

# 2018-2019 Academic Calendar

ALI is open all year round. We accept students every Monday, except in the last week of a session. If you would like to start on the 2nd or 3rd Monday of a session, you will be placed in an ongoing class. Due to high demand and especially if you have never studied the language before, it is always best to begin on an official start date. Official start dates are shown in orange below :

**Legend :**  Official Start Date: French & English Programs  Holiday – school closed

## 2018 Start Dates

JANUARY 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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MARCH 2018						
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APRIL 2018						
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MAY 2018						
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JUNE 2018						
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JULY 2018						
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AUGUST 2018						
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SEPTEMBER 2018						
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OCTOBER 2018						
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NOVEMBER 2018						
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DECEMBER 2018						
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## 2019 Start Dates

JANUARY 2019						
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FEBRUARY 2019						
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MARCH 2019						
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APRIL 2019						
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MAY 2019						
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JUNE 2019						
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JULY 2019						
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AUGUST 2019						
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SEPTEMBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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22	23	24	25	26	27	28
29	30	31				



# Accommodation application form

## PERSONAL INFORMATION

Family name (father) : \_\_\_\_\_ Family name (mother) : \_\_\_\_\_  
 First name: \_\_\_\_\_ Age: \_\_\_\_\_ Male Female  
 Home Country Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_  
 Date of birth (dd/mm/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Nationality: \_\_\_\_\_ Native Language \_\_\_\_\_  
 Status in Canada:  
 Study Permit Visa Visitor /Student Visa Working Holiday Visa Work Permit Visa Permanent Resident Citizen Not in Canada Other

## EMERGENCY CONTACT

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ Email: \_\_\_\_\_

## ACCOMMODATION INFORMATION

Check-in date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ (Check-out date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ (\_\_\_\_) Number of nights

**- Homestay Family Options:** Single Room - 2 meals/day Single Room - 3 meals/day Shared Room - 2 meals/day\* Shared Room - 3 meals/day\*  
 Would you prefer a: English Speaking Family French Speaking Family Bilingual Family (English and French)  
 If you are in a Shared Room, please provide Student Name/Number you are sharing with: \_\_\_\_\_  
**- Student Shared Apartments:** No meals  
**- Residence Options (downtown):** Shared room Single room (double bed) Single room (king bed) Linen kit (200\$)

### Conditions: Homestay / Student Shared Apartments

- Departures later than 10:00 am will be charged one extra day.
- Please note that if you only paid 4 weeks of accommodation you must pay for your extension in your first week in Montreal in order to keep your room.
- Please make your payment to the Accommodation Program Manager at ALI.
- Minimum period of 2 weeks
- Arrivals on weekends are preferred.
- \*Shared Rooms are only available for two students applying together.

### Conditions: Residence (downtown)

- Minimum stay is 1 month (30 days)
- Monthly and weekly rates only.
- Students are welcome to stay less than 1 month, however they will be charged the monthly rate
- A copy of the front and back of the student's credit card and passport will be requested prior to arrival.
- Cancellation received 30 days or more prior to arrival Residence provider will retain 25 % of total fees
- Cancellation received 15-29 days prior to arrival Residence provider will retain 50 % of total fees
- Cancellation received less than 14 days prior to arrival Residence provider will retain 100 % of total fees
- Placement Fees are non-refundable
- Additional occupants in the room to those listed above are forbidden. Students agree to pay damages for breach of contract to ALI in the amount of \$750 monthly for failure to disclose additional guests.

# Accommodation application form

**HOMESTAY PROFILE - Please note, to avoid any delays we will only process your application if all fields are complete.**

Do you speak English? Not at all    Fair    Very well	Do you speak French? Not at all    Fair    Very well	Do you speak another language? _____ Not at all    Fair    Very well
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Tell us about your personality, hobbies and interests: \_\_\_\_\_

\_\_\_\_\_

What is your profession? OR What are you studying in your home country? \_\_\_\_\_

Do you smoke?                      No      Yes    (Most families do not allow smoking indoors)

Do you have any medical problems?    No      Yes, please specify: \_\_\_\_\_

Are you taking any medication?        No      Yes, please specify: \_\_\_\_\_

Do you have any allergies?              No      Yes, please specify: \_\_\_\_\_

Do you have any special dietary needs?    No      Yes, please specify: \_\_\_\_\_

Do you have any food allergies?         No      Yes, please specify: \_\_\_\_\_

*We will do our best to find a family that matches your preferences, but we may not be able to fulfill all your requirements. If one of your requests is mandatory, please specify it in the comments section.*

**In the house, do you want:**

a) children?            No    Yes    No preference	b) dogs?            No    Yes    No preference
c) cats?                No    Yes    No preference	d) birds?            No    Yes    No preference

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read, and agree to comply with ALI's Refund Policy and Homestay Conditions

**RESIDENCE/SHARED APARTMENT PROFILE - Please note, to avoid any delays we will only process your application if all fields are complete.**

Do you speak English?    Not at all    Fair    Very well	/	Do you speak French?    Not at all    Fair    Very well
How clean do you keep your space?    Very                      Moderately                      Messy		
Friends consider you to be:                      A quiet person                      Sometimes quiet, sometimes noisy                      Kind of noisy		
You are:    An early bird    A night owl		
Do you smoke?    No    Yes		

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read, and agree to comply with ALI's Refund Policy and Residence/Shared Apartment Conditions

*\* Applications are due at least 6 weeks before your desired program start date. We may be able to accommodate late applications, but they will be considered on a case-by-case basis, especially during the summer months (june to september).*

## HOW TO REGISTER

- 1) Complete the course and homestay application forms, and send them to ALI by fax or e-mail
- 2) Send full payment: registration fee, placement fee, tuition fee, homestay fee, airport service fee, insurance fee and credit card fee
- 3) Please send a fax or e-mail with a copy of the bank receipt to ALI after the wire transfer has been completed
- 4) After receiving your application and payment, ALI will send you a Letter of Acceptance
- 5) Contact the nearest Canadian Embassy and apply for your student or visitor Visa
- 6) Advise ALI when you get your visa to reconfirm your study dates and homestay
- 7) If you apply for homestay accommodation, ALI will provide you with host family information a few weeks prior to arrival, once we receive your confirmation

## BANK INFORMATION

Please send wire transfers to:

### Académie Linguistique Internationale INC. - ALI

Bank details:

Royal bank  
2157 Guy street, Montréal, Quebec, Canada, H3H 2L9  
Swift Code: ROYCCAT2  
Financial institution #: 003  
Transit #: 05981  
Account #: 100 9968

## REFUND POLICY - GENERAL GUIDELINES

1. To apply for a refund, students must submit a written refund request stating specifically one or more valid reasons for the request.
2. After a refund is granted students receive the refund payment by bank transfer, in the currency in which the payment was made, within 30 to 60 days and only under the student name.
3. If a Letter of Acceptance has been issued by Académie Linguistique Internationale (ALI), the refund request must be accompanied by the original acceptance letter.
4. If a Visa is denied, the refund request must be accompanied by a copy of the refusal letter issued by the Canadian Embassy.
5. Promotions are non refundable, non transferable, and non exchangeable. Please note that promotions are made according to specific criteria of eligibility. Should the student make a change affecting any of these criteria, the promotion will be revoked without prior notice and some fees may apply.
6. Refunds can be transferred ONLY to the bank account in the name of the student. If a third party has made the payment, the bank transfer cannot be made to the third party's bank account.
7. The following items are **non-refundable**: Registration fees\*, Accommodation placement fees (except in cases of visa denial), Medical insurance fees\*\* (except in cases of visa denial), Airport transfer fees\*\* (except in cases of visa denial).\*\*\*

\* Please note that if a promotion where no registration fee was charged was applied, an Administration fee, equivalent to the registration fee will be applied.

\*\*If cancelled within 14 days of start date. \*\*\* We must receive your arrival date, flight number and time of arrival two weeks prior to your arrival to confirm your airport pick-up. If you do not arrive within 2 hours of your scheduled arrival time, the pick-up fee is non-refundable

## REFUND POLICY - TUITION

### A) Requests made prior to scheduled course start date:

- **Visa denial:** If the visa is denied by the Canadian Embassy, ALI will refund all tuition fees paid in advance.\*
- **Refund requests received 14 days or more prior to the scheduled start date:** ALI will refund all tuition fees paid in advance.\*
- **Refund requests received less than 14 days prior to the scheduled start date:** ALI will refund all tuition fees paid in advance minus one week of tuition.\*

### B) Requests made after the scheduled course start date or "no show":

- If the refund request is submitted to ALI within the first 10% of the total study period or if a student does not show up on their scheduled start date, then ALI will refund 50% of the unused tuition fees.
- If the refund request is submitted to ALI within 11% to 25% of the total study period, then ALI will refund 40% of the unused tuition fees.
- If the refund request is submitted to ALI after 25% of the study period, no refund will be granted and no credit will be given for the remaining amount.

When calculating the refund, the weekly rate may change if the new study period is shorter than the initial study period. Partially used weeks will be considered as completed weeks. Should a student wish to cancel their program at ALI, they will need to demonstrate that it is legal for them to remain in Canada or provide the school with a proof that they will be leaving the country. Students may submit the following proofs:

- Letter of Acceptance and paid tuition receipt in a different school that meets the Visa requirements and duration
- Photocopy of a non-refundable plane ticket stating the return to the country of origin

Should a student not be able to provide these proofs yet wishes to remain in Canada, they will need to apply for a change of Visa status through ALI's registered immigration consultant to lawfully remain in Canada.

## REFUND POLICY - ACCOMMODATION

### A) Requests made prior to scheduled accommodation start date:

- **Visa denial:** If the Visa is denied by the Canadian Embassy, ALI will refund all accommodation fees paid in advance.\*
- **Refund request received 14 days or more prior to the scheduled start date:** ALI will refund all accommodation fees paid in advance.\*
- **Refund request received less than 14 days prior to the scheduled start date:** ALI will refund all accommodation fees paid in advance minus one week of accommodation.\*

### B) Requests made after the scheduled accommodation start date:

- Any student eligible and requesting a refund or change in accommodation arrangements must advise ALI in writing a minimum of 4 weeks prior to change.
- If a 4-week notice is given, ALI will refund all unused accommodation fees. If there is no 4-week notice, a cancellation fee corresponding to the price of 4 weeks of accommodation will apply and all remaining accommodation fees will be reimbursed. Non-refundable items will also be deducted from the student's refund amount.

\* Please note that in all cases, the applicable non-refundable items will also be deducted.

\*\*Please note that certain accommodation options might charge extra cancellation fees. Should this be the case, the student will be notified as soon as they request a cancellation. Deposits for keys at certain accommodations are non-refundable.

## CANADIAN VISA INFORMATION

Based on the length of study, you may need a Visitor or Student Visa to study at ALI. They can be obtained from the nearest Canadian Embassy in your country. You will need to present a Letter of Acceptance from the school to apply for a Student Visa. Visa requirements vary for each country, so we recommend that you contact the Canadian Embassy in your country or visit the Canada Citizenship and Immigration website at: [www.cic.gc.ca/english/study/index.html](http://www.cic.gc.ca/english/study/index.html) to obtain updated information.

\* Please note: Maintaining legal status in Canada is the complete responsibility of the student, at all times.