



**P.O. Box 987, 97 Kaulbach St.
Lunenburg, NS, Canada B0J 2C0
Web: StudyAtlantic.com
Phone: 902.634.6111**

Student Contract

This contract is between

-and-

Atlantic Canada Language Academy
P.O. Box 987, 97 Kaulbach Street, Lunenburg, Nova Scotia, B0J 2C0
Phone: 902-634-6111

Name	Student #
Phone #	E-mail Address
NS Address	
Home Address	
Program Name	
Start Date	End Date

Accredited Program Information

Program Completion Requirements

- ♦ The duration of a student's study depends on their initial placement level and what their goal level is.
- ♦ Students advance at their own pace based on various methods of testing and assessment.
- ♦ Language is assessed regularly using a variety of assessment tools.
- ♦ Students must attend 80% of their course and arrive on time to receive their course certificate.
- ♦ If a student is more than 10 minutes late for class, they must wait until break time to join class. They will be marked absent for any classes held before the break.
- ♦ Students must inform their teacher if they know in advance that they will miss a class.
- ♦ If a student is ill, they must call or e-mail the school to inform the staff of their illness as soon as possible. If a student is absent for a longer period of time, a doctor's note may be requested by the school.

Fees (2024)

(Prices in CAD)

Tuition	Core 20*	Intensive 25*	Super Intensive 30*	Accommodation		
					/week	/night
1 -12 weeks	\$/wk 305	\$/wk 370	\$/wk 435	Homestay - full board	240	40
13-35 weeks	285	250	415	Residence - double room - no meals	200	80
36+ weeks	275	340	405	Residence - double room - half board	350	80
				Residence - double room - full board****	350	80

Supplements

Enrolment	175
Accommodation Placement	210
Accommodation Placement (student residence)	210
Study Resources/12 weeks	125
Airport Transfer / one-way	200
One-to-one per lesson	75
Exam Fee IELTS**	339
Pathway Program Fee	250
Change fee***	110

U19 Supplements

Administration Fee / Custodianship	80
Specialized PM electives	90-150/week

*regardless of General/Academic or PM elective is chosen

**Approximate and to be paid on-site

*** Applies to all course & accommodation changes including type, duration and cancellation

**** Available 29.06-28.08.2020 for minor students only

Tuition Payment Plan

- A \$500 CAD Course Reservation Fee is due upon accepting the offer as outlined in the

Letter of Offer.

- All fees are due no less than 6 weeks before the course start date.
- If a student's application is submitted less than 6 weeks before the course start date, all fees are due immediately upon receipt of the invoice.
- If a student plans to study for less than 6 months, the invoice is to be paid in full.
- If a student plans to study for more than 6 months, they can pay in two installments, where the 2nd payment is due 4 weeks prior to the start of the 25^h week. If they choose to pay for their full invoice, the remainder of the funds are kept in trust.

Program Materials/Equipment Provided

- Chair
- Computer Lab
- Desk
- WIFI

Tuition Refund Policy

Obligations of the course participant

The course participant shall be responsible for choosing a language course that corresponds to his or her abilities and complying with any visa stipulations. The course participant undertakes to participate personally at the lessons and to arrive punctually. Should irregular attendance or other behavior of the participant break the law, be in conflict with entry or visa regulations, or cause a disturbance to other participants, ACLA reserves the right to expel the participant from the course. In such an event, **the course fees shall not be refunded in any way, not even on a pro-rata basis.**

Withdrawal before the start of the course

The contracting party may send written notification of withdrawal before the start of the course, without any statement of reasons. If such written notification is received by ACLA **14 days before commencement of the course, all payments already made to ACLA in connection with the present contract shall be refunded to the contracting party, with the exception of \$250.00 of the Course Reservation Fee.**

If written notification is received by ACLA less than **14 days in advance, but in any case no later than 5:00pm (AST) on the last Thursday before the commencement of the course, the course participant shall be contractually obliged to pay the enrolment fee, accommodation placement fee (if applicable), 2 week's tuition, and accommodation fees (if applicable) for two weeks (homestay) or four weeks (student residence).** If student is found in default, applicable service charges will also apply. Reimbursements will be made within four weeks after receipt of the withdrawal.

No-Show or withdrawal from the language course, failure to attend individual parts thereof

Should the course participant fail to attend the language course, withdraw from the course, or not take up individual parts thereof, such as individual lessons, he or she shall not be entitled to claim any reimbursement.

Cancellation and/or change of accommodation after course start

Accommodation may be terminated or changed, subject to 2 weeks' notice ending on a Saturday. Notice of termination shall be sent in writing to ACLA exclusively. A change fee of \$110 CAD will be charged. Should the course participant leave his or her accommodation before the end of the period of notice, the full price for the accommodation up to the end of the cancellation period remains payable. For student residences, the respective General Terms & Conditions of the third parties providing such accommodation apply.

Circumstance

Written notice given 14+ days before the course start date

Written notice given 1-13 days before the course start date

No-show/Withdrawal after start date/Expulsion
Any parents/guardians who have a dependent attending
public school in Nova Scotia

Fees Refunded

All fees refunded with the exception of:

- 50% of Course Reservation Fee \$250.00

Most fees refunded with the exception of:

- 100 % Course Reservation Fee \$500.00

- 2 weeks tuition

- Medical Insurance Premium (if applicable)

- 2 weeks Homestay OR 4 weeks Student Residence (if applicable)

No fees refunded

- not entitled to any refund once their Study Permit has been issued.

Declaration

1. Prior to signing this contract, the International Student Applicant has been provided with:
 1. an outline of the content of the accredited program;
 2. a total accredited program cost breakdown and separately indicates the tuition fee, the total cost of instructional materials, textbooks, equipment, and any other fees associated with the accredited program;
 3. the payment schedule for tuition and all other related fees established by the school;
 4. a copy of ACLA policies, rules, and regulations, including its policies pertaining to credential assessment, language testing, tuition payment, and tuition refunds;
 5. where to access the Language School Act and associated Regulations

Act: <http://nslegislature.ca/legc/statutes/language%20schools.pdf>

Regulations: <https://www.novascotia.ca/just/regulations/regs/langschgen.HTM>

<https://www.novascotia.ca/just/regulations/regs/langaccred.htm>

2. This contract has been fully explained to the Student Applicant and said Applicant has acknowledged full understanding of all terms, conditions, policies, rules, and regulations associated with the fulfillment of all contractual obligations of both parties.
3. The student understands that they are entitled to make a complaint respecting the delivery of the contracted program to the Director or the Private Career Colleges Division, Nova Scotia Department of Labour and Advanced Education.
4. When the Student Applicant is a minor, this contract has been explained to them and they have acknowledged full understanding of all terms, conditions, policies, rules, and regulations associated with the fulfillment of all contractual obligations of both parties.
5. It is understood by both parties that this contract is subject to the Language Schools Act and its Regulations.
6. It is understood by both parties that ACLA will collect and disclose the Student Applicant's personal information as required by any relevant legislation.
7. Subject to the provisions of applicable legislation, the Student Applicant consents to their personal information being shared with:
 1. the private career college division at the Department of Labour and Advanced Education;
 2. the federal Department of Citizenship and Immigration;
 3. the Canada Border Service Agency.
8. ACLA will provide the student with a program completion certificate no later than 30 days after the International Student has successfully completed the accredited program, met all of the conditions of the contract, and has an account in good standing.

Name of Student Applicant (print)

Signature of Student Applicant

Date

Name of School Staff (print)

Signature of School Staff

Date

Name of Legally Binding Officer (print)

Signature of Legally Binding Officer

Date

Student Activity and Indemnity

Student Activity Release and Indemnity - ***please read carefully***

This is my application to participate in any or all activities provided by **ACLA**, hereinafter referred to as the "School", as described in the School's brochures/website, or as may be offered from time to time, by the School, its employees or representatives ("School Activities").

For good and valuable consideration, the receipt and sufficiency which is acknowledged, the undersigned student (or legal guardian on behalf of the student if under age 18), hereby agrees as follows:

1. That many of the School Activities require a certain degree of skill and physical fitness and that participating in such activities exposes me to certain risks of accident or injury.
2. That by signing below I waive any and all claims that I have or may have in the future against the School, its employees, and representatives.
3. I hereby release the School, its employees, and representatives from any and all liability for any loss, damage, expense, personal injury or death, that I may suffer, or that my heirs, next of kin, executors, administrators, families or representatives may suffer as a result of:
 1. any wrongful, negligent or unauthorized act or omission on the part of the School or its employees;
 2. any wrongful or negligent act, breach of contract, or breach of any statutory or other duty care to the extent that the law permits such a release;
 3. any cause, condition or event whatsoever beyond the direct control of the School.
4. This Waiver shall be effective and binding upon my heirs, next of kin, executors, administrators, families or representatives in the event of my death or incapacity.
5. This Waiver shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

I have read and fully understand this Waiver and I am aware that by signing I am waiving certain legal rights which I or my family, next of kin, executors, administrators, families or representatives may have against the School or its employees or representatives.

Student Signature: _____



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Print Student Name:

Date:

In Case of Emergency

Contact Information Form

Name

Telephone Number:

Cell Phone Number:

Work Phone Number:

Other:

Does this person speak English?

Name

Telephone Number:

Cell Phone Number:

Work Phone Number:

Other:

Does this person speak English?