

# 2025 Application Form



## 2025 Fees

Program	Tuition Fees (per week)			
	1-5 weeks	6-11 weeks	12-23 weeks	24+ weeks
General English				
20 Lessons (GE20)	\$360	\$345	\$330	\$315
25 Lessons (GE25)	\$390	\$375	\$360	\$345
30 Lessons (EAP30)	\$420	\$405	\$390	\$375
Each lesson is 45-50 minutes. 20 Lessons: 15hr50min. / 25 Lessons: 19hr 35min. / 30 Lessons: 23hr 20min.				
Homestay Accommodation			1 week	Extra night
Homestay - Half Board (Breakfast and Dinner) - Private Room			\$280	\$50
Homestay - Full Board (3 meals per day) - Private Room			\$300	\$55
Additional Fee for Minor Students (Under 18) *			\$40	\$10
High Season Supplement (June 1 – August 31)			\$40	\$10
Other Fees		Note	Fees	
Application Fee		Non-refundable	\$150	
Homestay Placement Fee		Non-refundable	\$200	
Airport Reception		One-way	\$150	
Airport Reception		Two-way	\$275	
Course material fees (must be paid at school)		General English**	\$65 per module or \$120 per level	
Custodianship Document (Under 18)		Notarized	\$150	
Letter of Acceptance Deposit		Partially refundable	\$500	
Medical Insurance		Minimum 20 days	\$2 per day	
Bank Charges		International	\$20 per transaction	

\*Minimum age to apply for homestay program is 15 years old.

\*\*For up to 2 weeks of General program enrollment, the material fee is \$10 per week.

### Intake Dates for General English Program:

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

*\*Please contact the school for a module start date and seat availability.*

### 2025 Holidays and School Closure

January 1	New Year's Day	May 19	Victoria Day	September 30	National Day for Truth and Reconciliation
February 17	Family Day	July 1	Canada Day	October 13	Thanksgiving Day
April 18	Good Friday	August 4	Heritage Day	November 11	Remembrance Day
April 21	Easter Monday	September 1	Labour Day		

Winter break: December 22 – December 26

Compensation will not be made for classes on public holidays.

### Terms and Conditions

#### Application Procedure

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

#### Payment Policy

A full payment must be made 30 days prior to your program start date. For programs of 20 weeks or longer, students have the option to pay in installments. The seat will be secured only for the paid period.

## Homestay

Homestay payments are required 30 days prior to arrival date to guarantee placement. Although we try our best to accommodate students' requests, there is no guarantee that individual preferences can be arranged. Homestay Questionnaire, Declaration and Agreement Form must be submitted prior to a homestay assignment.

### Methods of Payment

- Bank wire transfer
- Cash / Cheque / e-transfer (within Canada)
- Credit Card (VISA or MasterCard) \* The 3% CC Processing Fee will be applied.

### Refund Policy

- 1. Tuition Refund:** A \$250 administration fee will be applied to all refund requests.
  - a. Refunds before the start date
    - (i) If a student cancels 30 days or more before the contract start date, 75 percent of the tuition fees paid will be refunded.
    - (ii) If a student cancels less than 30 days before the contract start date, 60 percent of the tuition fees paid will be refunded.
  - b. Refunds after the start date
    - (i) If a student cancels or is withdrawn within 5 calendar days of the contract start date, 50 percent of the tuition fees paid will be refunded.
    - (ii) No refunds are given for cancellations or withdrawals when more than 5 days of the program have been completed. Refunds on revised starting dates are based on the original contract start dates.
- 2. Homestay Refund:**
  - a. Refunds before arrival
    - (i) If a student cancels 14 days or more before the homestay begins, a full refund, less a \$200 homestay placement fee will be refunded.
    - (ii) If a student cancels less than 14 days before the homestay begins, paid homestay fees minus a cancellation fee equal to 2 weeks' homestay fees and a \$200 homestay placement fee will be refunded.
  - b. Refunds after arrival  
After commencement of homestay, students are required to provide a written notice a minimum of 28 days before withdrawing from the homestay program. 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. **Cash:** If the student's payment of fees was made with cash, refund will be made by means of a cheque, Interac e-transfer, or wire transfer. **Credit Card:** 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 3% CC fee will be applied. **Wire Transfer:** If the student's payment of fees was made with a wire transfer, fees will be refunded back to the bank account originally used for payment. In that case, \$50 fee will be applied per transaction.

### Medical Insurance

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

### Change of Schedule

If a student needs to change the program start date, a new Letter of Acceptance (LOA) will be issued with a written request. A request must be submitted a minimum of 7 days before the initial contract start date. Failure to do so will result in an automatic cancellation of the registration. First request can be made free of charge. An application fee (\$150) will be charged to the second or subsequent requests.

### Assessments and Certificates

A minimum of 80% of attendance is required for the completion of each level. A review of the student's attendance and progress will be issued at the end of each module. If the student successfully meets his/her level's requirements, he/she will move up to the next level. Students who have met the attendance requirements will receive a certificate at the end of their studies. Students who fail to move up to the next level must wait for the next available date of the same level.

### 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.

### Secure A Seat

In order to secure a seat, students need to submit their pre-arrival test and make a payment. Students who pay tuition fees in installments must understand that their seats will be secured only for the paid period.

### Agreements

Students must sign the Student Handbook Agreement, Homestay Handbook Agreement (if applicable), Photo and Media Release Form, and Insurance Waiver on the first day of the program. For a minor student, parent or legal guardian is required to sign these Agreements.

# 2025 Application Form

1. PERSONAL INFORMATION						
Last Name			First Name			
Date of Birth	Date / Month / Year		Gender	Male	Female	Other
Nationality						
Visa Type	eTA	Visitor Visa	Study Permit	Work Permit	Do you already have a visa?	Yes    No
Mailing Address						
City			Province			
Country			Postal Code			
Telephone			Email			
Emergency Contact Name & Phone number(s)						
Do you require a Custodianship Declaration? (Minor students)			Yes    No	Agent (If applicable)		
Medical Insurance	I have a valid medical insurance	I want to purchase guard.me insurance		Coverage start date:	End date:	
Current English Level	Beginner	Pre-Intermediate	Intermediate	Upper-Intermediate	Advanced	
2. PROGRAM APPLYING FOR						
General English 20 (GE20)		General English 25 (GE25)		Pathway 30 (EAP) - 10 weeks (Advanced level only)		
Start Date	Date / Month / Year		Duration of Study	(       ) Weeks		
3. HOMESTAY ACCOMMODATION						
Do you wish to apply for Homestay during your studies in the ESL Programs?				Yes	No	
If you have chosen "Yes" to Homestay, please complete the following section:						
Check-in	Date / Month / Year		Check-out	Date / Month / Year		
Would you like a half-board or a full-board?				Half-Board (2 meals)	Full-Board (3 meals)	
Any allergies, restrictions, special notes						
Would you like airport reception?				No	Yes: One-way	Yes: Two-way
4. PAYMENT METHOD						
How would you like to pay for the fees?		Bank wire transfer	Cash	Cheque	Interac e-transfer	Credit card (VISA or MC)

I have read, understood and agree to be bound by the terms and conditions outlined in this application form (total 3 pages).

Check

I declare that the information I have given on this application is correct and accurate.

Check

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's / Guardian's Signature for minor student

\_\_\_\_\_  
Name of Parent or Guardian



**ANNE'S Language House**

Please submit the completed application form to:

**ANNE'S Language House**

727 7th Avenue S.W. Suite 1520, Calgary, Alberta, Canada T2P 0Z5

Email: english@alhcalgary.com

Phone: 403-667-4745 Website: www.alhcalgary.com