



TEEN/YOUTH LANGUAGE PROGRAMS

Ages 7-17

APPLICATION DATES - TERMS & CONDITIONS

2012



Terms and Conditions

The terms and conditions written here are legally binding and should be fully understood. M.E.F. Canada Ltd. operates under the name Banff Education Centre or BEC. For the purpose of this agreement M.E.F. Canada, Banff Education Centre and any representative of BEC will be referred to as "BEC" and in the case the student is under 18 years of age, the Guardians will need to agree with the following terms and conditions before a student can enroll in programs offered by BEC.

Cancellation Conditions:

The following cancellation fee will apply:	Cancellation Notice is received
\$200 (please see note for visa rejections)	Up to 30 days prior to course start date
30% of total fees	29 to 15 days prior to course start date
60% of total fees	14 to 1 day prior to course start date
No refunds	After course starting date

Note:

Cancellation must be confirmed by BEC by e-mail or in writing. In the case bank or credit card fees are charged, these charges will be subtracted from the amount refunded.

For students that need to apply for a visa before flying to Canada, visa rejections must be presented to BEC at least 30 days for students to receive a 100% refund on the deposit.

Before being accepted into the program, a deposit of \$500 must be received by BEC. The balance of the fees owing are due 30 days before student's arrival date. 2% will be charged on late payments. Students will not be received at the airport until payment has been received in full.

Any booking changed (arrival date, accommodation, type of course, etc.) up to 31 days before the course start date will be subject to an additional \$80 surcharge. We will do our utmost to fulfill such requests but cannot guarantee changes. In the case extra fees are involved these extra fees will be discussed and added if agreed to by both the school and the Guardians.

In the event that BEC receives a registration less than four weeks prior to commencement of the course, the full amount must be paid on receipt of the invoice.

In the event that the payment deadlines specified by BEC are not complied with BEC reserves the right to refuse entry to the course. No claims will be accepted. Payment dates are dates that the cancellations notice or payment is actually received by BEC.

Flight information must be provided at least 5 business days prior to the arrival of the student or the airport shuttle cannot be guaranteed.

Guardians must be fully aware that the student's participation in activities involve risks, dangers and hazards, and accept full risk and responsibility for any injury and suffering of the student, authorize BEC to sign activity waiver form of any activity operator on behalf of the student's Guardians.

Guardians must let BEC know any detail that is vital to the safety and well being of their child. Unless it is expressed to BEC in writing, Guardians give the student permission to engage in all program activities.

Guardians give permission to the physician selected by BEC to provide treatment for the health of student in an emergency. Permission is given to hospitalize, secure proper treatment for and to order injection and/or anesthesia and/or surgery for the student as felt necessary in an emergency situation.

The program includes health insurance. This covers most emergency scenarios. I understand that BEC does not insure the students directly and that BEC is not responsible for any decisions made by the insurance company regarding expenses that they are able to accept. Any amount that is

not covered by the insurance is the sole responsibility of the Guardians.

BEC shall not be responsible for any theft, or loss or damage to student, homestay family, or dormitory property. In the case the student is directly responsible, the Guardians agree to pay for any loss, damage or injury to the person or property of others. Neither will BEC be responsible for the loss of any valuables, personal items, money, etc. unless such losses were due to deliberate negligence on the part of BEC.

BEC reserves the right use photos, videos and comments/feedback either taken by or showing the student for promotional purposes. The same applies to anything produced by the student during the program.

The best effort is made to keep the standard of activities as high as advertised when dates or changes in activities are made, but changes in the activity schedule are inevitable. Schedules given are valid only at the point that they are written and are subject to change. Changes due to weather or unavoidable or unforeseen circumstances will result in activities that suit the weather/circumstance or BEC will change/switch activity dates if possible. Students wishing to skip an activity or that are not able to participate in an activity are usually offered participation in lessons or other activities when available. No refunds will be issued for activity changes, non-participation or cancellations.

BEC may change the dates and prices of language courses published on the internet or any other media at any time. Following being accepted into the program BEC may change its services, provided that the changes are minor, unavoidable, based on good faith and do not in any way affect the teaching services. In the event that the "key" services provided by BEC are affected by major changes, participants may withdraw or apply to join a different course of the same value, if available.

BEC reserves the right to cancel a language course in the case of a strike, political unrest or for any Natural disasters or other extraordinary reason. In that event, BEC will reimburse all costs relating to the course. BEC reserves the right to retain a certain amount to cover administration costs.

A minimum of 4 participants is required for all groups. In the unlikely case the minimum number is not achieved, we will inform you at least 4 weeks before the course start date. In the unlikely case of one of our programs being cancelled, we would offer another available program, if possible, as an alternative. If BEC is unable to provide a replacement service, BEC will undertake to reimburse all fees paid to date. Under no circumstances will BEC pay compensation for any inconvenience or loss of time. In the case there are not enough students for a certain level, English levels will be combined and/or after consulting with the Head Teacher Teen students may be combined with students in the Adult program. In the event that none of the courses are appropriate for the participant's level of ability, BEC reserves the right to substitute the group course for private tuition. The number of hours of private tuition will depend on the amount paid by the participant.

Minimum 10 students needed to stay in the dormitory/ Hostel. In the event the minimum numbers are not reached, students will be placed with homestay families. Although we try our best to give the students their preference of homestay or dormitory, Banff Education Centre reserves the right to place students in either homestay or dormitory at their discretion.

In our brochure we give examples for food that is offered for the students. We have never heard any complaints that students were hungry or we have never had a student complain that there was not enough food. That said, it is to be remembered that it is not a 24 hour buffet service or a restaurant service that is being offered. Students

are expected to help with food preparation and clean up. We suggest that students that have not been away from their country or students that are not able to adjust well to different food than the food in their country should bring some dry food from their country to make it easier to adjust to Canadian food.

Information relating to the regulations governing security, health and obtaining a visa can be obtained from the Canadian Consulate or Embassy. Students will be responsible for complying with the security regulations, the regulations governing the obtaining of a visa, and the health regulations required to enter and stay in Canada. Under no circumstances will BEC be held liable for any notice of refusal to enter or stay in Canada.

BEC has a strict "English Only Policy". This is not optional. Students must speak only English while on school grounds and while on activities organized or run by BEC. Students that feel that they do not need to follow these rules or any other rules outlined by BEC will receive a warning and explanation, followed by a strict warning, followed by loss of activities (without refund), followed suspension and expulsion from the program (In that order). In the event that a participant is badly behaved, undisciplined, or demonstrates a poor attitude and it effecting the atmosphere, learning experience BEC reserves the right to expel such student after an official warning has been made and correction is not seen. In that event, BEC will not reimburse or pay compensation for any part of the missed course or any additional travel costs incurred.

BEC will assume full responsibility for the language courses offered and undertakes to organize them efficiently in accordance with its knowledge and experience. Under no circumstances can BEC be held liable for any loss resulting from illness, accident or inconvenience caused by poor service provided by any agency or representative of BEC.

BEC holds the personal information (mainly what is entered and shared with us when an application is made). This information is stored and used for a request for information, offers or registration for a language course. In principle, external organizations and individuals do not have access to any of the BEC database. Personal data is communicated in order to reserve accommodation (host family, hostel or hotel) or in response to a legal demand. In certain cases, BEC may provide such information to competent authorities (for example, to immigration authorities).

The laws of Alberta will apply exclusively to the contractual relationship between BEC and the participant. Jurisdiction will lie with Alberta courts.

I further agree to indemnify and hold harmless M.E.F. Canada Ltd., Banff Education Centre (BEC) and their respective directors, employees, agents, host families and others from all claims for loss, damage, injury, death, and expense arising from the student's participation in any programs offered by or through BEC.

Please read all information before signing up for this program. Most misunderstandings or complaints happen because the client has not read all of the information.

Steps to Applying

Booking Through an Agency/Representative:

If an agency or representative of Banff Education Centre has recommended our school to you, you will need to follow their enrolment procedures. Please ask them for more information.

- **Step 1:** Please complete the application form.
- **Step 2:** If you are using the paper version of the application, please scan and e-mail, or fax the application form to us. e-mail: adm@bec.ca fax: 1-403-678-3932
- **Step 3:** The application will be processed. This usually takes less than 24 hours. We will usually answer you by e-mail. We will send an invoice explaining the exact costs.
- **Step 4:** Pay the deposit of \$500. Or, \$1000 if you need a visa before flying to Canada. (Full refunds are given in the case of visa rejections so long as a copy of the rejection letter is received by BEC at least 30 days before the course) The \$500 or \$1000 Deposit must be paid by credit card.
- **Step 5:** You will receive a receipt for your deposit amount and a letter of acceptance into our program.
- **Step 6:** Pay the remaining Fees. BEC will send you payment details. Remaining fees must be received by BEC at least 30 days before the course start date. 2% will be charged on any payment not received on time.
- **Step 7:** If you have paid by wire transfer, please e-mail a copy of the payment receipt (from your bank) to accounting@bec.ca
- **Step 8:** Approximately 2 to 3 weeks before your start date, we will e-mail an updated schedule, accommodation confirmation/details, airport shuttle confirmation, first day information, etc.

Dates:

SUMMER	TEEN ENGLISH + ACTIVITY (13+)	YOUTH ENGLISH + ACTIVITY (7-12)	TEEN ENGLISH INTENSIVE	TEEN ENGLISH + HORSE BACK RIDING	TEEN ENGLISH + WATER ADVENTURE
JULY 2 – 6			✓	✓	
JULY 9 – 13	✓		✓		✓
JULY 16 – 20	✓		✓		
JULY 23 – 27	✓		✓		
JULY 30 – AUG. 3	✓	✓	✓		
AUG 6(7) – 10	✓	✓	✓		
AUG 13 – 17	✓		✓	✓	
AUG 20 – 24			✓		✓
AUG 27 – 31			✓		

✓ High School 12 Month Program starts on July 2nd, 2012
 -Group Program dates are flexible. Please contact BEC.



Banff Education Centre Affiliates:



2012 Summer Teen/Youth Application Form (7-12 and 13+)

Student's Family Name: (As shown in Passport)	Airline information: (You can advise us later when flight information is known) <input type="checkbox"/> Shuttle is not needed.
Student's First name:	
Birth date (yyyy/mm/dd): / /	Arrival Date/Time: / : Airline/Flight #:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Age:	Departure Date/Time: / : Airline/Flight #:
Nationality:	What is your (applicant's) approximate English Level? Speaking: <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good Reading: <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good Writing: <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good
First Language:	Please explain any allergies, medical concerns or special care needed:
Home Address:	Emergency Contact Person: Name: Phone#: Relationship to student: E-mail:
Telephone number:	How did you hear of Banff Education Centre? <input type="checkbox"/> Agent or Representative: _____ <input type="checkbox"/> Internet <input type="checkbox"/> Friend <input type="checkbox"/> Teacher <input type="checkbox"/> Magazine/Newspaper <input type="checkbox"/> Other _____
E-mail Address:	Method of Payment: <input type="checkbox"/> Wire transfer (+\$15 fee) <input type="checkbox"/> Credit Card (Mastercard / Visa)(+3% Fee)
Parent/Guardians' Last name:	
Parent/Guardians' First name:	
Parent/Guardians' e-mail address:	

Please circle the check marks (✓) to indicate the weeks/program you would like to apply for.

SUMMER	TEEN ENGLISH + ACTIVITY (13+)	YOUTH ENGLISH + ACTIVITY (7-12)	TEEN ENGLISH INTENSIVE	TEEN ENGLISH + HORSE BACK RIDING	TEEN ENGLISH + WATER ADVENTURE
JULY 2 – 6			✓	✓	
JULY 9 – 13	✓		✓		✓
JULY 16 – 20	✓		✓		
JULY 23 – 27	✓		✓		
JULY 30 – AUG. 3	✓	✓	✓		
AUG 6(7) – 10	✓	✓	✓		
AUG 13 – 17	✓		✓	✓	
AUG 20 – 24			✓		✓
AUG 27 – 31			✓		

✓ High School 12 Month Program starts on July 2nd, 2012

Please select (✓) your accommodation preference:

NO ACCOMMODATIONS, AIRPORT SHUTTLES AND WEEKEND ACTIVITIES	HOMESTAY (WITHOUT WEEKEND ACTIVITIES)	DORMITORY WITH WEEKEND ACTIVITIES	HOMESTAY WITH WEEKEND ACTIVITIES

Please scan and e-mail this form to adm@bec.ca, fax it to 1-403-678-3932 or send it by mail to Banff Education Centre 200-1350 Railway Avenue Canmore Alberta Canada T1W3E3

I have read the full page of Terms and conditions and I fully understand and agree with all Banff Education Centre's terms and conditions. (Please see our "Terms and Conditions")

Place: _____ Date (year/month/date): _____
 Signatures of Parents or Guardians: _____