

APPLICATION FORM**STUDENT INFORMATION**

Mr. ☐ Ms. ☐ Last Name _____ First Name _____ Date of Birth _____
(As Appears on Passport) (As Appears on Passport) (MM/DD/YYYY)

Nationality: _____ Mother Tongue: _____ Passport Number: _____

Student ID Number: _____ Residential Address: _____

City: _____ Province: _____ Postal Code: _____ Country: _____

Email: _____ Telephone: _____

Emergency Contact Person: _____ Emergency Contact Phone: _____

PROGRAM INFORMATION

- ☐ English for Academic Purposes:
- ☐ EAP Fundamentals (5 weeks)
 - ☐ Pre-EAP I (5 weeks)
 - ☐ Pre-EAP II (5 weeks)
 - ☐ EAP Full Time (10 weeks)
 - ☐ EAP Part-Time (20 weeks)
- ☐ Test Preparation (IELTS, CELPIP, Other _____)
- ☐ Other Courses _____
- Start Date: _____ Weeks of Study: _____
(MM/DD/YYYY)

ACCOMMODATION

- ☐ Homestay ☐ Apartment ☐ No Accommodation
- Special Request or Preferences: _____ Length in weeks _____
- Hanson Language School 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 HLS students 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 HLS? ☐ Yes ☐ No (A copy should be provided at registration)
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: _____

AGENT INFORMATION:

Agency Name: _____ Agent ID Number: _____

Contact Person: _____ Email: _____

Hanson Language School 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 (conditions apply)
- 2) A student is NOT entitled to a refund of tuition fees in the event that:
 - a) The institution provides written notice to the student advising that the student has been dismissed from the program citing reasons that include academic integrity and code of conduct related policies
 - b) Any promotional weeks are not counted towards a refund
- 3) The written notice of 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. To provide notice of withdrawal HLS students have a "Request for Withdraw Form" available in Student Services Dept.
- 4) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
- 5) 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.
- 6) 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.
- 7) If a student chooses to change or postpone the program, HLS reserves the right to charge an administration fee of \$150 CAD each time the course is changed or postponed after HLS has confirmed the initial registration by issuing an official letter of admission (LOA). Any additional fees that may be incurred due to a change must be paid for in advance of the change being implemented
- 8) Refund policy for students:
 - a) **Refunds before the program of study begins:**
 - i) If written notice of withdrawal is received by the institution after a letter of admission (LOA) has been issued, and before the commencement of the period of instruction specified in the contract, the institution will retain the non-refundable application/administrative fee of \$150 CAD and may issue a refund of the total fees including tuition, and unused medical insurance and textbook fees due under the contract.
 - ii) Any additional fees that may be incurred due to a change in the program, must be paid for in advance of the change implemented
 - b) **Refunds after the program of study starts:**
 - i) If written notice of withdrawal is received by the institution before 20% of the period of instruction specified in the contract has elapsed, the institution will retain 50% of the tuition due under the contract, the \$150 CAD non-refundable application/administrative fee, and payments made towards student medical insurance and textbooks
 - ii) If written notice of withdrawal is received by the institution after 20% of the period of instruction specified in the contract has elapsed, no refunds will be issued
 - iii) Prorated refunds will be calculated on a weekly basis
- 9) 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 and/or registration fee.
- 10) Where a student is dismissed from their program, they are NOT entitled to a refund of tuition and any consumables that have been pre-paid.
- 11) 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.

HLS will endeavor to process all refunds requests made by students within two (2) months from the date listed on the Request to Withdraw from received by the institution and all required supporting documentation.

☐ I have read and agreed to all of HLS policies and procedures including the Tuition Refund Policy. I understand my Student Rights and Responsibilities while attending HLS. 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 Language School (HLS) will use your contact information to send you a school-related electronic communication. You may withdraw your consent at any time by contacting HLS at #401 - 36 Eglinton Ave. West, Toronto ON, M4R 1A1 at (416) 480-1400 ext.1016.

I authorize HLS 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: _____
MM/DD/ YYYY

Date: _____
MM/DD/ YYYY