

## International Language School YMCA

1440, Stanley Street, 5<sup>th</sup> floor, Montreal QC Canada H3A 1P7

Phone: +1-514-849-8393 ext.709 Fax: +1-514-849-5026

E-mail: [info@ymcalanguages.com](mailto:info@ymcalanguages.com)

Web site: [www.ymcalanguages.com](http://www.ymcalanguages.com)



### HOW TO REGISTER

- 1) Complete and sign the course and home stay registration forms, and send them to the International Language School of The YMCAs of Québec, located in Montreal, by fax or e-mail. Attach a copy of your passport.
- 2) We will send an invoice to you. Please review it carefully.
- 3) Please pay all fees according to your invoice. Our school accepts payment by credit card or bank transfer.
- 4) Please fax the copy of the bank receipt to our school after your bank transfer has been completed.
- 5) After receiving your registration forms and payment, our school will send you a "Letter of Acceptance".
- 6) If you apply for accommodation, our school will send you the host family information or residence information before your arrival.

### BANK TRANSFER INFORMATION

Please send your bank transfer to:

The YMCAs of Québec

#### Bank details

Bank name: The Royal Bank of Canada

Bank account number: 100 7749

Transit number: 5101

Bank institution number: 003

Transfer swift code: ROYCCAT2

### REFUND POLICY – COURSE FEES

#### 1. Refusal by Immigration Canada

Students who are unable to obtain the appropriate documents to enter Canada are entitled to a refund of all pre-paid fees, less an administration fee of \$118CAN. Students must request the refund in writing and send a copy of the letter of refusal from Immigration Canada to the International Language School of The YMCAs of Québec.

#### 2. Cancellation of a 4- or 7- week course before arrival in Canada

Students who wish to cancel their course(s) must return the original Letter of Acceptance and must provide written notification to the International Language School of The YMCAs of Québec. Students will receive a complete refund of all pre-paid fees, less the administration fee of \$118CAN and less a cancellation fee of \$100CAN.

#### 3. Cancellation of a 4- or 7- week course after arrival in Canada and before the beginning of classes (1<sup>st</sup> day included)

If you cancel before the beginning of a 4- or 7-week course (1<sup>st</sup> day included), all the pre-paid fees will be refunded less a 40% fee on the total amount, and less the administration fee of \$118CAN.

#### 4. Cancellation after the beginning of classes (1<sup>st</sup> day included) of a 4- or 7- week course.

There is no refund for any portion of services within a 4- or 7- week course after it starts (1<sup>st</sup> day included). All the other pre-paid courses will be refunded less a 40% fee on the total amount, and less the administration fee of \$118CAN.

#### 5. Postponement

Students who wish to delay the start of a course must ensure that written notification reach the International Language School of The YMCAs of Québec at least 21 days before the start of the course. Students who fail to provide sufficient notice will be charged a postponement fee of \$75CAN. If the postponement is due to a visa delay, the \$75CAN fee will not be charged but we will require proof of the delay.

### REFUND POLICY – ACCOMMODATION

*Payment is necessary to make a reservation. However, spaces in residence or home stay are subject to availability.*

*In case of a cancellation, student must provide written notification in order to qualify for a refund.*

#### HOMESTAY & RESIDENCE

#### 1) Cancellation requested 2 weeks or more before accommodation start date

The student will receive a refund of all prepaid fees, less the accommodation placement fee of \$200.

#### 2) Cancellation requested less than 2 weeks before accommodation start date

The student will receive a refund of all prepaid fees, less the accommodation placement fee of \$200 and the amount equivalent to 2 weeks of the accommodation fee of his/ her choice.

#### 3) Cancellation requested after the scheduled accommodation start date

No refund for the first 4 weeks. Any student requesting a refund for the period after the first 4 weeks must provide a written notification a minimum of 2 weeks in advance in order to qualify for a refund.

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## COURSE REGISTRATION FORM 2012

### PERSONAL INFORMATION

Family name: \_\_\_\_\_ First name: \_\_\_\_\_  M  F

Birthday (month/day/year): \_\_\_\_\_ Nationality: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

How did you learn about our school?  Internet  Friend  Advertisement  Education fair  Returning student

Agent: Agent's name \_\_\_\_\_  Other, please specify: \_\_\_\_\_

Emergency contact Name: \_\_\_\_\_ Phone (s): \_\_\_\_\_

### COURSE INFORMATION

1) I'd like to study:  English  French

2) Language proficiency:

Beginner  Intermediate  Advanced

3) Starting dates:

January 3  January 30  February 27

March 26  April 23  May 22

June 25  July 23  August 27

September 24  October 22  November 19

How many weeks? \_\_\_\_\_ weeks

3) What program have you selected?

English  Intensive Program (25h/week)

Or individual options:

Integrated skills (15h/week)  Pronunciation

TOEFL iBT preparation  TOEIC preparation

Conversation only  Business English

Creative Speak  Read-Write-Speak (IELTS prep test)

French  Intensive Program (25h/week)

Or individual options:

Integrated skills (15h/week)  Business French

TFI preparation  Writing French  Conversation

### ACCOMMODATION AND MEDICAL INSURANCE

1) Accommodation (Please fill out the accommodation application form):

Would you like the YMCA to arrange your accommodation?  Yes:  Homestay  Student residence /  No

2) It is Mandatory to have Medical Insurance

Do you have Medical Insurance?  Yes Company and Policy number: \_\_\_\_\_ Expiry date \_\_\_\_\_  No

Would you like the YMCA to arrange your medical insurance?  Yes, From (m/d/y) \_\_\_\_\_ to (m/d/y) \_\_\_\_\_  No

### PAYMENT INFORMATION

Payment by:  Visa  MasterCard  Amex  Bank Transfer

Credit card number: \_\_\_\_\_ Expiry date (month/year): \_\_\_\_\_

Cardholder's name: \_\_\_\_\_ Cardholder's signature: \_\_\_\_\_

Fee: Course administration fee \$118 + Course fees: \$ \_\_\_\_\_ +  Accommodation placement fee \$200 +

Accommodation fees: \$ \_\_\_\_\_ +  Airport pick-up \$100 +  Airport drop-off \$50

Insurance (\$1.95 x \_\_\_\_\_ days = \$ \_\_\_\_\_ ) = TOTAL FEES \$ \_\_\_\_\_

\*\*\*\*\*

I have read and agree to comply with the school's refund policy. (Please see our refund policy.)

Sign here by hand: \_\_\_\_\_ Date (month/day/year): \_\_\_\_\_

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## ACCOMMODATION APPLICATION FORM 2012

### PERSONAL INFORMATION

Family name: \_\_\_\_\_ First name: \_\_\_\_\_  M  F  
 Birthday (month/day/year): \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Mother tongue: \_\_\_\_\_ Other languages spoken: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Language proficiency:  Beginner  Intermediate  Advanced  
 Emergency contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

### ACCOMMODATION INFORMATION

Arrival date (month/day/year): \_\_\_\_\_ Departure date (month/day/year): \_\_\_\_\_

I would like to apply for:  Homestay  Student residence

**Homestay:** Please select the meal package that you would like to include (These prices are based on a 4-week stay)

- \$597 (Breakfast only)
- \$755 (2 meals per day: breakfast + another meal)
- \$857 (3 meals per day)

\* The \$200 accommodation placement fee will be charged per placement.  
 \*\* Please fill out the 2<sup>nd</sup> page, if you are applying for Homestay.

**Student residence:**

(This price is based on a 4-week stay)

- \$640 (With shared bathroom and kitchen)

\* The \$200 accommodation placement fee will be charged per placement.

I need an airport pick-up (\$100):  Yes  No I need an airport drop-off (\$50):  Yes  No

If yes, please supply flight details:

	ARRIVAL	DEPARTURE
Flight number and airline:		
From/ To which city:	From:	To:
Date and time		

**Payment:** Please see the course registration form.

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I have read and agree to comply with the school's accommodation refund policy:

Sign here by hand: \_\_\_\_\_ Date (month/day/year): \_\_\_\_\_

(Please scan and send by e-mail or fax your registration form to us)

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## ACCOMMODATION APPLICATION FORM 2012 – Part 2 (Homestay only)

### PERSONAL PROFILE

Are you married? \_\_\_\_\_ Do you have children? \_\_\_\_\_ Occupation: \_\_\_\_\_  
Your parents' occupations: \_\_\_\_\_  
Your education background: \_\_\_\_\_  
Your work experience: \_\_\_\_\_  
Your main interests, hobbies: \_\_\_\_\_ Your career ambitions: \_\_\_\_\_  
The state of your health: \_\_\_\_\_ Do you smoke? \_\_\_\_\_ How often? \_\_\_\_\_  
Any allergies or special medical treatments?  No  Yes, please specify: \_\_\_\_\_  
Your religion \_\_\_\_\_ Practising?  Yes  No \_\_\_\_\_ Are you a vegetarian?  Yes  No  
Years of study of English: \_\_\_\_\_ of French: \_\_\_\_\_

### DETAILS FOR HOMESTAY FAMILY

1. Purpose of your visit? \_\_\_\_\_

2. Will you have a car in Montreal? \_\_\_\_\_

3. Type of family you wish to stay with:

a. English-speaking   
French-speaking   
Bilingual

b. Preferably smoking   
Preferably non-smoking   
Absolutely non-smoking   
Indifferent

c. Size of the family

	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice
Bachelor (female)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor (male)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Couple only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woman with child(ren)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Couple with child(ren)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have no preference	<input type="checkbox"/>		

d. Would you accept a family with a foreign student?  Yes  No

e. Would you accept a family with cat(s) living: inside the house?  Yes  No outside the house?  Yes  No  
Would you accept a family with dog(s) living: inside the house?  Yes  No outside the house?  Yes  No  
Absolutely no pets

4. Choose a number for each of the following (1 = least important; 9 = most important)

a. A lot of freedom:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>
b. As much contact as possible:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>
c. Comfortable accommodations:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>
d. Spotless, orderly home:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>
e. Share some meals with the family:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>
f. Use kitchen facilities:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>
g. Others _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>

5. What type of people would you prefer to board with?

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