



This contract made this date (D/M/Y): \_\_\_\_\_ is between:

**EAST COAST LANGUAGE COLLEGE (ECLC)**

1256 Barrington Street  
Halifax, Nova Scotia B3J 1Y6  
Phone: 902-491-1526 Fax: 902-429-3275

(the School) - and -

NAME: \_\_\_\_\_ (the Student)

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

1. The Student has agreed to join (program name) \_\_\_\_\_ from (start date) \_\_\_\_\_ to (end date) \_\_\_\_\_
2. The Student agrees to pay tuition fees and any additional costs (materials, admin fees, etc.) as outlined in the original invoice, provided with the Letter of Acceptance before arrival. Computers are available to students during school hours; however, students are strongly recommended to bring their own laptop or tablet.
3. Students receiving a scholarship should provide their scholarship letter before arrival or within three days of signing this contract. Scholarship students agree to pay all fees not covered by the scholarship or all fees owing as a result of not providing the scholarship letter.
4. Additional levels/terms will form part of this contract. Invoices will be issued for each new level one month before the end of term. Fees are due prior to starting classes starting in the new term.
5. The school refund policy, as listed in Annex A, is also posted on our website and in our student handbook.
6. The program completion requirements, including passing grade and attendance are as follows: Each level takes 10 weeks to complete. The evaluations are based on weekly assessments both in and out of class. Students must achieve an overall average score of 75%, and must attend at least 80%, in both classes during the 10 weeks in order to move up to the next level. UCP students in Level 400 & 500 will be required to achieve an overall score for the level (in both classes) dictated by their choice of university.
7. This contract is in force from the date it is signed. This contract will end on the date set, or if a student is dismissed in accordance with the School's policies or notice is given as required by our refund policy.
8. The contract signed in English is the official agreement between the School and the Student. ECLC is happy to provide translations as a guide only. No claim is made by ECLC that the translations provided are exact translations of the English contract.

It is agreed and understood that the application to ECLC shall form part of this contract.

**Proof of Execution – Mutual Consent**

\_\_\_\_\_  
Name of Student or Recognized Custodian (Print)

\_\_\_\_\_  
Name of School Official (Print)

\_\_\_\_\_  
Signature of Applicant or Recognized Custodian

\_\_\_\_\_  
Signature of School Official

Date (D/M/Y): \_\_\_\_\_



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[www.eclccanada.com](http://www.eclccanada.com)



### Declaration – Language School

- I hereby certify that, prior to signing this contract, the 'Student' (as listed above) has been provided with:
  - an outline of the content of the accredited program;
  - a total program cost breakdown that separately indicates: the tuition fee, the total cost of instructional materials, textbooks, and equipment, as well as any other fees associated with the program;
  - a copy of East Coast Language College's policies, rules and regulations, including our policies pertaining to: credential assessment, language testing, tuition payment, and tuition refunds; and
  - where to access the *Language School Act* and associated Regulations.
- The Student has been advised of, and meets, the prerequisites for admission to the accredited program.
- This contract has been fully explained to the Student and they acknowledge full understanding of all terms, conditions, policies, rules, and regulations associated with the fulfillment of all contractual obligations of both parties.
- When the Student is a minor, I have fully explained the contract to the Student's recognized custodian, who then acknowledged full understanding of all terms, conditions, policies, rules, and regulations associated with the fulfillment of all contractual obligations of both parties.
- I understand this contract is subject to the *Language Schools Act* and its Regulations which can be found at:  
Act: <http://nslegislature.ca/legc/statutes/language%20schools.pdf>  
Regulations: <https://www.novascotia.ca/just/regulations/regs/langschgen.HTM> & <https://www.novascotia.ca/just/regulations/regs/langaccred.htm>
- A program completion certificate will be issued by the School no later than 30 days after the Student has successfully completed the accredited program, met all the conditions of the contract, and has an account in good standing.

Name of Operator / School Official (print)

Signature of Operator/ School Official

### Declaration – International Student Applicant

- I hereby certify that, prior to signing this contract, I have been provided with:
  - an outline of the content of the accredited program;
  - a total program cost breakdown that separately indicates: the tuition fee, the total cost of instructional materials, textbooks, and equipment, as well as any other fees associated with the program;
  - a payment schedule for tuition and all other related fees established by the School;
  - a copy of East Coast Language College' policies, rules and regulations, including their policies pertaining to: credential assessment, language testing, tuition payment, and tuition refunds; and
  - where to access the *Language School Act* and associated Regulations.
- I fully understand and agree to the terms, conditions, policies, rules, and regulations of the School, which are described in the body of this contract or as attached annexes to this contract.
- I understand this contract is subject to the *Language Schools Act* and its Regulations which can be found at:  
Act: <http://nslegislature.ca/legc/statutes/language%20schools.pdf>  
Regulations: <https://www.novascotia.ca/just/regulations/regs/langschgen.HTM> & <https://www.novascotia.ca/just/regulations/regs/langaccred.htm>
- I understand that international students are entitled to make a complaint, with respect to the delivery of the contracted program, to the Director of the Private Career Colleges Division, Nova Scotia Department of Labour and Advanced Education.
- I understand that the School will collect and disclose my personal information as required by any relevant legislation.
- Subject to the provisions of applicable legislation, I consent to my personal information being shared with:
  - the Private Career College Division at the Department of Labour and Advanced Education,
  - the Federal Department of Immigration, Refugees and Citizenship Canada (formerly CIC), and
  - the Canada Border Services Agency.

Student Name or Recognized Custodian (print)

Student Signature or Recognized Custodian



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## Annex A: Refund Policy



1. The school refund policy is listed below and is also posted on our website and in our student handbook.

<b>Refund Policy Before Original Registration Date and/or First Day at ECLC</b>	
Registration Fee and Homestay/Accommodation Placement Fee are non-refundable. The first 2 weeks of homestay are non-refundable.	
<b>Reason</b> (written notification required)	<b>Refund</b> (paid within 30 days of written notification)
Visa Refusal (Refusal letter must be provided within 30 days)	100% of tuition fees
Other reason (14 days +)	80% of tuition fees
Other reason (1-13 days)	60% of tuition fees
<b>Refund Policy On or After First Day at ECLC</b>	
Registration Fee and Homestay/Accommodation Placement Fee are non-refundable. The first 28 days of homestay are non-refundable for students who have arrived in the homestay program.	
<b>% of Registration complete when written notification received</b>	<b>Refund</b> (paid within 30 days of written notification)
Visa Refusal (Refusal letter must be provided)	100% of tuition fees
UCP, Special Promotions & Program	No refund
Up to 10% of program completion	50% of unused tuition fees
11% - 30% of program completion	30% of unused tuition fees
31% + of program completion	No refund

2. Students must provide written notification to the Admissions Manager (or School Director, if the Manager is not available) if they would like to request a refund.
3. A \$110.00 cancellation fee will apply to all refund requests.
4. The Manager will review the refund policy above to determine if the Student is eligible to receive a refund and will provide written notification of any allowable refund, or any reasoning for denial of a refund (based on the terms listed above).
5. Refunds are returned to the student by cheque or wire transfer, depending on the original form of payment. Refunds are returned to the original payer (agent, parent, student), unless written authorization to direct funds elsewhere is provided by the original payer.
6. Specials Programs may include, but are not limited to, Summer Groups, English for Parents, and TEYL.



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