

English Language Program *Registration Policies*

ADMISSION REQUIREMENTS

To join the University of Toronto English Language Program (U of T ELP), you must be at least 18 years old and have some basic understanding of English. Our courses are not suitable for complete beginners in English. Some courses require you to be at an intermediate level of English facility or to have professional experience. U of T ELP reserves the right to deny entrance to students not fulfilling these requirements.

REGISTRATION AND PAYMENT

Fees

All courses and service fees are quoted in **Canadian dollars** and cover the cost of tuition and the required health insurance.

Tuition includes assigned textbooks, course materials, workshops, conversation club, and several events and activities.

Note: *additional activities are offered for a minimal fee.*

Health Fee includes:

- a health plan with comprehensive medical coverage
- full use of the University of Toronto Student Health Services and the University's Medical Clinic

For information about the insurance plan:

- From Canada and U.S.A., call toll free: 1-800-715-8833
- From Mexico, call toll free 001-800-514-1518
- From anywhere, call collect (819) 566-8839

Note: *You do not have to pay the mandatory health insurance fee if you have health insurance through the Canadian government, for example, Ontario Health Insurance Plan (OHIP) or University Health Insurance Plan (UHIP). You must show proof that you have a Canadian government plan when you register.*

Tuition and health fees must be paid in full at time of registration. Bursaries, scholarships and other forms of financial aid are not available. All U of T ELP students (international students, immigrants and Canadian citizens) are required to pay the same tuition.

Tuition and fees may be paid in the following ways:

- by credit card (Visa or Mastercard only)
- by official bank cheque/money order, in Canadian funds, payable to the University of Toronto
- by traveller's cheque, in Canadian funds, payable to the University of Toronto

Note: Cash, personal cheques, and wire transfers will not be accepted.

Withdrawal Policy

We offer a generous tuition refund if you are unable to attend the course OR you are not fully satisfied with your classes (*please see the following chart for Schedule for Refunds*).

You must notify the SCS Registration Office of your intention to withdraw as soon as possible, as other students may be waiting to register.

Note: Requests to withdraw from a course must be made in writing.

Schedule for Refunds	
10-week and 12-week Courses	
Withdrawal	Refund
21 calendar days before the course starts	100% of tuition
5-20 calendar days before the course starts	95% of tuition
7 calendar days after the course starts	90% of tuition
8 or more calendar days after the course starts	No Refund
3-week, 5-week, 6-week and 7-week Courses	
Withdrawal	Refund
21 calendar days before the course starts	100% of tuition
5-20 calendar days before the course starts	95% of tuition
3 calendar days after the course starts	90% of tuition
4 or more calendar days after the course starts	No Refund
<p>Note: Refund payments are made to the original payors only. Refunds are not transferable. Because the University of Toronto does not keep your credit card information, refunds can only be made by a cheque issued by the University's finance department and sent by mail. Refunds normally take four to six weeks to process.</p>	

Transfers

Session Transfer

Your full tuition can be transferred to any other session within one year of the original registration if you do not receive your Permit in time for the course for which you have applied OR your plans change. Please submit written notice before the last date for refund (see the *Schedule for Refunds chart*).

Course Change

You can change from one course to another if:

- the course you are registered for does not meet your needs or your plans change **and**
- you speak with a Program Coordinator and get signed permission **and**
- you do so by the last date for withdrawal with refund (see *Schedule for Refunds chart*).

Visa or Study Permit Refusal

If you must cancel your registration because Canadian Immigration has denied your Study Permit (Student Authorization), your full tuition, health fees and registration fee will be refunded if:

- the Registration Office is notified in writing prior to the first day of classes that you will not be attending **and**
- the Registration Office receives the original letter issued by the Canadian Embassy/High Commission confirming that the study permit was denied. The U of T ELP Registration Office must receive the documents prior to the course start date.

VISAS AND STUDY PERMITS

It is your responsibility to register for U of T ELP courses in sufficient time to apply for and receive your Canadian visa or study permit. If you want to study for less than six months, you may need a Temporary Resident Visa. If you want to study for longer than six months, you must obtain a Study Permit. Ask at the nearest Canadian visa office to make sure you have enough time to get the proper documents, if required.

If you plan to visit the United States during your stay in Canada, check with the US embassy or consulate in your country. You must get your US visa *before* you come to Canada.

You must assume complete responsibility for your personal financial needs.

If your application is refused, you may be able to obtain a refund of fees paid to the U of T ELP, subject to certain conditions (see *policy on Visa or Study Permit Refusal*).

MATERIAL COSTS

Textbooks and class materials are included in the tuition. Your teachers will recommend a dictionary or grammar reference that you can buy in Canada.

ENGLISH ONLY POLICY

The U of T ELP students are expected to speak only English in the classroom, the computer room, and lobby, and during activities.

LATE ARRIVAL

All students are expected to be present for the first day of their course. If you are unable to arrive on time you must notify the Registration Office at scs.registrar@utoronto.ca or the English Language Program office at scs.esl@utoronto.ca before the course start date. If you arrive late we cannot promise that you will be placed in the most appropriate class, as they may be full.

Please note that the Academic English students who are late and/or miss any of the placement testing will be charged a late testing fee of \$100.00 Canadian.

PROGRAM CANCELLATION

The U of T ELP reserves the right to cancel any course because of insufficient registration. You will be refunded all fees you have paid for the cancelled course.

How to Apply

You can register by **mail**, **fax**, on our secure **website**, or **in person** at the ELP office.

By Mail

Mailing Address:
Registration Office
School of Continuing Studies
158 St. George St.
Toronto, Ontario M5S 2V8

By Fax

(416)-978-6666

Website

learn.utoronto.ca

In Person

English Language Program Office 252
Bloor St. West, Room 4-106 (4th floor)
Toronto, Ontario