



# Application for Enrollment

Young Learners Program (9 to 12 Years Old)  
 Teen Program (13 to 17 Years Old)

### Please follow these instructions

Complete each item on the application in English. Please type or print in BLOCK CAPITAL LETTERS. Sign the application form where indicated. Your application cannot be processed without the necessary signatures.

Send application and Code of Conduct to:  
ELS Language Centers  
549 Howe Street 6th Floor  
Vancouver, B.C. Canada V6C 2C2  
Fax: +1 604 684 9588  
Email: info@elscanada.com

**Payment**

- Mail to ELS Language Centers with the application form.
- Send via direct wire transfer to:  
Bank of Montreal  
Main Office First Bank Tower  
595 Burrard Street  
Vancouver, B.C. Canada V7X 1L7  
CAD \$ Account Number: 00040 001 1747-151  
SWIFT # B0FMCAM2
- By Credit Card  Master Card  Visa  Amex  
Name of Cardholder: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Credit Card #: \_\_\_\_\_ Expiry Date: MM / YY

1. Name Family Name _____ First Name _____ Middle Name _____ Home Phone Number _____ Email Address _____			
2. Mailing Address Street Address _____ City _____ Province / State _____ Country _____ Postal Code _____			
3. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	4. Date of Birth Day / Month / Year	5. Nationality	6. Native Language
7. I require a notarized Guardianship Letter <input type="checkbox"/> Yes <input type="checkbox"/> No Full name of one parent _____ Date of birth of one parent Day / Month / Year			
8. Please check your present level of English proficiency <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		9. Program Start Date Day / Month / Year	10. Number of Weeks
11. Will you be attending high school or college in Canada or the US following your program? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Institution _____		12. Medical Insurance (Please choose one) <input type="checkbox"/> Provide my own <input type="checkbox"/> ELS Insurance First Day _____ Last Day _____	
13. Flight Details (Mandatory Airport Pickup and Return for students requesting homestay) ARRIVAL Date (Day / Month / Year) Airline / Flight Number Time of Arrival AM PM Flight Origin Destination Airport DEPARTURE Date (Day / Month / Year) Airline / Flight Number Time of Departure AM PM Flight Origin Destination Airport			
14. Homestay Details Accommodation requested <input type="checkbox"/> Yes <input type="checkbox"/> No If 'No', where will you stay? _____ <input type="checkbox"/> Private Bathroom * Extra fee applies Can you live with indoor pets? Dogs <input type="checkbox"/> Yes <input type="checkbox"/> No Cats <input type="checkbox"/> Yes <input type="checkbox"/> No Do you prefer a homestay with children (under the age of 12)? <input type="checkbox"/> Yes <input type="checkbox"/> No Internet included in homestay rent. Please confirm you require a homestay with Internet access <input type="checkbox"/> Yes Move in Date Day / Month / Year Move Out Date Day / Month / Year			
Do you have any allergies, health conditions or food restrictions? <input type="checkbox"/> No <input type="checkbox"/> Yes - Please provide details: _____			
15. Would you like to pre-pay for optional activities? <input type="checkbox"/> Yes <input type="checkbox"/> No Which ones? _____		16. Are you coming with your family? 17. Where did you get this application form?	
18. In case of emergency please contact Name _____ Telephone Number _____ Relationship _____			

**Financial and Health Statement**

- While attending ELS Language Centers courses, I fully understand that my school expenses will be as indicated in the Youth Program prices section, excluding personal miscellaneous expenses. I agree to accept full responsibility for all of my expenses.
- In case of illness or injury, I grant permission for examination or treatment or my child at an appropriate medical center, and for necessary referrals to outside physicians and facilities as indicated. Permission is also granted to release information regarding my child's health to other designated individuals.
- I release ELS Language Centers from all liability for any injuries or illness incurred while my child participates in the any ELS Language Centers Programs.

**Refund Policy**

- All tuition except an administration fee of 10% due under contract, to a maximum of CAD \$100 will be refunded to student if written notice of withdrawal is received 2 weeks prior to commencement of studies.
- All tuition except a 10% administration fee to a maximum of CAD \$400, will be refunded to a student who withdraws in writing from a course less than 2 weeks prior to commencement of studies.
- Fifty percent (50%) of tuition will be refunded to a student who withdraws or is dismissed from a course that is up to 10% completed by the date of notice of withdrawal/dismissal.
- Thirty percent (30%) of tuition will be refunded to a student who withdraws or is dismissed from a course that is up to 30% completed by the date of notice of withdrawal/dismissal.
- No refund will be granted to a student who withdraws or is dismissed from a course that is more than 30% completed by the date of notice of withdrawal/dismissal.
- Any student who violates Canadian law or ELS Language Centers, Code of Conduct may be dismissed from the program with no refund.
- Application, Homestay Placement, Guardianship Letter and Courier Service Fees are non-refundable.

\_\_\_\_\_  
Signature of Applicant                      Signature of Parent or Guardian                      Date



# Summer and Winter Youth Programs

Send Code of Conduct and Waiver to:

ELS Language Centers  
549 Howe Street 6th Floor  
Vancouver, B.C. Canada V6C 2C2

Fax: +1 604 684 9588  
Email: info@elscanada.com

## Code of Conduct

- I will participate in all my classes, and complete my class assignments and homework.
- I agree to show respect for my fellow students and teachers, and for their cultural values.
- I agree to be polite at all times. I agree that if I am repeatedly late, rude, fight, speak a language other than English, fail to complete homework, etc., this may result in detention, probation, or in repeated cases, expulsion from the school with no refund of fees.
- I agree to speak only English while in the school, on field trips and activities. If I speak another language I will be subject to the regulations in place. Continued use of a language other than English could result in probation or expulsion from the school.
- I agree to be on time each morning and after each break. If I am going to be late, or if I will be absent, I will phone the school. ELS needs to know the location of all students age 18 and under during school hours. Students with unexcused absences from classes or activities may be placed on probation or expelled from the school.
- I understand that I may be asked to leave ELS at the school's discretion for inappropriate behaviour. Violations of Canadian law (including smoking, drinking or entering any premises where minors are prohibited) or ELS Language Centers policy may result in a student being asked to leave ELS permanently, and required to return immediately to his/her home country with no refund.
- I will respect ELS property, including the classrooms, student lounge and computers.
- I understand that each homestay has its own guidelines. I understand that ELS and my homestay have their own curfew requirements and I must follow them. If I have any concerns about my homestay I can speak with the Youth Program Coordinator. I am aware that my host family will review the homestay guidelines with me so that I understand them clearly.
- If I have any questions or concerns during my time in Vancouver, I know that I can speak to any ELS staff person in confidence.
- I am aware that ELS may contact my homestay parents, my chaperone, and my parent/guardian about any homestay or school issues.

## Release, Indemnity and Waiver Agreement

In consideration of being accepted as a student of ELS Language Centers and being permitted to engage in certain extra-curricular activities (the "Activities") offered from time to time by ELS for the enjoyment of its students, I agree as follows:

- 1 I acknowledge and understand that:
  - a) the Activities may take place at facilities operated by ELS or by third parties;
  - b) the Activities may be conducted by ELS directly or contracted to other licensed activity or tour operators;
  - c) ELS may have to authorize on my behalf, participation in activities conducted by other licensed activity or tour operators;
  - d) it may be necessary for ELS to provide transportation to and from certain of the Activities, which may be provided by ELS directly or by an independent contractor and transportation to and from and participation in certain of the Activities may expose me to risk of loss of personal property, and physical injuries both minor and serious.
- 2 Where I so elect to participate in any of the Activities, I voluntarily assume all risk of loss and injury of any kind or nature that may arise as a result of my participation in, or travel to and from any of the Activities, and in doing so I specifically agree to the following:
  - a) waive any and all claims that I now and in the future may have against ELS that may arise out of my participation in the Activities;
  - b) release and forever discharge ELS from and against all demands, claims, actions damages, costs and expenses, with respect to injury, or loss or damage to my person or property that may arise out of my participation in the Activities; and
  - c) indemnify and hold ELS harmless from and against any liability, including injury to any third party that may arise out of my participation in the Activities.

I, \_\_\_\_\_, a student at ELS, have read, understood, and agree to follow the ELS policies for student conduct as outlined above.

Signed student: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, the parent/guardian of the above ELS student, have read, understood, and agree my child will follow ELS policies for student conduct, and I have read, understood and accepted the terms of the Release, Indemnity and Waiver Agreement as outlined above.

Signed parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Photo Release

I, \_\_\_\_\_, the parent/guardian of the above ELS student hereby give my consent for ELS Language Centers to use my child's photograph and likeness in publications, including the ELS website. I release them from any expectation of confidentiality for my minor children.

Signed parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_