

Please fill out all fields in the application. Save it and send it to: [registration@atpalcanada.com](mailto:registration@atpalcanada.com)



## PART A - PERSONAL INFORMATION

Given Name \_\_\_\_\_ Last Name \_\_\_\_\_

Gender F M Date of birth M \_\_\_ D \_\_\_ Y \_\_\_\_\_ Nationality \_\_\_\_\_

Passport Number \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

I am applying for Temporary visa (less than 6 months) Student visa (more than 6 months)

I want to apply for Bright Future Program Yes No

Program options 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

Agency / Advisor that helped you \_\_\_\_\_



## PART B - COURSE DETAILS

I want to enroll in English French

My level is (to be confirmed by placement test) Beginner Intermediate Advanced

I want to study at ATPAL

4 weeks 8 weeks 12 weeks 16 weeks 20 weeks 24 weeks Other \_\_\_\_\_

**Standard (20hrs/week=24 lessons)**

**Plus (25hrs/week=30 lessons)**

Recommended start dates

January 8	April 1	June 10	August 12	November 4
January 22	April 15	June 17	August 26	November 18
February 5	April 29	July 8	September 9	December 2
February 19	May 13	July 15	September 23	
March 4	May 27	July 22	October 7	Other _____
March 18	June 3	July 29	October 21	

**In-person Language Booster - 8hrs/week=10 lessons** - Subject to availability

**Online Language Booster - 8hrs/week=10 lessons** - Subject to availability

**Booster Pathway - 12hrs/week=14 lessons** - Subject to availability **A1 A2 B1 B2**

**Acceleration Preparation Program (APP)** - Subject to availability

**IELTS**

Desired starting date

\_\_\_\_\_

**TOEFL**

Desired starting date

\_\_\_\_\_

**TEFaQ**

Desired starting date

\_\_\_\_\_





## PART C - ACCOMMODATION

I will require accommodation in Montreal Yes No

Type of residence

Homestay\* EVO Residence  
Room (Student House)

**\*Most homestays in Canada are non-smoking. It is not permitted to smoke inside the dwelling.**

Homestay, 2 meals (Breakfast - Dinner)

Homestay, 3 meals (Breakfast - Lunch - Dinner)

Accommodation start date (move-in) M \_\_\_ D \_\_\_ Y \_\_\_ Departure date (move-out) M \_\_\_ D \_\_\_ Y \_\_\_

**ATPAL must receive travel itinerary as well as payment for accommodation no less than 20 days prior to the arrival date in order to reserve and guarantee accommodation.**

**ATPAL makes every effort to find you a suitable accommodation. If we are unable to meet all your requests, ATPAL will advise you and ask you to prioritize your requests.**

**\*If you chose homestay, please answer the following questions:**

Do you have any special dietary restrictions? Yes No If the answer is yes, please explain \_\_\_\_\_

Do you have any allergies? Yes No If the answer is yes, please explain \_\_\_\_\_

Do you have any medical needs? Yes No If the answer is yes, please explain \_\_\_\_\_

Do you have any special needs or any special request? Please tell us about it \_\_\_\_\_

Help us find your host family. Please tell us about yourself \_\_\_\_\_



## PART D - EMERGENCY CONTACT

Given Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Relationship \_\_\_\_\_



## PART E - OTHER SERVICES

I will take an Emergency Health Insurance Policy with Atpal Yes No

I will require a Custodianship letter (for minors under 18 years of age) Yes No

I will require a transfer\* From the airport to Montreal From Montreal to the airport No transfer

\* We must receive travel information, flight number and estimated time of arrival not less than 72 hours before ETA. We will wait not more than two hours at the airport. If flight is delayed more than two hours, the pick-up fee is non-refundable.



How did you find out about ATPAL?

Recommendation      Agency      Flyer/Brochure      Internet Search      Ad      Other \_\_\_\_\_

### Refund Policy - General Guidelines

- 1.- Requests for refund in cash will not be processed
- 2.- Requests for a refund may be sent to us by letter, fax or email. Oral requests are not accepted.
- 3.- Requests for a refund are processed 15 to 20 business days from the date refund request was received in our office.
- 4.- If a Visa for entry to Canada is refused, the refund request must be accompanied by a copy of the refusal letter issued by the Canadian Embassy.
- 5.- Registration fees and L.O.A fees are not refundable in case a visa is denied by Immigration Canada.
- 6.- If a letter of acceptance has been issued by ATPAL Languages, the refund request must be accompanied by the original acceptance letter.
- 7.- Refunds are paid:
  - a.- by bank transfer to the account from which original payment was received, in CAD\$; banking fees and commissions will be deducted
  - b.- to the credit card account from which original payment was received, in CAD\$; banking fees and commissions will be deducted
  - c.- by check in CAD \$ if payment was received in cash
  - d.- If the refund request is received 20 business days or more before the scheduled start date, ATPAL Languages will reimburse all amounts paid in advance for: accommodation, medical insurance, books in their original condition and airport transfer. \$ 200 will be deducted for administrative fees
    - 7.1.- ATPAL Languages will refund all tuition, accommodation and medical insurance fees, textbooks in their original state and airport transfer paid in advance minus a \$ 200 cancellation fee if refund request is received 20 business days or more prior to scheduled start date.
    - 7.2.- ATPAL Languages will refund all tuition, medical insurance fees, textbooks in their original state and airport transfer paid in advance minus a \$300 cancellation fee if requested less than 20 days prior to scheduled start date. First month of accommodation is not refundable.
    - 7.3.- ATPAL Languages will refund 50% of tuition fees paid in advance if refund request is received up to five business days after scheduled start date. Registration, book, medical insurance fee, Airport-Montreal transfer fee and first month of accommodation will not be refunded.
    - 7.4.- ATPAL Languages will refund 25% of tuition paid in advance if refund request is received between six and ten business days after scheduled start date. Registration, book, medical insurance fee, Airport-Montreal-Airport transfer fees and first month of accommodation will not be refunded.
    - 7.5.- Refund requests received by ATPAL Languages more than ten business days after scheduled start date will not be processed.
  - 7.6.- The following are not refundable
    - a.- Course Registration Fee: \$ 150
    - b.- Accommodation Placement Fee: \$ 200 (if applicable)
    - c.- Letter of Acceptance Fee: \$ 95 (if applicable)
    - d.- Courier/mail fees (if any)
    - e.- Credit card and banking fees and/or commissions
    - f.- Books (if applicable)
    - g.- Bright Future program Fee: (if applicable)
  - 7.7.- The weekly rate will be recalculated based on the number of weeks studied. Note that the weekly rate may change. Partially studied weeks will be considered as completed weeks.
- 8.- In no case will refunds be processed for reasons of suspension of activities due to force majeure.
- 9.- The rate paid for promotional packages or for discount programs does not apply for refunds. All Refunds are processed at the rate of regular courses in effect at the time the refund request is received by ATPAL Languages.

**ATPAL Languages reserves the right to deliver classes online in exceptional circumstances. The courses are non-transferable. Once a study period has started, students must complete it. No part of a course may be put on hold. Transferring classes from one program to another or transferring hours/credits to another person is not allowed.**

### Vacation Policy

- a.- A written request stating the reason (s) for the request must be received by ATPAL Westminster by email (mail@atpalcanada.com). Oral requests are not accepted
- b.- Requests must be submitted no less than 5 business days before the first day of the intended vacation period.
- c.- Requests are processed within 3 business days from the date the request is received in our office
- d.- Courses of 11 weeks or less will not be eligible for vacation time
- e.- Not more than one week vacation will be granted for courses between 12 and 19 weeks
- f.- Not more than two weeks' vacation may be granted for courses of 20 weeks and more
- g.- Vacations are granted based on attendance to the regular course, students that have less than 75% attendance will not be granted any vacation time
- h.- Students that enroll with a promotional package involving scholarship weeks are not entitled to take any vacation time

### Deferral Policy

- a.- Deferrals are granted at the School's discretion
- b.- A written request stating the reason (s) for the request must be received by ATPAL Westminster by email (mail@atpalcanada.com). Oral requests are not accepted
- c.- Deferral requests must be received no less than 1 week (5 business days) before the first day of the intended deferred period
- d.- Medical insurance and accommodation expenses cannot be deferred.
- e.- Students who interrupt their studies may continue their program and take the unused portion of the course not more than 20 days from the date the course was interrupted
- f.- ATPAL Languages will not refund or be held responsible for any change in the material, course content, program or schedule that may occur during the time students have interrupted their course
- g.- ATPAL Languages will not process any refund for any portion of the course not used by student or if student does not resume the course within 20 days from the date the course was interrupted
- h.- Students that enroll with a promotional package involving scholarship weeks are not entitled to take any deferred time
- i.- Students registered with a promotional package cannot defer their course

### Start date/Program/Language Modifications

Students may change the start date and program/language they registered in (subject to availability) for a **non-refundable fee of CAN\$ 100** each time changes are made. Notifications regarding changes must be received by the school in writing (email) not less than 12 calendar days before the scheduled start date.

### Pledge

The reputation of ATPAL Languages as one of the world's leading institutions in the field of foreign-language training rests largely on the quality of its academic programs. In order to contribute to maintaining the highest standards of quality, all students are required to abide by basic coexistence rules and sign the following declaration:

I, \_\_\_\_\_ student of ATPAL Languages, pledge that:

- 1.- I will respect teachers, students and staff and interact harmoniously with other students of ATPAL, irrespective of culture, ethnic background and religion throughout my period of study at ATPAL.
- 2.- I will strive to achieve excellent academic results through hard work and perseverance.
- 3.- While at ATPAL, I will refrain from speaking any language other than the one(s) I am studying.
- 4.- I will be punctual to my classes (9 am to 2:30 pm, Monday through Friday) and attend every scheduled class.
- 5.- I will actively participate in every class by speaking my target language. Should I fail to participate according to Atpal standards, this may result in class and/or level changes.
- 6.- Should I fail to regularly attend the course (75% minimum), I will not be entitled to take any tests or be issued a certificate
- 7.- Any person under the influence of alcohol and/or drugs will be prohibited from accessing ATPAL's premises and classrooms, without the right for refund or course extension.

I understand that, should I fail to comply with any of the parts of this declaration I may be expelled from the course or be denied access to class. I am aware that suspended students are not entitled to any refund or course extension.

### COVID-19

**All persons at ATPAL must abide by all the safety measures put in place by the school. Students who refuse to wear a face covering or consistently fail to wear one while on ATPAL premises will be suspended without any right to refund or course extension.**

### Emergency Health Insurance Policy

Emergency health insurance is mandatory for all international students who are taking a full-time language program in Canada. ATPAL Languages can provide medical insurance if requested. ATPAL Languages uses Guard.me as the health insurance provider for our students (<https://www.guard.me>).

If I decide not to adhere to the emergency health insurance plan offered through ATPAL, I will purchase an emergency health insurance coverage from a provider of my choice; and I will send proof of insurance to ATPAL along with my registration.

I authorize ATPAL Languages to take appropriate action in the event of a medical emergency and I understand that I am responsible for all medical bills incurred. ATPAL Languages will not be held responsible when the medical information provided by me is false or incomplete.

### Acknowledgment

I certify that all the information provided by me in this application is accurate and true. I declare that I have read and understood all the conditions listed in this document. I accept these conditions, especially those set forth in the My Commitment and Refund Policy chapters.

By signing this form, I accept that my personal information might be shared with the agency/person that represents me.

Signature of applicant \_\_\_\_\_ Date M \_\_\_\_ D \_\_\_\_ Y \_\_\_\_

Signature of parent/guardian if applicant is under 18 \_\_\_\_\_ Date M \_\_\_\_ D \_\_\_\_ Y \_\_\_\_

### Waiver (Optional)

I hereby grant ATPAL Languages and its associated companies and licensees, permission to photograph, record and videotape me while on ATPAL premises or during activities conducted by ATPAL Languages. I understand ATPAL Languages will own the still photographs and/or video footage in which I appear, and have the unrestricted right to publish such photographs and use such video in ATPAL Languages sales literature, on the ATPAL Languages website and in any other ATPAL Languages material, and shall have the right to license others to do the same.

I also understand that this grant is intended to be worldwide in scope and applies to all media now existing or hereafter developed.

Signature of applicant \_\_\_\_\_ Date M \_\_\_\_ D \_\_\_\_ Y \_\_\_\_

Signature of parent/guardian if applicant is under 18 \_\_\_\_\_ Date M \_\_\_\_ D \_\_\_\_ Y \_\_\_\_

