



EDMONTON PUBLIC SCHOOLS
metro continuing education

■ **ENGLISH** language institute

**English as a Second Language Programs
For International Students**

Edmonton, Alberta, Canada

September 2007 to December 2008

WHO MAY ATTEND?

- International students
- Eligible visitors to Canada (including those in possession of Work Permits and their families)

Individuals who have a different status must apply to English Language Institute to determine eligibility for admission. Individuals applying from outside of Canada to study English as a Second Language without a study permit must apply 5-6 months in advance.

Students who are on a Temporary Resident Visa, Work Permit or Study Permit should contact English Language Institute at (780) 917-8653 for more information on registration procedures.

International students who are already enrolled in other programs at other institutions but would like to transfer to an English Language Institute program at Metro Continuing Education should apply 6 weeks in advance of the desired program start date to allow sufficient time for processing.

ADMISSION PROCEDURE

1. Complete an application form and submit or mail it along with copies of visa documents (if available) and the following fees
 - a) full course fee and \$25 application fee **or** course fee for 1st session of study only and \$25 application fee AND \$330 confirmation fee, PLUS
 - b) \$25 Bank service charge if paying by bank transfer
2. Students will receive a letter of program acceptance upon receipt of all applicable fees.

For students who are outside of Canada, the letter of program acceptance will be faxed* to you upon receipt of payment of fees. The original program acceptance letter will be mailed within 2 weeks of receipt of completed application and payment of fees. This letter is necessary only if a Study Permit is needed.

**Please be sure to write your fax number on the application form if you require this service.*
3. Students should report as soon as possible after arriving in Edmonton to the English Language Institute for placement testing.
4. Students will be provided with an orientation session. Orientation will include information about class placement, school expectation and planning for success.

COURSE FEES

Fees listed are Metro Continuing Education course fees only. If you are paying by bank transfer, a \$25.00 bank service charge fee must be added to the course fees. All course fees are listed in Canadian funds. Course fees are subject to change without notice.

For detailed information on English Language Institute programs, you may refer to our website www.learnincanada.ca or call (780) 917 - 8653 or send e-mail to ESL@epsb.ca.

SCHOOL LOCATION

All day classes are held at Metro Annex 8610 – 81 Street, Edmonton, AB T6C 2V9 Canada

REFUND POLICY

International students are advised to read the refund policy carefully before payment of fees.

If you applied for a Study Permit or a renewal of a Study Permit based on an acceptance letter from Metro Continuing Education and you are unable to obtain that Permit or renewal of Permit, upon request a refund will be issued of course fees paid, less \$25 non-refundable application fee, \$100 cancellation fee, and \$25 withdrawal fee, upon return of the original acceptance letter and acceptable documentation from immigration stating Permit refusal.

A confirmation fee of \$330 is charged when fees of all courses applied for are not paid in full. For example: A non-refundable \$330 confirmation fee will be charged if a student is applying for a Study Permit to study for one year, but is making an initial payment for only the first session of study. The confirmation fee will be credited to payment of course fees for the final session of studies if the student completes his/her program of studies as outlined in the acceptance letter.

Note that the confirmation fee is only charged for partial payment of fees. It is non-refundable if the student does not complete the program of studies for the period outlined in the acceptance letter.

A. Full-Time courses (40 hours or more)

If you receive an acceptance letter from Metro Continuing Education and you subsequently wish to cancel your registration, no refund will be issued for the fees paid for the first session of study. If you notify the English Language Institute office a minimum of 30 business days prior to the start date of the second session, a refund of fees paid for the second and third sessions, less \$25 non-refundable application fee, \$100 cancellation fee and \$25 withdrawal fee, will be issued.

B. Intensive Academic Preparation Program (One Year Program)

If you would like to withdraw before completion of the one-year course, a gift certificate will be issued for the final (third) session of the program to be applied against future enrolment in courses at Metro Continuing Education. No refund will be issued if you choose to withdraw at any time before completion date of the program. You must notify the English Language Institute office 30 business days before the start of the third session to be eligible for a gift certificate.

C. Short Courses (39 hours or less)

The English Language Institute office must be notified of your withdrawal at least 3 full business days prior to the start of class to receive a refund less the \$25 non-refundable application fee and \$25 withdrawal fee. Otherwise no refund will be issued.

TRANSFER OF ACCEPTANCE

If you are unable to start classes as outlined in your original acceptance letter, you may request your fee payment to be transferred from one session to another session, one time only. You should contact the student counselor at the English Language Institute to discuss and determine whether this can be arranged.

NON-PERMANENT RESIDENT APPLICANTS ALREADY IN CANADA

If you are already in Canada on either a general Temporary Resident Visa, or Work or Study Permit, and you apply and register in any English Language Institute courses that are already in progress, no refund will be issued if you wish to discontinue your studies, except for immigration reasons.

FULL-TIME PROGRAMS

Intensive Academic Preparation Course (ESLIAP)

The Intensive Academic Preparation Course consists of English as a Second Language studies, and communication skills development. It is a one-year full-time program designed for students preparing for eventual entry into academic upgrading, post secondary or university programs.

It provides a program of intensive reading, writing and vocabulary building and is designed to introduce students to basic speaking and listening skills necessary for communication in everyday classroom and living situations.

1 year of full-time studies

Monday to Friday at Metro Annex

9:00 am to 2:30 pm

September 4, 2007 – August 8, 2008

January 7, 2008 – December 12, 2008

April 28, 2008 – April 24, 2009

Fee: \$9,852 per year

Full Day Intensive English Program (ESL5D)

This full-time program covers a range of levels, from beginners to preparation for academic programming. Course content includes speaking, reading, writing, study skills, and career planning.

15 weeks (375 hours)

Monday to Friday at Metro Annex

9:00 am to 2:30 pm

September 4 – December 14, 2007

January 7 – April 25, 2008

April 28 – August 8, 2008

September 2 – December 12, 2008

Fee: \$3,284 per 15 week session

STEP Program – Secondary Transitional English Program (ESL5D)

Preparation for High School Academic Upgrading Entry

STEP provides a full-time program of intensive reading and writing instruction for advanced ESL learners preparing to enter academic upgrading or post-secondary programs. The program also includes career planning.

Prerequisites: Successful completion of Full Day Intensive ESL or placement based upon program testing and assessment.

15 weeks (375) hours

Monday to Friday at Metro Annex

9:00 am to 2:30 pm

September 4 – December 14, 2007

January 7 – April 25, 2008

April 28 – August 8, 2008

September 2 – December 12, 2008

Fee: \$3,284 per 15 week session

PART-TIME PROGRAMS

EVENINGS

Intensive Evening English (ESLEV)

For those who are unable to attend class during the day.

Instruction is offered in speaking, listening, reading and writing based on practical topics. On the first evening of class, you will be tested and placed in the right class for your skill level. Testing takes place at 6:30 pm at Metro Annex.

15 weeks (100 hours)

Tuesday, Wednesday & Thursday evenings at Metro Annex

7:00 to 9:20 pm

September 4 – December 12, 2007

January 7 – April 23, 2008

April 28 – August 6, 2008

September 2 – December 10, 2008

Fee: \$875 per 15 week session

Improve Your Conversation and Speaking Skills (ESLSS)

This course introduces basic speaking, listening and pronunciation skills. Here you have the opportunity to practise everyday conversations in English

10 weeks (20 hours)

Wednesday at Metro Annex

7:00 pm – 9:00 pm

October 3 – December 5, 2007

Fee: \$175 per 10 week session

SPECIALIZED PROGRAMMING

“Speak Freely” Conversation Class (ESLCD)

For those with intermediate-level English language skills

This course will help you develop confidence speaking. You will participate in longer conversations and learn to make presentations, at the same time improving your pronunciation and listening skills.

9 weeks (36 hours)

Tuesday and Thursday at Metro Annex

3:00 to 5:00 pm

October 9 - December 6, 2007

Fee: \$315 per 9 week session

Summer English (ESLSISL)

For English language students 16 years of age and older

Get help with your English language skills through interesting topics and activities. Practice the English language skills needed for everyday life and classroom situations.

3 weeks (75 hours)

Monday to Friday at Metro Annex

9:00 – 2:30 pm

July 7 – July 25, 2008

Fee: \$745 per session

Testimonial

*I am Ying and come from China. I had learned English for many years in China, but it was like sand scattered everywhere in my brain. I did not know how to unite the knowledge as a whole unit and use it. With the help of the teachers from Metro Continuing Education, I found the appropriate method for my study of English and made big progress. During the year I studied here, **I passed the TOEFL test** and opened the door to enter university. I'd like to say “thank you” to English Language Institute, Metro Continuing Education, especially to my ESL teachers.*

COURSES FOR CHILDREN AND TEENS

Summer English & Fun (00ESLSP)

For children 6 – 12 years of age.

Improve your English during the summer and have fun too. Make new friends, practise your English through great activities and go on exciting field trips.

2 weeks (50 hours)

Monday to Friday 9 am – 3:00 pm

Location to be announced.

July 7 – July 18, 2008

July 21 – August 1, 2008

Fee: \$500 per student per 2 week session

Youth Summer English & Fun (00ESLSY)

For teens 13 – 15 years of age with beginner to intermediate English language skills.

Practise reading, writing, listening and speaking in English this summer. Topics are just for teens!

2 weeks (50 hours)

Monday to Friday 9 am to 2:30 pm

Location to be announced.

July 7 – July 18, 2008

July 21 – August 1, 2008

Fee: \$500 per student per 2 week session

Customized International Student Programs

We design programs for international students and visitor groups of any size or age for short- or long-term study in Canada. If you can dream it, we can design it!

Programs can include English language instruction, cultural fieldtrips and activities, housing, food and some transportation. We can also include recreational activities such as:

- Golfing
- Skiing
- Biking
- Canoeing
- Horseback riding
- Camping
- Hiking
- Photography
- Cave exploring
- Sports camps
- Rocky Mountain adventures
- Whitewater rafting
- Fishing

THREE MONTHS advance notice is required to arrange a customized program.

For more information, contact the English Language Institute office at:

Phone: (780) 917 – 8653 or 1-877-202-2003

E-mail: ESL@epsb.ca

Fax: (780) 421 - 9773

Mail: English Language Institute
Edmonton Public Schools, Metro Continuing Education
8610 – 81 Street NW
Edmonton, Alberta T6C 2V9
Canada

Website: www.learnincanada.ca

Frequently Asked Questions (FAQ's)

- 1) If I am visiting Canada, can I study English at Metro Continuing Education?

You may study at Metro Continuing Education without having to apply for a Study Permit if you are planning to study in a short-term program of 6 months or less. We accept students for a minimum of 5 consecutive weeks of study. Registrations are accepted year-round.

However, if you think that you might want to study in Canada for longer than 6 months (for example, you might want to continue to study in another program after the short program and your total study period would be longer than 6 months), we recommend that you apply for a Study Permit before you come to Canada. The reason for this is that it is not possible to change from Temporary Resident Visa status to Study Permit status from within Canada – the application for change must be made from outside of Canada. Note that if you apply for a Study Permit to study in Canada, you will also need to apply for a Temporary Resident Visa (TRV) if you are a citizen of any of the countries for which a TRV is required to visit or transit in Canada. Check with your local Immigration Office.

- 2) If I want to study at Metro Continuing Education for longer than 6 months, how long a period does the acceptance letter cover?

You will need to apply for a Study Permit. The acceptance letter covers only the period of study for which you applied. Usually the length of the study period that Immigration allows depends on the length of the courses for which you would like to register, and your ability to maintain yourself financially while you are in Canada.

- 3) How do I apply for a Study Permit from outside of Canada to study at Metro Continuing Education?

- Choose the program(s) that you want to study. (Usually, full-time programs are more acceptable when applying for a Study Permit.)
- Print the application and registration form from our website.
- Complete the application form and add up the total cost of your courses and other applicable fees.
- Complete the registration form. Follow the instructions on the application form for sending both the registration and the application form and payment to our office.
- To avoid delays in processing your application, please remember to send **ALL** of the following to our office:
 - your completed application form
 - your completed registration form
 - fee payment for your courses and other applicable fees (You can pay by cheque, money order, Master Card or Visa, or bank transfer.)
 - After receiving your application, our office will send you an official acceptance letter, which you should take to your immigration office in your country to apply for your Study Permit, and Temporary Resident Visa if required.

- 4) How soon do I need to apply?

If you are applying from outside of Canada, we recommend that you send us your application and registration forms with payment at least 3 months before you intend to start your studies, to allow enough time to obtain your permit and visa.

- 5) What if I am already in Canada on a Study Permit or other type of visa, and I want to study at Metro Continuing Education?

If you are already in Edmonton, bring your Passport and Study Permit or visa to our English Language Institute office. You can fill out an Application and Registration form in person.

If you are in Canada but not in Alberta, contact our office for details on how to apply.

- 6) If I make my application, registration and payment of fees, but then I am not able to obtain a Study Permit, or if I am unable to begin classes as I had originally planned?

We can transfer your fee payment to another session for future studies (one time only), or we can issue you a refund of the tuition fee payment, less \$100 for professional services provided and less the nonrefundable \$25 registration fee.

- 7) Where do the students come from who attend English classes at Metro Continuing Education?

During any one session, our students come from over 70 different countries from all around the world. Our classes are made up of a good mixture of students from different countries. We encourage all of our students to speak and practice English as much as possible while they are at our school.

- 8) How large are your classes?

The class sizes range from 8 – 23 students depending on the type of program.

- 9) How many Korean or Japanese or Spanish or ... students do you have in your school?

English Language Institute, Metro Continuing Education is home to over 1700 students per year from over 70 different countries. **Students are all integrated into classes and only English is spoken in class.**

- 10) Does the fee include materials?

Most materials are included in the course fees. For some courses, there may be additional costs for materials and these are quoted in the course information.

- 11) How many levels of English as a Second Language are there in each ESL Program?

It varies with the program.

- 12) Do all programs have a pre-test?

Yes. All students are tested to determine their placement level so that they can be placed in the most appropriate class available to meet their learning needs.

- 13) Can you arrange homestay?

We can provide homestay information, and placement can be made available to those who require accommodation arrangement. Contact our English Language Institute Office at (780) 917-8653. Note that there is a fee for this service.

- 14) What should I do to get a letter of acceptance?

Once an application has been made and full payment of fees have been received by our office, then a letter of acceptance and a welcome letter will be issued.

- 15) Is the International Student Program Application Form a valid document for any course or is it specific for each one?

The application form is valid for any English Language Institute course. If you do not see the course you are interested in taking listed on the form, you may enter the course name on the line beside "Other".

- 16) How do I find out more information?

You can learn more about our programs by visiting our website at: www.learnincanada.ca
You can contact us by clicking on [Contact Us](#) and emailing us at ESL@epsb.ca or
Calling us at 1-780-917-8653 or Faxing us at: 1-780-421-9773

INTERNATIONAL STUDENT PROGRAM APPLICATION FORM

STUDENT INFORMATION

Name: _____
(Family Name) (First Name) (Middle Name)

Date of Birth: _____ / _____ / _____
(Year) (Month) (Day) **Sex:** Male / Female
(Circle One)

Address: _____
(Apartment #) (Street) (City)

(Province) (Country) (Postal Code)

Telephone: _____
(Home) (Work) (Fax)

Country of Origin: _____ **Languages Spoken:** _____

How did you hear about our programs? _____

CONTACT PERSON (FAMILY MEMBER OR FRIEND LIVING IN CANADA)

Name: _____
(Family Name) (First Name) (Middle Name)

Address: _____
(if different than above) (Apartment #) (Street)

(City) (Province) (Postal Code)

Telephone: _____
(if different than above) (Home) (Work) (Fax)

PROGRAM

DATES*

Full Day Intensive ESL September 4 – December 14, 2007 April 28 – August 8, 2008
 January 7 – April 25, 2008 September 2 – December 12, 2008

Intensive Academic Preparation Program (one year program) September 4, 2007 – August 8, 2008 April 28, 2008 – April 24, 2009
 January 7, 2008 – December 12, 2008 September 2, 2008 – August 7, 2009

Part-time Evening September 4 – December 13, 2007 April 29 – August 7, 2008
 January 8 – April 24, 2008 September 2 – December 11, 2008

Special Focus/Other Name: _____ Dates: _____

Are you interested in homestay? Yes No If you answered "Yes", someone from our office will contact you later.

See **Payment Instructions** on the following page.

Fee Payment	FEE SCHEDULE	PAID
Non-refundable application fee	\$25	
Intensive Academic Preparation Program (Full-time)	\$9850	
Full Day Intensive ESL Program	\$3284	
Part-time ESL Evening Program	\$875	
Confirmation fee (see payment instructions on the next page)	\$330	
Bank service charge fee (only applicable for payments made by bank transfer)	\$25	
Other (Please list Course Name(s)):		\$
	TOTAL	\$

- To submit your application see **Payment Instructions** on next page.
- This application form does not guarantee admission into school. Please do not make arrangements until you have received an official letter of acceptance from our department.

Student's Signature (or Student Representative)

Date
 EDMONTON PUBLIC SCHOOLS

INTERNATIONAL STUDENT PROGRAM APPLICATION FORM . . . Continued

Payment Instructions:

For students to receive an acceptance letter from Metro Continuing Education for 1 year (3 sessions) of study, payment can be made in one of the following ways:

1. Full payment for the full program of study or
2. Payment of fees for the 1st session of study plus a non-refundable \$330.00 confirmation fee. The confirmation fee* will be credited to payment of course fees for the final session of studies if the student completes his/her program of studies as outlined in the acceptance letter.

Note that the confirmation fee is only charged for partial payment of fees. It is non-refundable if the student does not complete the program of studies for the period outlined in the acceptance letter.

*See Refund Policy

Payment can be made by cheques or money order, credit card, or bank transfer. **Do not send cash in the mail.**

Cheque or money order payment: Cheques and money orders should be made payable to **Edmonton Public Schools** in Canadian funds, and mailed with your signed application and registration forms to: Metro Continuing Education, 8610 – 81 Street, Edmonton Alberta T6C 2V9, CANADA

Credit Card Payment: Signed application and registration forms may be faxed to our office with your credit card information. **Fax:** (780) 421-9773

Bank Transfer: Please contact our office for bank transfer details. **Phone:** (780) 917-8653

Please Note: If you are sending your application by Internet, please indicate which method of payment you are using.

- Cheque or Money Order
Payable in Canadian Funds
- MasterCard
- Visa
- Bank Transfer

When you submit your application by internet, you will be issued a confirmation number by e-mail. Please quote this confirmation number with your payment or when contacting our office about your application.

Your application is not considered complete until we receive your payment.

English Language Institute
Edmonton Public Schools
Metro Continuing Education

8610 – 81 Street
Edmonton AB T6C2V9
www.learnicanada.ca

Phone: (780) 917 - 8653
Fax: (780) 421 – 9773
E-Mail: ESL@epsb.ca

INTERNATIONAL STUDENT REGISTRATION FORM

NAME: _____
Family Name
First Name
Middle Name

CES #: (for office use only) _____

ADDRESS: _____

_____ City Province _____ Postal Code

PHONE #: _____
Residence
Business/Message

BIRTHDATE: _____ - _____ - _____ (year - month - day) _____ Male _____ Female

CITIZENSHIP STATUS: _____ Visa (Visitor)

COURSE REGISTRATION						
Term	Course Code	Course Name	Block/Section	Start Date	Days of Class	Course Fee
		Application Fee (Visa students only)	88			\$25.00

METHOD OF PAYMENT (check one)

Cheque
 Money Order
 MasterCard
 Visa

Name of Cardholder _____

Card Number _____

Expiry Date _____

Signature _____

TOTAL AMOUNT \$ _____

_____ Date

_____ Metro Staff Signature

Metro Registration Staff Only: Please provide a copy of the receipt to the ELI office and mail the original copy to the student's home address. Thanks.

THE INFORMATION THAT YOU PROVIDE to Metro Continuing Education when you register for a course is collected under the authority of the School's Act and Freedom of Information and Protect of Privacy Act Section 32(c). This information will be used for administering, evaluating and marketing College programs, and for statistical purposes. Your personal information is protected by Alberta's Freedom of Information and Privacy Act. We treat your personal information with respect and care and use it to serve you better. If you have any questions about the collection or use of this information, please contact our head of registration, 8205 – 90 Avenue, Edmonton, AB T6C 1N8 or telephone (780) 428-1111.