



King George International College

ESL STUDENT ENROLMENT CONTRACT 2008

1. I agree to attend ALL of my classes **REGULARLY and ON TIME**.
If I am late 2 times per month from the same class, I will be considered absent once. 2 lates = 1 absence.
If I am late 6 times per month from the same class, I will be considered absent 3 times.
6 lates=3 absences=Dismissed for one week from the same class.
If I miss 3-classes during a month, without the Head Teacher's or Student Affairs Officer's permission (depending on campus), I understand **that I will not receive my Certificate and I will be dismissed from that class for the next 5 school days without an extension.**
2. I agree to use **ENGLISH ONLY AT ALL TIMES** while inside the school as well as within the school's premises
(E.g. sidewalks, parking area, smoking area). **I understand that speaking, reading, writing and listening must be done in English** (unless where otherwise indicated by KGIC). **Paperback English-English dictionaries may be used in class. Electronic dictionaries may only be used under the teacher's discretion and supervision.** Between 9:00 and 4:00 only English may be used on the computers.
1st Warning – dismissed 1 day
2nd Warning- dismissed 1 week / will not receive a certificate or diploma
3rd Warning- expelled from school / refund according KGIC guidelines
This policy applies to all KGIC campuses, Canada TESOL Centre and KGIBC!
3. I agree that if I am absent for **60% or more** of my scheduled classes I will not receive a Certificate at the end of my program.
4. I agree to smoke **ONLY** in areas where smoking is permitted. I understand that there are serious consequences that may lead to my dismissal from school if I do not follow this rule.
5. I agree to take **vacations** only **AFTER I have completed my full program at KGIC.**
If I take a holiday in the middle of my studies, I will **NOT** be able to postpone my original end date and I will **NOT** receive a refund.
I have read and understood the attendance and break regulations.
6. **Non-academic Misconduct:** KGIC reserves the right to suspend or dismiss any student for non-academic misconduct which includes, but is not limited to, the following:
Behavior that is generally considered to threaten or cause harm or injury to a person;
Behavior that is generally considered to threaten or cause damage to KGIC's Property or the property of others;
Conduct that disrupts the educational activities, services or events provided by KGIC for students or members of the community;
Discrimination or Harassment of others.
Behavior or conduct that is otherwise unlawful.
7. **Medical Insurance:** I agree and understand that if I do not have medical insurance I will not be allowed to attend school.



KGIC TUITION REFUND POLICY

Reason /Time	Refund
Student authorization denied (A copy of denied authorization must be submitted to the Admissions Office)	100 % less registration fees to max of \$ 100
Withdrawal/Expulsion less than 7 days after contract is made and before the start of the program.	100 % less 10% to max of \$ 100
Withdrawal/Expulsion 30 days or more before the start of the program	100 % less 10% to max of \$ 500
Withdrawal/Expulsion less than 30 days before the start of the program	100 % less 20% to max of \$ 1000
Withdrawal/Expulsion within 10% of the program's duration	100 % less 30% of total tuition paid to KGIC
Withdrawal/Expulsion within 30% of the program's duration	100 % less 50% of total tuition paid to KGIC
Withdrawal/Expulsion after 30% of the program's duration	0%

In this document, 'program' denotes ALL the courses listed on the invoice. Link program is not transferable. Transfer credit is not refundable. Registration, House deposit and Homestay Placement fees are non-refundable. All Dormitory house and Homestay fees for package price are non-refundable. Further information including KGIC's policies regarding professional conduct, dispute resolution and dismissal will be provided to the student at the time of their orientation to the school. Should questions arise concerning any KGIC policy, please do not hesitate to contact the school.

The power to suspend or dismiss may be exercised by any Director of the Board. Immigration Canada will be immediately notified of the dismissal of a visa student.

ACCOMMODATION REFUND POLICY

Cancel 30 days or more before moving into Homestay or Student House	100% of Student House or Homestay fees*
Cancel less than 30 days before moving into Student House or Homestay	100% of Student House or Homestay fees less 1 st month's fee*
Cancel 30 days or more before vacating Homestay or Student House	100% of remaining Student House or Homestay rent*
Cancel less than 30 days before vacating Student House or Homestay	100% of remaining Student House or Homestay rent less 1 month's rent*
Student House & Homestay fees for package prices are non-refundable/ *Less registration fee (\$170 for Homestay and \$120 for Student House)	

I agree to obey all of these rules and understand that if I disrespect the rules and do not participate positively in the KGIC community I will **NOT** be able to receive any scholarship awards. All contents of this contract constitute the entire agreement. Anything either implied or otherwise stated can **NOT** be considered either a replacement or correction to any part of the contract. It is the students' responsibility to fully understand the policies contained in this contract.

I agree that it is my responsibility to review the Student Handbook on the KGIC website.

City: _____ 2008/.....:

I, (full name and English name), _____, have carefully read these rules and agree to the consequences if I disobey them.