



# 2017 Application for Admission

VANCOUVER, TORONTO, NEW DELHI

## STUDENT INFORMATION

Last name	Address		Street	City
First name	State/Province	Country	Postal Code	
Middle name(s)	Telephone number			
<input type="checkbox"/> Male <input type="checkbox"/> Female	Mobile number			
Birth date (MM/DD/YY)	Email			
Nationality	Emergency contact name			
First language	Emergency contact telephone			
Passport number	Expiry date	Agency referral (if applicable)		
Status in your country of study <input type="checkbox"/> Citizen <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Working Holiday (Canada only) <input type="checkbox"/> Other (please specify)				
Are you also applying for a program at ILSC Language Schools? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please attach the ILSC Language Schools application form.</i>				
Start date (MM/DD/YY)		Weeks of study		

## PROGRAMS

Greystone College Vancouver (VAN)  Greystone College Toronto (TO)  Greystone College New Delhi (ND)

### BUSINESS PROGRAMS

Advanced Diploma in Business Administration <input type="checkbox"/> VAN	Certificate in International Business and Trade Clerk <input type="checkbox"/> TO
– Certificate in Business Communications <input type="checkbox"/> VAN	Diploma in Business Communications <input type="checkbox"/> VAN
– Certificate in Business Management <input type="checkbox"/> VAN	<b>Please indicate</b> <input type="checkbox"/> Daytime <input type="checkbox"/> Evening
– Certificate in Financial Management and Planning <input type="checkbox"/> VAN	Diploma in Business Communications Co-op <input type="checkbox"/> VAN
– Certificate in Human Resources <input type="checkbox"/> VAN	<b>Please indicate</b> <input type="checkbox"/> Daytime <input type="checkbox"/> Evening
– Certificate in International Business and Trade <input type="checkbox"/> VAN	Diploma in International Business Management (IBM) <input type="checkbox"/> VAN <input type="checkbox"/> TO
Advanced Diploma in Business Administration with Practicum <input type="checkbox"/> VAN	<b>For Vancouver, please indicate</b> <input type="checkbox"/> Daytime <input type="checkbox"/> Evening
Certificate in Business Communications (Non-Vocational) <input type="checkbox"/> TO	Diploma in International Business Management Co-op (IBM) <input type="checkbox"/> VAN <input type="checkbox"/> TO
Certificate in Business Experience <input type="checkbox"/> VAN	<b>For Vancouver, please indicate</b> <input type="checkbox"/> Daytime <input type="checkbox"/> Evening
Certificate in Business Management Clerk <input type="checkbox"/> TO	Diploma in Supervisory Management <input type="checkbox"/> VAN <input type="checkbox"/> TO

### TOURISM & HOSPITALITY PROGRAMS

Certificate in Hospitality Skills Co-op <input type="checkbox"/> TO	Diploma in Customer Service <input type="checkbox"/> VAN <input type="checkbox"/> TO
Diploma in Tourism & Hospitality Management <input type="checkbox"/> VAN <input type="checkbox"/> TO	<b>Please indicate</b> <input type="checkbox"/> Daytime <input type="checkbox"/> Evening
Diploma in Tourism & Hospitality Management Co-op <input type="checkbox"/> VAN <input type="checkbox"/> TO	Diploma in Customer Service Co-op <input type="checkbox"/> VAN <input type="checkbox"/> TO
	<b>For Vancouver, please indicate</b> <input type="checkbox"/> Daytime <input type="checkbox"/> Evening

### INTERPRETING & TRANSLATION

Certificate in Interpreting and Translation (Korean) <input type="checkbox"/> VAN	Diploma in Advanced Interpreting and Translation (Korean) Upgrade <input type="checkbox"/> VAN
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### TEACHER TRAINING PROGRAMS

Cambridge TESOL Diploma <input type="checkbox"/> VAN	TESOL Diploma (TESL Canada Standard 2) <input type="checkbox"/> VAN <input type="checkbox"/> TO
Add optional TKT exam? <input type="checkbox"/> Yes <input type="checkbox"/> No	Add optional TKT exam? <input type="checkbox"/> Yes <input type="checkbox"/> No
TESOL–TKT Preparation Certificate <input type="checkbox"/> TO	CELTA* <input type="checkbox"/> VAN <input type="checkbox"/> TO
Add optional TKT exam? <input type="checkbox"/> Yes <input type="checkbox"/> No	Teaching Young Learners Preparation Certificate <input type="checkbox"/> ND
TESOL–TKT Certificate <input type="checkbox"/> VAN	TESOL Certificate (with optional Cambridge TKT) <input type="checkbox"/> ND
Add optional TKT exam? <input type="checkbox"/> Yes <input type="checkbox"/> No	TESOL Business Certificate <input type="checkbox"/> ND
TKT–YL Certificate <input type="checkbox"/> VAN	
Add optional TKT exam? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**ACCOMMODATION (if applicable)** VAN—Vancouver TO—Toronto ND—New Delhi

ACCOMMODATION TYPE	
Homestay—Full board (3 meals per day) <input type="checkbox"/> VAN <input type="checkbox"/> TO	Roomstay (No meals) <input type="checkbox"/> VAN <input type="checkbox"/> TO
Homestay—Half board (2 meals per day) <input type="checkbox"/> VAN <input type="checkbox"/> TO <input type="checkbox"/> ND	Student Residence / Apartment <input type="checkbox"/> ND—Private Room <input type="checkbox"/> ND—Shared Twin <input type="checkbox"/> ND—Shared Dorm

ARRIVAL INFORMATION	
Check-in date (MM/DD/YY)	Airline and flight number
Check-out date (MM/DD/YY)	Airport transfer <input type="checkbox"/> Pick-up only <input type="checkbox"/> Pick-up and drop-off <input type="checkbox"/> None

ACCOMMODATION PREFERENCES	
Do you have any medical conditions we should be aware of? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify	Are you comfortable with children in the home between the ages of <input type="checkbox"/> 12 years and under <input type="checkbox"/> 13 years and over <input type="checkbox"/> No children
Do you take daily medication? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify	Are you comfortable with pets in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify
Do you have any allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify	What languages do you speak?
Do you have medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify company	Are you comfortable with other students in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please note that students will speak a first language other than your own</i>
Do you smoke? <input type="checkbox"/> Yes (Most families do not allow smoking indoors) <input type="checkbox"/> No	Interests and other comments
Do you require a special diet? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify	

*Requests are not guaranteed, but the homestay staff at Greystone College will do their best to accommodate student requests. It is recommended that students who request airport reception arrive and depart on the weekend. Alternative Accommodation and Roomstay placements are based on availability and not guaranteed. Homestay students are advised that neither Greystone College nor the homestay family can be held responsible for the loss or theft of personal belongings. Although the chance of a loss due to theft is extremely small, we nonetheless advise students to ensure that they obtain adequate insurance coverage in their home countries for all personal belongings that they bring to the destination country.*

**STUDENT DECLARATION**

- I declare that the information I have given on my application to study at Greystone College (Vancouver) Inc., Greystone College (Toronto) Inc. and ILSC India PVT LTD. (operating as Greystone College New Delhi) hereafter collectively referred to as "Greystone College" is correct and accurate.
- I declare that I am in possession of sufficient funds to finance my full term of study at Greystone College.
- I have read and understood all of the policies applicable to my study location, including the cancellation and refund policies as applicable to my chosen study location (refer to: Page 6 & 7 for Greystone College (Toronto) Inc., Greystone College (Vancouver) Inc., and ILSC India PVT LTD. Policies), and the Work Experience Policy on page 7 of this application; and agree to abide by any decisions of Greystone College's management regarding the enforcement thereof.
- I agree that Greystone College may provide my educational records or information to my parents (if a minor) sponsoring agency or any other educational institution to which I apply.
- I declare that I will disclose to Greystone College any contagious medical condition that I might contract prior to or during my stay at Greystone College and I agree to disclose any pre-existing medical or health condition that may require ongoing or intermittent medical attention or that may affect my ability to fully participate in either classroom or activity programs. I hereby authorize any doctor, EHS or medical facility to provide treatment to me if I am injured or ill whether or not I am able to provide consent.
- I agree and acknowledge that Greystone College may collect personal information including medical information as a result of this application and/or my time at Greystone College and acknowledge that this information will only be used in the course of the provision of educational, ancillary and medical services either directly or indirectly and for no other purposes.
- CANADIAN LOCATIONS ONLY: I understand that Greystone College (Toronto) Inc. and Greystone College (Vancouver) Inc. are required to share enrollment and reporting information with Immigration Refugees and Citizenship Canada (IRCC) as necessary for the purposes of the International Student Program (ISP), and consent to my information being shared with the IRCC, and the Provincial Ministerial bodies designated to oversee the ISP program in British Columbia and Ontario.
- I agree to save and hold harmless, Greystone College, its agents, employees, homestay families and assigns for any loss, damage or injury which may occur to me or my property and hereby permanently waive all claims

- for loss, damage or injury resulting or arising from my term of attendance at Greystone College.
- I agree, as well, that the violation of any of the above conditions or if any of the information provided in this application is discovered to be false or misleading, I may be dismissed from Greystone College without notice or recourse.
- I have read, understood and agree to be bound by the terms and conditions as stated in this application form.
- I understand that my information may be shared as outlined in this application form.
- I have read the cancellation, grievances and refund policies specific to my chosen location of study and agree to abide by these terms.
- I consent to receiving electronic messages from ILSC Education Group and its affiliates containing news, updates, and promotions, and I understand that I can withdraw my consent at any time.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STUDENT DECLARATION

Student signature \_\_\_\_\_

Parent signature (if student is underage\*) \_\_\_\_\_

Date (MM/DD/YY) \_\_\_\_\_

ILSC authorized signature \_\_\_\_\_

Date (MM/DD/YY) \_\_\_\_\_

*\*Age of Majority is 18 in Toronto and New Delhi, and 19 in Vancouver. For students younger than the Age of Majority, the student contract must also be signed by a parent or legal guardian.*

# 2017 Greystone College Price List

Prices for Greystone College Vancouver and Toronto are listed in Canadian dollars. Prices for Greystone College New Delhi are listed in US dollars. All prices are effective for registrations made between November 1, 2016 and October 31, 2017, for start dates beginning January 1, 2017.

## REGISTRATION FEES

Greystone College Vancouver and Greystone College Toronto **\$150 CAD\***

\* At Greystone College Vancouver, this fee is non-refundable. For the CELTA program, the registration fee is \$100.

Greystone College New Delhi **\$20 USD** (non-refundable)

Fees must be paid in full prior to the start of classes. Availability of program is subject to student enrolment.

## GREYSTONE COLLEGE VANCOUVER PROGRAMS (PRICES IN CAD)

BUSINESS PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
<b>Advanced Diploma in Business Administration</b> Consisting of the following certificates:	40 weeks	\$14,600	\$1,250	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
– Certificate in Business Communications	8 weeks	\$3,240	\$250	Apr 24, Oct 10
– Certificate in Business Management	8 weeks	\$3,240	\$250	Jan 3, Jun 19, Dec 4
– Certificate in Financial Management and Planning	8 weeks	\$3,240	\$250	Jan 3, Apr 24, Aug 14, Dec 4
– Certificate in Human Resources	8 weeks	\$3,240	\$250	Feb 27, Jun 19, Oct 10
– Certificate in International Business and Trade	8 weeks	\$3,240	\$250	Feb 27, Aug 14
– Single Course	4 weeks	\$1,650	\$125	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
<b>Certificate in Business Experience</b>	12 weeks	\$5,320	\$375	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
<b>Diploma in Business Communications</b>	<b>Daytime:</b> 26 weeks <b>Evening:</b> 48 weeks*	\$9,490	\$500	<b>Daytime:</b> Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4 <b>Evening:</b> Jan 3, Feb 14, Apr 10, Jun 5, July 31, Sept 25, Nov 20
<b>Diploma in International Business Management</b> Consisting of the following certificates: Certificate in International Business and Trade, Certificate in Business Management, Certificate in Business Communications	<b>Daytime:</b> 26 weeks <b>Evening:</b> 48 weeks*	\$9,490	\$750	<b>Daytime:</b> Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4 <b>Evening:</b> Jan 3, Feb 14, Apr 10, Jun 5, July 31, Sept 25, Nov 20
<b>Diploma in Supervisory Management</b>	16 weeks	\$6,080	\$500	Apr 24, Oct 10
BUSINESS CO-OP PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
<b>Advanced Diploma in Business Administration with Practicum</b>	40 weeks study + 8 weeks unpaid practicum + 2 weeks tutorial	\$15,330 + \$825 practicum service fee	\$1,250	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
<b>Diploma in Business Communications Co-op</b>	<b>Daytime:</b> 24 weeks study + 24 weeks paid co-op + 2 weeks tutorial <b>Evening:</b> 48 weeks study* + 40 weeks paid co-op + 4 weeks tutorial	\$9,490 + \$825 co-op service fee	\$500	<b>Daytime:</b> Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4 <b>Evening:</b> Jan 3, Feb 14, Apr 10, Jun 5, July 31, Sept 25, Nov 20
<b>Diploma in International Business Management Co-op</b>	<b>Daytime:</b> 24 weeks study + 24 weeks paid co-op + 2 weeks tutorial <b>Evening:</b> 48 weeks study* + 40 weeks paid co-op + 4 weeks tutorial	\$9,490 + \$825 co-op service fee	\$750	<b>Daytime:</b> Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4 <b>Evening:</b> Jan 3, Feb 14, Apr 10, Jun 5, July 31, Sept 25, Nov 20
TOURISM & HOSPITALITY PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
<b>Diploma in Customer Service</b>	<b>Daytime:</b> 26 weeks <b>Evening:</b> 48 weeks*	\$9,490	\$500	<b>Daytime:</b> Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4 <b>Evening:</b> Jan 3, Feb 14, Apr 10, Jun 5, July 31, Sept 25, Nov 20
<b>Diploma in Tourism &amp; Hospitality Management</b>	36 weeks	\$13,140	\$1320	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
TOURISM & HOSPITALITY CO-OP PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
<b>Diploma in Customer Service Co-op</b>	<b>Daytime:</b> 24 weeks study + 24 weeks paid co-op + 2 weeks tutorial <b>Evening:</b> 48 weeks study* + 40 weeks paid co-op + 4 weeks tutorial	\$9,490 + \$825 co-op service fee	\$500	<b>Daytime:</b> Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4 <b>Evening:</b> Jan 3, Feb 14, Apr 10, Jun 5, July 31, Sept 25, Nov 20
<b>Diploma in Tourism &amp; Hospitality Management Co-op</b>	36 weeks study + 36 weeks paid co-op placement + 2 weeks tutorial	\$13,870 + \$825 co-op service fee	\$1,320	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
INTERPRETING AND TRANSLATION PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
<b>Certificate in Interpreting and Translation (Korean)</b>	8 weeks	\$3,500	\$250	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
<b>Diploma in Advanced Interpreting and Translation (Korean) Upgrade</b>	4 weeks	\$1,750	\$100	Jan 3, Mar 27, Jun 19, Sep 11
TEACHER TRAINING PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
<b>Cambridge TESOL Diploma</b> Consisting of the following certificates:	8 weeks	\$3,240 (\$350 TKT exam fee optional**)	\$270	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
– TESOL-TKT Certificate	4 weeks	\$1,620 (\$250 TKT exam fee optional**)	\$100	Jan 30, Mar 27, May 23, Jul 17, Sept 11, Nov 6, Dec 4
– TKT-YL Certificate	4 weeks	\$1,620 (\$100 TKT exam fee optional**)	\$100 + \$70 criminal record check	Jan 3, Feb 27, Apr 24, Jun 19, Aug 14, Oct 10
<b>CELTA</b>	11 weeks Part-Time	\$2,400***	N/A	Sep 19 (application deadline, 2 weeks prior to start date)
<b>TESOL Diploma (TESL Canada Standard 2)</b>	12 weeks	\$4,560 (\$250 TKT exam fee optional**)	\$250	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4

Individual course enrolment is also available. Please contact ILSC marketer for prices.

\*Includes scheduled breaks

\*\*Early registration fee - students must register at least 6 weeks prior to taking the exam otherwise additional late fees will apply.

\*\*\*Registration fee for the CELTA program is \$100.

# 2017 Greystone College Price List

Prices for Greystone College Vancouver and Toronto are listed in Canadian dollars. Prices for Greystone College New Delhi are listed in US dollars. All prices are effective for registrations made between November 1, 2016 and October 31, 2017, for start dates beginning January 1, 2017.

GREYSTONE COLLEGE TORONTO PROGRAMS (PRICES IN CAD)				
BUSINESS PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
Certificate in Business Communications (Non-Vocational)	8 weeks	\$3,240	\$250	Apr 24, Oct 10
Certificate in Business Management Clerk	8 weeks	\$3,240	\$250	Jan 30, Jun 19
Certificate in International Business and Trade Clerk	8 weeks	\$3,240	\$250	Feb 27, Aug 14
Diploma in International Business Management	26 weeks	\$9,490*	\$750	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
Diploma in Supervisory Management	16 weeks	\$6,080*	\$500	Apr 24, Oct 10
BUSINESS CO-OP PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
Diploma in International Business Management Co-op	24 weeks study + 24 weeks unpaid co-op + 2 weeks tutorial	\$9,490 + \$825 co-op service fee	\$750	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
TOURISM & HOSPITALITY PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
Diploma in Customer Service	<b>Daytime:</b> 26 weeks <b>Evening:</b> 48 weeks**	\$9,490	\$500	<b>Daytime:</b> Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4 <b>Evening:</b> Jan 3, Feb 13, Apr 10, Jun 5, July 31, Sept 25, Nov 20
Diploma in Tourism & Hospitality Management	36 weeks	\$13,140	\$1,320	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
TOURISM & HOSPITALITY CO-OP PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
Certificate in Hospitality Skills Co-op	12 weeks studies + 12 weeks paid co-op placement + 2 weeks tutorial	\$5,320 + \$825 co-op service fee	\$375	Jan 3, Jan 30, Jun 19, Jul 17, Oct 10, Dec 4
Diploma in Customer Service Co-op	<b>Daytime:</b> 24 weeks study + 24 weeks paid co-op + 2 weeks tutorial <b>Evening:</b> 48 weeks study** + 40 weeks paid co-op + 4 weeks tutorial	\$9,490 + \$825 co-op service fee	\$500	<b>Daytime:</b> Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4 <b>Evening:</b> Jan 3, Feb 13, Apr 10, Jun 5, July 31, Sept 25, Nov 20
Diploma in Tourism & Hospitality Management Co-op	36 weeks study + 36 weeks paid co-op + 2 weeks tutorial	\$13,870 + \$825 co-op service fee	\$1,320	Jan 3, Jan 30, Feb 27, Mar 27, Apr 24, May 23, Jun 19, Jul 17, Aug 14, Sep 11, Oct 10, Nov 6, Dec 4
TEACHER TRAINING PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
CELTA	11 weeks Part-Time	\$2,400***	N/A	Feb 18, Jun 15, Sep 9 (application deadline, 2 weeks prior to start date)
TESOL-TKT Preparation Certificate	4 weeks	\$1,620 (\$250 TKT exam fee optional****)	\$100	Apr 24, Jul 17, Oct 10
TESOL Diploma (TESL Canada Standard 2)	12 weeks	\$4,560 (\$250 TKT exam fee optional****)	\$250	Jan 30, May 23, Aug 14, Nov 6

\*\*\*Registration fee for the CELTA program is \$100 \*\*\*\*Additional fees apply for CIM certification—please contact Greystone College Toronto for details \*\* Includes scheduled breaks  
\*\*\*\*Early registration fee - students must register at least 6 weeks prior to taking the exam otherwise additional late fees will apply.

GREYSTONE COLLEGE NEW DELHI PROGRAMS (PRICES IN USD)				
TEACHER TRAINING PROGRAMS	LENGTH OF PROGRAM	TUITION	MATERIALS FEE	2017 START DATES
Teaching Young Learners Preparation Certificate	4 weeks/100 hours (includes practicum)	\$750	\$20	Contact Greystone College New Delhi for start dates
TESOL Business Certificate	4 weeks/60 hours (plus practicum)	\$500	\$20	Contact Greystone College New Delhi for start dates
TESOL Certificate (with optional Cambridge University TKT)	8 weeks/120 hours (includes practicum)	\$900 (\$250 TKT exam fee optional)	\$20	Contact Greystone College New Delhi for start dates

Individual course enrolment is also available. Please contact ILSC marketer for prices.

## Accommodation Pricing

HOMESTAY FEES - GREYSTONE COLLEGE VANCOUVER & GREYSTONE COLLEGE TORONTO (PRICES IN CAD)					
ACCOMMODATION REGISTRATION FEE \$220 (non-refundable)			If students change their placement at any time, there is a <b>replacement fee of \$100.</b>		
HOMESTAY FULL BOARD (3 meals)		HOMESTAY HALF BOARD (2 meals, no lunch)		ROOMSTAY	
LOW SEASON	HIGH SEASON*	LOW SEASON	HIGH SEASON*	LOW SEASON	HIGH SEASON*
\$231/week (\$33/night)	\$245/week (\$35/night)	\$217/week (\$31/night)	\$231/week (\$33/night)	\$161/week (\$23/night)	\$180/week (\$25/night)
ALTERNATIVE ACCOMMODATION available upon request			AIRPORT TRANSFER One-way: \$100 (pick up or drop off) Two-way: \$180		

\*Summer Homestay and Roomstay supplement applies from the night of Jun 25 to the night of Aug 19, inclusive, based on the dates of your stay.

ACCOMMODATION FEES - GREYSTONE COLLEGE NEW DELHI (PRICES IN USD)		
ACCOMMODATION REGISTRATION FEE (if applicable) \$20 (non-refundable)		
OPTIONS	LOW SEASON / PER PERSON	HIGH SEASON* / PER PERSON
Homestay—Half board single	\$231/week (\$33/night)	\$252/week (\$36/night)
Apartment Private Room with bathroom** shared kitchen, maid service included	\$189/week (\$27/night)	\$210/week (\$30/night)
Apartment Shared twin room (Up to with 2 people)** shared kitchen and bathroom, maid service included	\$161/week (\$23/night)	\$182/week (\$26/night)
Apartment Shared dorm room (Up to 4 people)** shared kitchen and bathroom, maid service included	\$105/week (\$15/night)	\$126/week (\$18/night)

\*High season supplement applies from the night of Mar 26 to the night of Oct 7 inclusive, based on the dates of your stay.

\*\*Shared rooms are all-male or all-female, but floor may be mixed. In ILSC apartments, we request a small damage deposit of USD50 or INR3000 upon receipt of keys, which is fully refundable at end of stay.

OPTIONAL EXTRAS		
Airport transfer \$25 (one way) \$45 (two way)	Wireless Internet USB card with A/C adapter \$8/week*	Taxi service (depending on distance travelled) \$29/day (approx.)

\*Requires refundable deposit of USD20 or INR2000

# Greystone College Policies

## ADMISSIONS POLICY—GREYSTONE COLLEGE

To be admitted to any Greystone College program, prospective students must meet specific requirements regarding age, prior education, English level, and demonstrated proficiency in the basic skills required for college level work.

All applicants must\*:

- Have a secondary school diploma or equivalent (in Toronto, accepted secondary school diplomas must be from Canada or the USA); or
- In Toronto only, be at least 18 years of age, and pass a superintendent approved qualifying test.

Students must submit proof that he/she meets all of the program's admission criteria (e.g. transcript, proof of age, etc.).

All applicants whose first language is not English must provide proof of English proficiency. Please refer to the below chart for the language entry level required for your chosen program. Students taking Interpreting and Translation programs also require proof of proficiency in Korean (school records from education in which Korean was the language of instruction or minimum TOPIK level 5).

Prospective students requesting credit for prior post-secondary education must submit transcripts (in English) before registration.

If the prospective student fails to meet the minimum admission requirements, neither the institution nor the student can waive the requirements.

\* For Toronto's TESOL TKT Preparation Certificate, the secondary-school diploma & age requirement are recommended, but not required.

## LANGUAGE ENTRY REQUIREMENT FOR INTERNATIONAL STUDENTS

VANCOUVER PROGRAMS		TOEFL IBT	IELTS	ILSC LEVEL
BUSINESS	<b>Advanced Diploma in Business Administration</b> (Academic or with Practicum)	80	6.5	A1
	- Certificate in Business Communications	80	6.5	A1
	- Certificate in Business Management	80	6.5	A1
	- Certificate in Financial Management and Planning	80	6.5	A1
	- Certificate in Human Resources	80	6.5	A1
	- Certificate in International Business and Trade	80	6.5	A1
	- Single Course	80	6.5	A1
	<b>Diploma in Business Communications</b> (Academic or Co-op)	45	4.5	I2
HOSPITALITY	<b>Diploma in International Business Management</b> (Academic or Co-op)	80	6.5	A1
	<b>Diploma in Supervisory Management</b> (Academic or Co-op)	80	6.5	A1
I & T*	<b>Certificate in Business Experience</b> (Academic)	80	6.5	A1
	<b>Diploma in Customer Service</b> (Academic or Co-op)	35	4.0	B4
TESOL	<b>Diploma in Tourism &amp; Hospitality Management</b> (Academic or Co-op)	65	5.5	I4
	Certificate in Interpreting and Translation (Korean)	55	5.0	I3
	Diploma in Advanced Interpreting & Translation (Korean) Upgrade	55	5.0	I3
	<b>CELTA</b>	102	7.5	A2+*
TESOL	<b>Cambridge TESOL Diploma</b> (Consisting of the following certificates:	55	5.0	I3
	- TESOL-TKT Certificate	45	4.5	I2
	- TKT-Young Learners Certificate	55	5.0	I3
	<b>TESOL Diploma</b>	65	5.5	I4

\* Interpreting and Translation programs also require proof of proficiency in Korean, demonstrated through: school records from education in which Korean was the language of instruction, or minimum TOPIK level 5

TORONTO PROGRAMS		TOEFL IBT	IELTS	ILSC LEVEL
BUSINESS	Certificate in Business Communications (Non-Vocational)	80	6.5	A1
	Certificate in Business Management Clerk	80	6.5	A1
	Certificate in International Business and Trade Clerk	80	6.5	A1
	<b>Diploma in International Business Management</b> (Academic or Co-op)	80	6.5	A1
HOSPITALITY	<b>Diploma in Supervisory Management</b>	80	6.5	A1
	<b>Certificate in Hospitality Skills</b> Co-op	45	4.5	I2
	<b>Diploma in Tourism &amp; Hospitality Management</b> (Academic or Co-op)	65	5.5	I4
TESOL	<b>Diploma in Customer Service</b> (Academic or Co-op)	35	4.0	B4
	<b>CELTA</b>	102	7.5	A2+*
	<b>TESOL Diploma</b>	65	5.5	I4
	<b>TESOL TKT Preparation Certificate</b>	45	4.5	I2
	<b>TESOL 130 Certificate</b>	80	6.0	A1*

\* Plus successful completion of pre-interview task and interview

NEW DELHI PROGRAMS		TOEFL IBT	IELTS	ILSC LEVEL
TESOL	<b>TESOL Certificate (&amp; optional Cambridge University TKT)</b>	55	5.0	I3
	<b>Teaching Young Learners Preparation Certificate (TYLP)</b>	45	4.5	I2
	<b>TESOL Business Certificate</b>	65	5.5	I4

## ASSESSMENT & CERTIFICATION

In order to graduate and earn a qualification from their program of study, students must successfully fulfill all course requirements (this includes successful completion of all course assignments, exams, practicums, co-operative placements, and class participation, as applicable). Students must also maintain satisfactory attendance throughout their program. All program fees owed by the student must be paid prior to graduation and receipt of any Certificate or Diploma earned.

## RESPECTFUL & FAIR TREATMENT OF STUDENTS POLICY

Greystone College expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. This list is not exhaustive and students should request clarification from the Director if they have any questions.

"Student" is defined as including prospective students as well as those currently registered or enrolled in any Greystone College program or activity.

The Code of Conduct students are expected to follow include:

- Attend school in accordance with the Attendance Policy.
- Treat all students and staff members with respect.
- Refrain from any disruptive or offensive classroom behaviour.
- Refrain from cheating or plagiarism in completing class assignments and assessments
- Treat the College property with respect.
- Refrain from bringing weapons of any kind (i.e. knives, guns) to the College.
- Refrain from bringing any alcohol or any prohibited mood altering substances to the Institution. This includes, the consumption of substances on the College property or the intoxication of the student on the College property.
- Refrain from making inappropriate remarks concerning another student or staff member's ethnicity, race, religion or sexual orientation (i.e. no discrimination will be tolerated).
- Complete all assignments and assessments (e.g. exams, tests, quizzes) successfully on the scheduled completion dates, i.e. maintain a good academic standing (cannot fail more than 2 academic courses).
- Complete all the requirements for graduation within the registered study period (including co-op placement and post-co-op academic courses if applicable) or apply in writing to withdraw from a program.
- Any other conduct which is determined to be detrimental or damaging to the other students, staff members or the Institution.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault
- Physical assault or other violent acts committed on or off campus against any student
- Verbal abuse or threats
- Vandalism of College property
- Theft

Students who do not meet the expected code of conduct will be subject to College procedures intended to substantiate the concerns, and determine the course of action which may include: a warning setting out the consequences of further misconduct; setting of a probationary period with appropriate conditions; or immediate dismissal from Greystone College depending on the severity of the misconduct.

Concerns related to a student's conduct shall be referred to the Director to process in accordance with this Policy.

## DISPUTE RESOLUTION POLICY

Greystone College provides an opportunity for students to resolve disputes in a fair and reasonable manner. Greystone College encourages an open dialog between all students and College staff members. In the event of a dispute, the following dispute resolution procedures shall be followed.

### Procedures:

**Step 1:** An open dialog between the student and the individual most directly involved shall take place in the hope of finding a quick and mutually acceptable solution to the dispute. If unsatisfied with the outcome, the student will meet with the Student Advisor to discuss the concern as soon as possible and within five days of the incident.

**Step 2:** If the student is not satisfied with the result of the meeting in step 1, the student should submit a written complaint to the Academic Director. Should this person be absent or be named in the complaint the student should submit the written complaint to the Assistant Director.

**Step 3:** The Academic Director or Assistant Director will arrange to meet with the student to discuss the concern as soon as possible and within 1 week of receiving the student's written complaint. Following the meeting with the student, the Academic Director or Assistant Director will conduct whatever enquiries and/or investigations are necessary and provide a written response to the student that includes reasons for the determination on the complaint. The written reasons will be provided no later than 15 days following the receipt of the student's written complaint.

**Step 4:** If the dispute remains unresolved after step 3 the student may choose to ask for the case to be heard by an Appeals Committee. The committee will consist of the College Director (non-voting), Student Advisor (non-voting), Administrator – not involved in previous steps (voting), Faculty member from different faculty (voting) and faculty member from the Department in question (voting). The committee will be formed at the earliest convenience and all members must be present for the hearing where both parties state their case. The Appeals Committee will provide a written response to the student that includes reasons for the determination on the complaint. The written reasons will be provided no later than 5 days following the committee's hearing of the student's appeal case.

All dispute cases will be concluded as soon as possible and no later than 45 days after receiving the student's written complaint.

Students making a complaint may be represented by an agent or a lawyer. Students will not be subject to any retaliation as a result of their complaint.

After having exhausted the dispute resolution process, Greystone College Vancouver students may file a claim with the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education ([www.privatetraininginstitutions.bc.ca](http://www.privatetraininginstitutions.bc.ca)) and Greystone College Toronto students may file their complaint with the Superintendent of Private Career Colleges on the basis that the institution misled the student regarding any significant aspect of an approved program.



# Greystone College Policies

## ATTENDANCE & LATENESS POLICY

Greystone College recognizes that good attendance is directly related to student success in completing a program of study. This policy applies to all students who are currently enrolled or are enrolled at any future time.

Students are expected to attend classes as scheduled. Students must attend a minimum of 80%\* of their classes each course, as part of the requirement to receive credit for each course or module taken. For example, the maximum number of allowable absences in a 4 week session is 4 in all programs other than TESOL\* (Please see Teacher Training policy).

Once the student reaches the maximum number of absences (less than 80% attendance record per course) they cannot write the final exam, quiz or test and/or participate in the final project, and will not receive credit for the course. Exceptions may be made for special circumstances.\*\*

Portions of days will be added together to make whole days. For example, if a student misses two ½ days, that is equal to one day absence. The student is responsible for completing all assignments missed during the absence.

Students must call the College to inform staff of lateness or absence.

### \*Teacher Training program attendance policy:

- 100% Attendance is expected in Teacher Training programs.
- Students are expected to return to class promptly after each break and lunch time.
- Students must call the College before class starts to inform staff of lateness or absence.
- Points will be deducted for lateness and absences, and students are at risk of not graduating.

\*\*Absences for medical or emergency reasons are considered “excused” absences if the student provides documentary evidence of the reason for the absence such as a doctor’s note.

Students having difficulty meeting these attendance requirements should contact the Academic Director.

### Arrangements for absences

If a student has a planned break or a special event that he/she must attend, he/she must see the Director before or during the first week of the program for approval.

## FINAL GRADE APPEAL POLICY

Greystone College provides all students with an opportunity to appeal a final grade, while respecting the academic responsibility of the instructor and College.

The policy and procedure applies only to a charge of unfair action toward an individual student, not to a charge of unsatisfactory grading methods. Greystone College presumes that the instructor is applying criteria and methods of grading that are equal to all students and that the instructor’s judgement is authoritative and the final grades assigned are correct.

The Grade Appeal Policy considers whether a grade was determined in a fair and appropriate manner.

### Legitimate grounds for appeal include:

1. Grade resulted from an error in addition of marks or error of fact.
2. Grade was not awarded in accordance of evaluation criteria indicated or was awarded in a manner of arbitrariness.
3. Grade awarded was unfair and/or motivated by prejudice or ill will.

The onus is on the student to provide evidence that the grade represents unfair treatment as compared to standards applied to other students.

### Procedure:

**Step One:** The student will first discuss the question of a grade with the instructor, no later than 3 days\* after receiving the grade. The instructor and the student will discuss the grade and hopefully the question will be resolved.

**Step Two:** If the matter remains unresolved after Step One, the student shall meet with the Academic Director within 7 days of receiving the grade. If the Academic Director feels that it may be a legitimate complaint, the Academic Director will meet with the instructor to review the details. After consultation with the Academic Director, the instructor may choose to let the grade remain or change it. This information will be communicated to the student within 2 days of that consultation.

**Step Three:** If the matter is still unresolved the student will be asked to fill in a Grade Appeal Policy form [the associated fee is \$50] and submit it to the College Director along with any supporting materials that may help clarify the nature of the complaint. The Director will then form an ad hoc Faculty Committee for Appeal of a Grade within 3 days of receiving Grade Appeal Policy Form. The committee will include either the Academic Director or Director and at least one instructor who is familiar with the program and course, but does not have any apparent conflict of interest with the instructor or student of record. The committee will analyze any and all materials that will shed light on the matter, including the course material and assignments in question, grading criteria, and other students’ marked papers.

**Step Four:** The directive of the committee is to determine whether the complaint is valid or not.

- If yes, the committee will recommend the instructor to change the grade
- If not, the committee will inform the student and the instructor that the grade will not be changed

If the instructor does not agree with the decision, the instructor must provide a written explanation for refusing to change the grade. If the committee feels that the instructor’s written explanation justifies the original grade, the committee will inform the student and instructor in writing and the matter will be closed.

If the grade is to be changed without the support of the instructor, the committee will determine an appropriate grade, which, in fact, could be higher, lower, or the same. The committee will inform the student and the instructor of the change.

Step Four will be completed within 10 days\* of committee formation.

\* days = normal business days

## COLLECTION OF PERSONAL INFORMATION AND CONSENT

Greystone College may collect personal information including medical information as a result of this application and/or a student’s time at Greystone College. This information will only be used in the course of the provision of educational, ancillary and medical services either directly or indirectly. Greystone College may provide a student’s educational records or information to their parents (if a minor), sponsoring agency or any other educational institution to which the student applies.

In addition, Greystone College (Toronto) Inc. and Greystone College (Vancouver) Inc. are required to share enrollment and reporting information with Immigration, Refugees and Citizenship Canada (IRCC) as necessary for the purposes of the International Student Program (ISP). This information is shared with the IRCC through Ontario’s Ministry of Advanced Education and Development (MAESD), for Greystone College Toronto; and through British Columbia’s Private Training Institutes Branch (PTIB) for Greystone College Vancouver.

## CREDIT TRANSFER POLICY

Students with prior post-secondary education, must officially request transfer credits through Greystone College in writing (Transfer Credit Request Form) and submit all required documents. Students must submit official transcripts of grades and detailed course outlines in English. All academic credentials, transcripts and test scores submitted to the College must be official. The associated fee is \$25 per course where credit transfers were awarded.

If transcripts are written in a language other than English, an official copy of an authorized English translation must be submitted in addition to the original transcript. Translations must be literal, complete versions of original records, and the documents must be translated by a recognized translation service.

Transfer credits may be granted based on successful completion of post-secondary courses which are similar overall in content to the course(s) at Greystone College. Students may apply for transfer credits up to a maximum of 25% of the program. Final approval for granting transfer credit rests with the College. Students must apply for credit prior to the start of their program.

## WITHDRAWAL & REFUND POLICY – GREYSTONE COLLEGE VANCOUVER

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - a. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - b. the student, or the student’s parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student’s parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - c. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - a. more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - b. after the contract start date
    - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - a. before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - b. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student’s notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - a. the student has completed and received an evaluation of his or her performance for at least 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - b. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - a. of the date the institution receives a student’s notice of withdrawal,
  - b. of the date the institution provides a notice of dismissal to the student,
  - c. of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - d. after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
  - b. the program is provided solely through distance education.

# Greystone College Policies

## WORK EXPERIENCE POLICY

- Greystone College strongly believes in helping students reach their full potential for career success. Our Co-op programs equip students with current industry knowledge and focused career and skills development training. Students will be able to apply their newly acquired vocational knowledge and workplace skills in real world work settings relevant to their field of study and aligned with the learning objectives of the program. Dedicated Co-op Coordinators will assist and guide each individual student in securing a suitable placement with a Canadian employer in the Business, Tourism and Hospitality industries.
- To successfully complete the work experience component of the program of study, students will receive the following support services offered by the Academic and Co-Op teams:
  - Work Placement Skills Course (Resume/Cover Letter Writing, Interview Skills, Job Search Techniques and more) to equip students with employability skills for job readiness.
  - One-time complimentary service for assistance with extension of study or co-op work permit applications as necessary. Student will be responsible for any fees associated with permit applications/extensions. Ultimately, it is the students' responsibility to ensure that they have the necessary valid permits to complete their study and work placement.
  - Information on potential employers accepting students for Co-op placements and who will offer supervised work experience in a safe environment to enhance student learning.
  - Access to current job listings and career resources on the Greystone College Learning Management System's Job Board page.
- Key accountabilities for the Co-op Department to ensure a successful work experience placement for the student include the following:
  - Assist the student in seeking a supervised work experience placement with an employer engaged in a legitimate business operation in the home province of the respective Greystone College campus.
  - Ensure that the work experience includes activities directly related to the learning objectives of the program
  - Ensure that the hours for work experience does not exceed more than 50% of the academic instruction hours for the specific program
  - Provide the student with the electronic copy of the "Letter of Agreement" that outlines the specific responsibilities of the Student, Employer and Greystone College before the start of the placement.
  - Monitor student's performance and progress through mandatory student reporting procedures and periodically through email, telephone or site visit to the place of work, where it is possible.
  - Obtain feedback from the student on their experience during the work term
  - In consultation with the employer, jointly evaluate student's performance mid-way and at the end of the work placement period.
- Successful completion of the Work Experience component of the program is a mandatory requirement for graduation.

### PURPOSE

- To outline the qualifying requirements and expectations for work placement for students
- To guide the processes and procedures for work placement for Students and the Co-op Department Staff
- To establish requirements for successful graduation from program of study for students

### SCOPE

This policy applies to all Co-op and Practicum programs, except TESOL Programs, offered at Greystone College effective from September 1, 2016. The Practicum Policy for TESOL programs is dictated by separate governing bodies and not outlined in this document.

### RESPONSIBILITIES

All Co-Op Department staff are responsible for administering and enforcing this policy.

### DEFINITIONS

**Co-op Work Placement:** Co-op Work placement is an integral component of all Coop Programs. Placements are in Canadian workplaces. For Greystone College Vancouver programs, placements are paid. For Greystone College Toronto programs, placements may be paid or unpaid. The length of placement shall not be more than 50% of the total length of the program that the student is enrolled in i.e. 50% Academic Study and 50% Co-op Placement.

**Practicum Work Placement:** These are unpaid positions offered at Canadian workplaces. The length of placement is dependent on program of study and shall not exceed 20% of the total length of the program that the student is enrolled in. Currently, this applies only to the Advanced Diploma in Business Administration (with Practicum) program offered in Vancouver.

### CRITERIA FOR WORK PLACEMENT APPROVAL

- Be registered in one of the College's Co-op or practicum programs
- Hold valid Study Permit and Co-op Work Permit that adequately covers the duration of the Study and Work term
- Successfully meeting attendance requirements, completion of all courses in the 1st academic term and in good academic standing
- Successful completion of the mandatory Work Placement Skills component of program

### DURATION OF WORK EXPERIENCE

The length of the work experience component varies according to the program of study.

The following tables highlight the required hours for the various programs at the Vancouver and Toronto Campuses:

	VANCOUVER PROGRAMS	CO-OP/PRACTICUM HOURS
BUSINESS	<b>Advanced Diploma of Business Administration</b>	176 hours (8 weeks) Practicum
	<b>Diploma in Business Communications</b> (Academic or Co-op)	Daytime Schedule: 550 hours (24 weeks) Evening Schedule: 550 hours (40 weeks)
	<b>Diploma in International Business Management</b> (Academic or Co-op)	Daytime Schedule: 550 hours (24 weeks) Evening Schedule: 550 hours (40 weeks)
HOSPITALITY	<b>Diploma in Customer Service</b> (Academic or Co-op)	Daytime Schedule: 550 hours (24 weeks) Evening Schedule: 550 hours (40 weeks)
	<b>Diploma in Tourism &amp; Hospitality Management</b> (Academic or Co-op)	1000 hours (36 weeks)

	TORONTO PROGRAMS	CO-OP HOURS
BUSINESS	<b>Diploma in International Business Management</b> (Academic or Co-op)	504 hours (24 weeks)
	<b>Certificate in Hospitality Skills Co-op</b>	252 hours (12 weeks)
HOSPITALITY	<b>Diploma in Customer Service (Academic or Co-op)</b>	Daytime Schedule: 504 hours (24 weeks) Evening Schedule: 504 hours (40 weeks)
	<b>Diploma in Tourism &amp; Hospitality Management</b> (Academic or Co-op)	1080 hours (36 weeks)

Placement for students whose Co-op/Practicum work experience term is scheduled to start between December and January may be delayed due to low business activities during the holiday season.

## LOCATION OF WORK EXPERIENCE AND WORKERS COMPENSATION BOARD (WCB) COVERAGE IN BC & WORKPLACE SAFETY & INSURANCE BOARD (WSIB) IN ONTARIO

Work placements may be in any regions of British Columbia and/or Ontario. Co-op students on paid placement will have WCB or WSIB coverage (depending on the province where the placement takes place) provided by the employer during the period that the student is in their employment. WCB and/or WSIB coverage for unpaid work placements (Practicum) will be provided by Greystone College.

Any cost associated with travel to the place of work, uniform requirements, security clearance and/or other hiring processes as required by the employer will be borne by the student.

Students wishing to work outside of British Columbia or Ontario for their Co-op work term, must make a formal request in writing to the Co-op Department. This request should include details about the Employer (Company Name, Contact Person, Phone/Email information, Address) and job description for the position applied to. Placement cannot take effect without the approval of the Co-op Department. The Co-op Department will establish if the employer and position meets the learning outcomes of the program of study before granting approval for the placement.

## REFUND POLICY – GREYSTONE COLLEGE TORONTO

To receive a refund of any portion of fees paid, you must give Greystone College written notice that you intend to withdraw from the program in which you have enrolled.

If your study permit or visa is denied, or if you cancel **before your program begins**, Greystone College will retain the lesser of 20% of the total fees paid or \$500 and, if applicable, the \$220 homestay placement fee.

If you cancel in writing **after your program begins** you will be refunded the following percentage of fees paid:

- Less than 50% of the program completed: You will receive a refund of fees paid, minus 20% of the total fees for the program up to a maximum of \$500 and the amount paid for the portion of the program that has been delivered.
- After 50% of your program has been completed: You will not be entitled to any refund.

In certain circumstances, you may be entitled to cancel your program and receive a full refund. These include:

- If you are expelled in a manner, or for reasons not permitted in Greystone College Toronto's expulsion policy
- If Greystone College Toronto collects more than 20% of the total fees for the program to a maximum of \$500 before signing a contract with you
- If a total of more than 10% of the program is taught by unqualified instructors
- If Greystone College's contract does not include mandatory terms required
- If your program is discontinued before you can complete it

Where a student withdraws or is dismissed from their program, the same refund policies apply.

If you are eligible for a refund under the conditions above, you will receive the refund within 30 days of Greystone College receiving written notice of cancellation or Greystone College's notice to you of dismissal. All refunds will be in Canadian Dollars.

For information regarding cancellation of this Enrolment Contract and refunds of fees paid, see sections 25 to 300 of Ontario Regulations 415/06 made under the Private Career Colleges Act, 2005.

## REFUND POLICY – GREYSTONE COLLEGE NEW DELHI

Registration/Assessment fee (\$20) and Accommodation Registration fee (\$20) are non-refundable. To receive a refund on all other fees, you must provide Greystone College-New Delhi (c/o ILSC India Pvt. Ltd.) written notice that you intend to withdraw from the program. If your study permit or visa is denied, Greystone College-New Delhi will retain the lesser of 25% of refundable fees or \$200. Refund percentages are calculated based on entire program length.

If you cancel in writing before your program starts, you will receive the following percentage of refundable fees:

- Less than 7 days after registration submitted and before program start date: the greater of either 75% of refundable fees, or refundable fees minus \$400
- 30 days or more before the program start date: 75% of refundable fees
- Less than 30 days before the program start date: 60% of the total fees due
- If you cancel in writing or are dismissed from ILSC after your program starts, you will receive the following percentage of refundable fees, regardless of attendance:
  - Less than 10% of the program completed: 50% of refundable fees
  - 10-30% of the program completed: 30% of refundable fees
  - More than 30% of the program completed: 0% of refundable fees (no refund)

Change of schedules is considered the same as cancellation, i.e. for a schedule change of Full-time Intensive to Part-time AM, students must cancel the whole program and re-apply for the Part-time program. If you are eligible for a refund under the conditions above, you will receive the refund within 30 days of Greystone College-New Delhi receiving written notice of cancellation or Greystone College-New Delhi's notice to you of dismissal.

# Banking Information

## PAYMENT INFORMATION

Payment can be made by cheque, money order, bank transfer, or credit card. (Visa or Mastercard). Please send all forms with payment in full, directly to the school you will be attending.

MAILING ADDRESS	BANK TRANSFER DETAILS		MONEY ORDERS & CHEQUES	CREDIT CARD PAYMENTS
<p><b>GREYSTONE COLLEGE VANCOUVER</b> 560 Granville St., 3rd Floor, Vancouver BC V6C 1W6 Canada Tel 1-604-682-3880 Fax 1-604-682-3885 DLI: 019352522932 contact@greystonecollege.com www.greystonecollege.com</p>	<p><i>Transfer Canadian funds to:</i> <b>BMO Bank of Montréal</b> 595 Burrard St. Vancouver, BC V7X 1L7 Canada <b>Account:</b> 1735919 <b>Institution:</b> 001 <b>Transit:</b> 00040 <b>SWIFT code:</b> BOFMCAM2</p>	<p><i>Transfer US funds to:</i> <b>Wells Fargo Bank, N.A.</b> <b>SWIFT code:</b> PNBPUS 3NNYC <b>ABA:</b> 026 0050 92</p> <p><i>For further credit to:</i> <b>BMO Bank of Montréal</b> 595 Burrard St. Vancouver, BC V7X 1L7 Canada <b>Account:</b> 4612112 <b>Institution:</b> 001 <b>Transit:</b> 00040 <b>SWIFT code:</b> BOFMCAM2</p>	<p>Funds must be drawn on a Canadian or US bank, payable to <b>Greystone College Vancouver</b>, and mailed to Greystone College Vancouver.</p>	<p>Visa or Mastercard accepted. For credit card payments, a credit card authorization form will be provided with your invoice.</p>
<p><b>GREYSTONE COLLEGE OF BUSINESS AND TECHNOLOGY (TORONTO) INC.</b> 112 Elizabeth St., 2nd Floor Toronto, ON M5G 1P5 Canada Tel 1-416-323-1770 Fax 1-416-323-0153 DLI: 019376982302 contact@greystonecollege.com www.greystonecollege.com</p>	<p><i>Transfer Canadian funds to:</i> <b>BMO Bank of Montréal</b> 595 Burrard St. Vancouver, BC V7X 1L7 Canada <b>Account name:</b> ILSC Education Group in trust for Greystone College Toronto <b>Account:</b> 1848067 <b>Institution:</b> 001 <b>Transit:</b> 00040 <b>SWIFT code:</b> BOFMCAM2</p>	<p><i>Transfer US funds to:</i> <b>Wells Fargo Bank, N.A.</b> <b>SWIFT code:</b> PNBPUS 3NNYC <b>ABA:</b> 026 0050 92</p> <p><i>For further credit to:</i> <b>BMO Bank of Montréal</b> 595 Burrard St. Vancouver, BC V7X 1L7 Canada <b>Account name:</b> ILSC Education Group in trust for Greystone College Toronto <b>Account:</b> 1848067 <b>Institution:</b> 001 <b>Transit:</b> 00040 <b>SWIFT code:</b> BOFMCAM2</p>	<p>Funds must be drawn on a Canadian or US bank, payable to <b>ILSC Education Group in trust for Greystone College Toronto</b>, and mailed to Greystone College Toronto.</p>	<p>Visa or Mastercard accepted. For credit card payments, a credit card authorization form will be provided with your invoice.</p>
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