Lessons	\$1540	\$2920	\$4380			
IELTS Preparation	4 weeks	8 weeks	12 weeks			
20 Lessons	\$1260	\$2360	\$3480			
25 Lessons	\$1400	\$2640	\$3840			
Homestay Accommodation		1 week	4 weeks	Extra night		
Homestay - Half Board - Private Room		\$190	\$760	\$28		
Homestay - Full Board - Private Room		\$205	\$820	\$30		
Additional Fee for Minor Students*		\$10	\$40	\$2		
Other Fees		Note				Fees
Application Fee		Non-refundable				\$100
Homestay Placement Fee		Non-refundable				\$180
Airport Reception		One-way				\$100
Airport Reception		Two-way				\$180
Textbooks (must be purchased at school)		General English only**				\$85 +
Material Fees		Specialized Programs only***				\$10 per week
Custodianship Letter		Notarized				\$100
Medical Insurance		Per day (Min. 20 days)				\$2
Each lesson is 50 minutes. 20 Lessons: 16hr40min / 25 Lessons: 20hr50min / 30 Lessons : 25hr						

* Under 18 years old

** One set of student book and workbook for General English Program. Each set covers 1-2 level(s).

*** Material Fees for Intensive Conversation and IELTS Preparation. No textbook purchase is required.

Session Start Dates:

January 3 / January 30 / February 27 / March 27 / April 24 / May 23 / June 19 / July 17 / August 14 /
September 11 / October 10 / November 6 / December 4

Intake dates for General English are every Monday except for public holidays.

Please contact school for intake dates for specialized programs.

Holidays (School will be closed):

January 1 - observed January 2 / February 20 / April 14, 17 / May 22 / July 1 – observed July 3 / August 7 /
September 4 / October 9 / November 11 – observed November 13 / December 25, 26

2017 Calendar

JANUARY							FEBRUARY							MARCH							APRIL						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1			1	2	3	4	5			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30
30	31																										

MAY							JUNE							JULY							AUGUST						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3						1			1	2	3	4	5					1	2	3	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

= Session Start Dates
 = Holidays (No School)

Methods of Payment

1. Bank wire transfer

Bank Name: TD CANADA TRUST

INSTITUTION#: 004 BRANCH#: 80989 ACCOUNT#: 5272019

BRANCH ADDRESS: 260 Crowfoot Crescent N W, Calgary, AB, T3G 3N5

ACCOUNT NAME: ANNE'S HOUSE CANADA CORPORATION

ADDRESS: 24-609 PANATELLA BLVD N.W., CALGARY, AB, T3K 0T1

SWIFT CODE: TDOMCATTOR

2. Cash
3. Cheque
4. Credit Card (VISA or MasterCard) ** The 2% CC Fee will be applied.*

Terms and Conditions

Refund Policy

1. **Tuition Refund:** A full refund (minus non-refundable deposits) will be issued to students who withdraw, in writing, 30 days or more before the course begins. After this point, a 70 percent refund of tuition paid will be given for withdrawals received in writing up until the first day of the program. If students withdraw within 5 calendar days of the original start date of the program, a 50 percent refund of tuition paid will be issued. No refunds are given for withdrawals when more than 5 days of the program have been completed.
2. **Homestay Refund:** Students are required to provide written notice a minimum of 14 days before withdrawing from the homestay program. A full refund, less the nonrefundable homestay placement fee, will be issued to students who withdraw in writing 14 days before their homestay begins. Under no conditions will refunds be provided for periods of homestay already used.
3. **Visa Denials:** If a visa denial prevents the student from attending the English language programs, tuition fees and deposits minus a \$250.00 administration fee will be refunded upon submission of written proof of denial at least 7 calendar days before the program begins.
4. **Refund Payments:** For approved refunds, payments are issued within 30 days of notification from the student of cancellation, drop, or withdrawal. Refunds will be made via the original payment method. If the student's payment of fees was made with cash, refund will be made by means of a cheque. If the student's payment of fees was made with a credit card, fees will be refunded back to the credit card originally used for payment. In that case, the 2% CC fee will be applied.

Health Insurance

It is mandatory for ALH students to have health insurance during their stay in Canada. Students must purchase a health insurance plan through an insurance company or agent in their home country or in Canada. Students may purchase health insurance plan through school.

Entry Requirements for Specialized Programs (Intensive Conversation and IELTS Preparation)

Students must place at Upper-Intermediate 1 or above on the ALH placement test or complete ALH General English Intermediate 2.

Assessments and Certificates

Students are expected to attend class regularly. A minimum of 80% of attendance is required for a completion of each level. A review of the student's attendance and progress will be issued at the end of each session. If students are dissatisfied with their assessment scores, the students can meet with an academic leader or a director. Students will receive a certificate of completion at the end of their studies as long as they have met the attendance requirement.

Student Record and Use of Personal Information

School collects, uses, retains and discloses information in accordance with the Personal Information Protection Act. School may share and disclose personal information within the institution to carry out its mandate and operations. A student's record may include a student enrolment contract, financial records, attendance records and documentation of any dispute or dismissal.

Agreements

Students must sign the Student Handbook Agreement, Photo and Media Release Form, Insurance Waiver and Homestay Handbook Agreement (if applicable) on the first day of the program.