

# UNIVERSITY OF TORONTO

## ENGLISH LANGUAGE PROGRAM

### 2018 COURSE SCHEDULE

EFFECTIVE DECEMBER 7, 2016

#### ACADEMIC ENGLISH

##### 12 weeks

Tuition Fee	\$ 5,840.00
Health Insurance, Keep.MeSafe and Health Services Fee	\$ 157.20
<b>Total</b>	<b>\$ 5,997.20</b>

- 0150-069 Jan 8 - Mar 29\*
- 0150-070 Apr 2 - Jun 22
- 0150-071 Jul 9 - Sept 28
- 0150-072 Oct 1 - Dec 21

\*Friday, March 30 is a holiday

#### ENGLISH PLUS

##### 4 weeks

Tuition Fee	\$ 1,947.00
Health Insurance, Keep.MeSafe and Health Services Fee	\$ 52.40
<b>Total</b>	<b>\$ 1,999.40</b>

- 2868-049 Jan 8 - Feb 2
- 2868-050 Feb 5 - Mar 2
- 2868-051 Mar 5 - Mar 29\*
- 2868-052 Apr 2 - Apr 27
- 2868-053 Apr 30 - May 25
- 2868-054 May 28 - Jun 22
- 2868-055 Jul 9 - Aug 3
- 2868-056 Aug 7\* - Aug 31
- 2868-057 Sep 4\* - Sep 28
- 2868-058 Oct 1 - Oct 26
- 2868-059 Oct 29 - Nov 23
- 2868-060 Nov 26 - Dec 21

\*Friday, March 30, Monday, August 6 and Monday, September 3 are holidays

#### PLEASE NOTE

The ELP reserves the right to adjust the timing of all courses.

You may enroll in more than one course/section with this form.

Total Fee includes health insurance, Keep.MeSafe, health services, course materials, workshops and several events.

Tuition and health fees must be paid in full at time of registration. Bursaries, scholarships and other forms of financial aid are not available. All University of Toronto ELP students (international students, immigrants and Canadian citizens) are required to pay the same tuition.

The Health Insurance, Keep.MeSafe and Health Services Fee only provides coverage from 12:01am on the Sunday before your course starts until 11:59pm on the Saturday after your course ends. If you arrive early or depart later, you should ensure you have additional coverage. The insurance company "Guard.Me" is able to provide additional coverage.

For the most up-to-date course dates, class times, tuition and health fees please check our website: [learn.english.utoronto.ca](http://learn.english.utoronto.ca)

## PAYMENT METHODS

Canadian dollars only.  
We do not accept cash, personal cheques or wire transfers.



- Official Bank-certified Cheque/Money Order (payable to University of Toronto)
- Saudi Arabia Cultural Bureau Scholarship sponsored
- Saudi Arabia Cultural Bureau Dependent sponsored
- Libyan-North American (CBIE) Scholarship sponsored

Total Enclosed: \$ \_\_\_\_\_ Canadian Dollars

Credit Card Number

Expiry Date

Signature of Cardholder

Name of Cardholder on credit card - please print

Signature (Payor)

Name (Payor) - please print

# UNIVERSITY OF TORONTO ENGLISH LANGUAGE PROGRAM REGISTRATION FORM

PLEASE PRINT CLEARLY

## PERSONAL INFORMATION

Student's Family Name

Student's First Name

Male  Female

Date of Birth (Day / Month / Year)

Language

Country of Citizenship

Occupation (or "Student")

## HOME COUNTRY ADDRESS

Street Number & Street Name

Street Name (continued)

Apartment Number

City

Province

Postal/Zip Code

Country

Telephone Number

E-mail Address

## CANADIAN ADDRESS

Street Number & Street Name

Apartment Number

City

Province

Postal Code

Telephone Number

## HOW DID YOU HEAR ABOUT US?

(choose any that apply)

- ELP Website  ELP Student  
 Google Advertisement  
 Internet Search  Canadian Embassy  
 Friend/Family  Facebook  
 Twitter  Pinterest  Instagram  
 YouTube  Education Fair

Which education fair?

Agent

Which agency?

Other

Please specify

## FUTURE COURSES

Would you like to receive newsletters and updates regarding courses and programs?  Yes  No  
You can unsubscribe at any time.

## EMERGENCY INFORMATION

Who can we contact in an emergency?

Name

Relationship

Emergency Telephone Number

Email Address

## DECLARATION

I have read and understood the Registration, Refund and Transfer Policies for the ELP.  
See: [learn.english.utoronto.ca/register](http://learn.english.utoronto.ca/register)

Student Signature

Date (Day / Month / Year)

Paid by (if other than student)

Payor's Signature

Date (Day / Month / Year)

## ACCEPTANCE DOCUMENTS

Your Receipt and Letter of Acceptance will be emailed to you, within 48 hours of your payment being confirmed. Please indicate how you would like to receive these documents (choose one option only).

- Email only  Email and mail to home address  Email and mail to Canadian address

*Please allow 4-5 days for these documents to arrive in Canada and 2-3 weeks for these documents to arrive overseas.*

# UNIVERSITY OF TORONTO

## ENGLISH LANGUAGE PROGRAM

### REGISTRATION POLICIES

EFFECTIVE DECEMBER 7, 2016

#### ADMISSION REQUIREMENTS

To join the University of Toronto English Language Program (ELP), you must be at least 17 years old and have some basic understanding of English. Our courses are not suitable for complete beginners in English. Some courses require you to be at an intermediate level of English facility or to meet other requirements. The ELP reserves the right to deny entrance to students not fulfilling these requirements.

#### VISAS & STUDY PERMITS

It is your responsibility to register for ELP courses in sufficient time to apply for and receive your Canadian visa or study permit.

For further information regarding the type of visa or study permits you may require, please see: [learn.english.utoronto.ca/before-you-arrive/visas-study-permits](http://learn.english.utoronto.ca/before-you-arrive/visas-study-permits)

If you plan to visit the United States during your stay in Canada, check with the US embassy or consulate in your country. You must get your US visa before you come to Canada.

You must assume complete responsibility for your personal financial needs.

If your application is refused, you may be able to obtain a refund of fees paid to the ELP, subject to certain conditions (see the policy on Visa & Study Permit Refusal).

#### FEES

All courses and service fees are quoted in Canadian dollars and cover the cost of tuition and the required health fees.

Tuition and health fees must be paid

in full at time of registration. Bursaries, scholarships and other forms of financial aid are not available. All ELP students (international students, immigrants and Canadian citizens) are required to pay the same tuition.

Tuition and health fees may be paid in the following ways:

- by credit card (Visa, Mastercard and American Express)
- by official bank-certified cheque/ money order, in Canadian funds, payable to the University of Toronto

Cash, personal cheques, and wire transfers will not be accepted.

#### TUITION FEE

The Tuition Fee includes assigned textbooks, course materials, and several events and activities. Additional activities are offered for a minimal fee.

#### HEALTH INSURANCE, KEEP.MESAFE AND HEALTH SERVICES FEE

The Health Insurance, Keep.MeSafe and Health Services Fee includes:

- a health plan with comprehensive medical coverage
- 24-hour access to a mental health counselling service
- full use of the University of Toronto Student Health and Services and the University's Medical Clinic

For information about the insurance plan provided by Guard.Me, please see: [guard.me](http://guard.me) For information about the Keep.MeSafe plan provided by Guard.Me, please see: [keep.mesafe.org](http://keep.mesafe.org)

You do not have to pay the mandatory Health Insurance Fee if you have health insurance through the Canadian government, for example, Ontario Health Insurance Plan (OHIP) or University Health Insurance Plan

(UHIP). You must show proof that you have a Canadian government plan when you register.

#### ENGLISH ONLY POLICY

ELP students are expected to speak only English in the classroom, the computer room, and lobby, and during activities.

#### PROGRAM CANCELLATION

The ELP reserves the right to cancel any course because of insufficient registration. You will be refunded all fees you have paid for the cancelled course.

#### PROGRAM SCHEDULING CHANGES

The ELP reserves the right to adjust the timing of all courses.

#### PRIVACY POLICY: NOTICE OF COLLECTION

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2 (14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registrations, academic programs, university related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [[www.utoronto.ca/privacy](http://www.utoronto.ca/privacy)] or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 201, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

# UNIVERSITY OF TORONTO

## ENGLISH LANGUAGE PROGRAM

### REGISTRATION POLICIES

EFFECTIVE DECEMBER 7, 2016

#### LATE ARRIVAL

All students are expected to be present for the first day of their course. If you are unable to arrive on time, you must notify Enrolment & Learner Services at [learn@utoronto.ca](mailto:learn@utoronto.ca) before the course start date. If you arrive late, we cannot guarantee that you will be placed in the appropriate level, as it may be full.

#### WITHDRAWAL POLICY

We offer a generous tuition refund if you are unable to attend the course OR you are not fully satisfied with your classes (see Schedule for Refunds).

Requests to withdraw from a course must be made in writing to Enrolment & Learner Services at [learn@utoronto.ca](mailto:learn@utoronto.ca). Please notify us of your intention to withdraw as soon as possible, as other students may be waiting to register.

#### TRANSFERS

##### Session Transfer

If you do not receive your visa or study permit in time for the course start date or your plans change, your full tuition can be transferred to any other session within one year of the original registration. Please submit written notice before the last date for withdrawal with refund to Enrolment & Learner Services at [learn@utoronto.ca](mailto:learn@utoronto.ca) (see Schedule for Refunds).

##### Course Change

You can change from one course to another if:

- the course you are registered for does not meet your needs or your plans change and
- you speak with a Program Coordinator and get signed permission, and you do so by the last date for withdrawal with refund.

#### VISA & STUDY PERMIT REFUSAL

If you must cancel your registration because Canadian Immigration has denied your visa or study permit, your full tuition and health fees will be refunded if:

- Enrolment & Learner Services is notified in writing at [learn@utoronto.ca](mailto:learn@utoronto.ca) prior to the first day of classes that you will not be attending; and,
- Enrolment & Learner Services receives the original letter issued by the Canadian Embassy/High Commission confirming that the study permit was denied. Enrolment & Learner Services must receive the documents prior to the course start date.

#### SCHEDULE FOR REFUNDS

##### 12-week Courses

Withdrawal	Refund
21 calendar days before the course starts	100% of tuition
5-20 calendar days before the course starts	95% of tuition
4 calendar days before the course starts to the end of week 2	90% of tuition
After week 2	No refund

##### 4-week Courses

Withdrawal	Refund
21 calendar days before the course starts	100% of tuition
5-20 calendar days before the course starts	95% of tuition
4 calendar days before the course starts to the end of week 1	90% of tuition
After week 1	No refund

#### REFUND POLICIES

Refund payments are made to the original payors only. Refunds are not transferable.

Course fees paid by credit card will be returned to the original credit card account. All other refunds are processed in the form of a University of Toronto cheque made payable to the original payor and sent by mail.

Health fees are non-refundable and non-transferable after the course start date.

#### HOW TO APPLY

You can register on our secure website, by mail, by fax, or in person at the School of Continuing Studies.

##### Online

[learn.english.utoronto.ca](http://learn.english.utoronto.ca)

##### Mail

Enrolment & Learner Services  
School of Continuing Studies  
158 St. George St.  
Toronto, Ontario  
Canada  
M5S 2V8

##### Fax

+1.416.978.6666

##### In Person

Enrolment & Learner Services  
School of Continuing Studies  
158 St. George St.  
Toronto, Ontario, M5S 2V8

**ENGLISH  
LANGUAGE  
PROGRAM**



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w: [learn.english.utoronto.ca](http://learn.english.utoronto.ca)