

# APPLICATION FORM

## STUDENT INFORMATION

Mr. Ms. Nationality: \_\_\_\_\_ Mother Tongue: \_\_\_\_\_ Passport #: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(AS APPEARS ON PASSPORT) (AS APPEARS ON PASSPORT) YYYY/MM/DD  
 Hanson Student ID Number: \_\_\_\_\_ Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Emergency Contact Person: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

## AGENT INFORMATION:

Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

## PROGRAM DETAILS

**SCHOOL LOCATION:** Toronto Vancouver

## PROGRAM INTENSITY

Intensive Plus English (40 lessons/week) Intensive English (30 lessons/week)  
 Semi-Intensive English (25 lessons/week) Standard English (20 lessons/week)

## COURSE INFORMATION

General English (ESL) English for Academic Purposes (EAP) IELTS Preparation  
 Business English Other: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Weeks of Study: \_\_\_\_\_  
YYYY/MM/DD

## AIRPORT TRANSFER

Arrival Date: \_\_\_\_\_ Flight Information: \_\_\_\_\_ Airport Pick-up: Yes No  
 Departure Date: \_\_\_\_\_ Flight Information: \_\_\_\_\_ Airport Drop-off: Yes No

## ACCOMMODATION

Homestay Apartment No Accommodation  
 Special Request or Preferences: \_\_\_\_\_ Length in weeks: \_\_\_\_\_  
*Hanson School of Languages will do its best to accommodate your requests, however due to availability we cannot guarantee that your request will be granted.*

## MEDICAL INFORMATION \*Please note-it is mandatory for HSL student to have Medical Insurance during their stay in Canada.

Do you have Medical Insurance? YES NO Policy Number: \_\_\_\_\_  
 If No, would you like to book insurance through Hanson? YES NO  
 Do you have any allergies? YES NO List of Allergies: \_\_\_\_\_  
 Do you have any medical problems or physical disability? YES NO List Medical Issues or Physical Disability: \_\_\_\_\_

### Hanson School of Languages (HSL) Tuition Refund Policy

- 1) A student may be entitled to a refund of tuition fees in the event that:
  - a) The student provides written notice to the institution that he or she is withdrawing from the program; or
  - b) The institution provides written notice to the student advising that the student has been dismissed from the program.
- 2) The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered. Hanson School of Languages (HSL) students have a "Request for Withdraw Form" available to them in the HSL Administrative Offices.
- 3) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
- 4) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
- 5) If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.
- 6) Refund policy for students:
  - a) **Refunds before the program of study begins:**
    - i) If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.
    - ii) If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1,000.
    - iii) Subject to Section 6(a)(1) above, if written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$1,300.
  - b) **Refunds after the program of study starts:**
    - i) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition due under the contract.
    - ii) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition due under the contract.
    - iii) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.
- 7) Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.
- 8) Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.
- 9) Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge:
  - a) The student must return the equipment unopened or as issued within 14 calendar days; and
  - b) If the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.

Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.

*I have read and agreed to all of HSL policies and procedures including the Tuition Refund Policy. I understand my Student Rights and Responsibilities while attending HSL. I hereby certify that the above information is true and complete. I understand that any false or incomplete information submitted in support of my registration may invalidate my registration. If the applicant is less than 18 years old, please co-sign below.*

**Consent to Contact**

Hanson School of Languages (HSL) will use your contact information to send you school-related electronic communication. You may withdraw your consent at any time by contacting HSL at #505 – 36 Eglinton Ave. West, Toronto ON, M4R 1A1 at (416) 480-1400 ext.1016.

I authorize HSL to use my contact information to send me school-related electronic communication:      YES                              NO

Applicant Signature (if OVER 18 years old): \_\_\_\_\_

Parent/Legal Guardian Signature (if UNDER 18 years old): \_\_\_\_\_

Date: \_\_\_\_\_  
 YYYY/MM/DD

Date: \_\_\_\_\_  
 YYYY/MM/DD