

REGISTRATION

REGISTRATION FORM

Students must fill out the Omnicom Course Registration Form. The school should receive the Registration Form at least 2 weeks before the starting date.

INVOICE AND LETTER OF ACCEPTANCE

An invoice will be issued to all students upon receipt of a completed Course Registration Form. This invoice will be faxed to the student or mailed if requested. Only when payment has been received, the Letter of Acceptance will be issued.

HEALTH INSURANCE

Medical insurance is mandatory while studying in Omnicom. Students must provide evidence of medical insurance.

OTHER COSTS

You should allow for a weekly expenditure of \$75-\$100 to pay for snacks and transportation costs. Optional weekly excursions with the teachers range from \$7 to \$100, depending on the activity and location.

STARTING DATES 2016

Sessions are 4 weeks long. Beginners must start on Date A and non-beginner students may start on Date A or B.

Intake is recommended on the official dates. However, by special request, students can start on any Monday.

Starting Dates 2016	
Date A	Date B
December 28, 2015	January 11, 2016
January 25, 2016	February 8, 2016
February 22, 2016	March 7, 2016
March 21, 2016	April 4, 2016
April 18, 2016	May 2, 2016
May 16, 2016	May 30, 2016
June 13, 2016	June 27, 2016
July 11, 2016	July 25, 2016
August 8, 2016	August 22, 2016
September 6, 2016	September 19, 2016
October 3, 2016	October 17, 2016
October 31, 2016	November 14, 2016
November 28, 2016	December 12, 2016

THE REGISTRATION PROCESS

1. The student must complete the Course Registration Form and send it to the Calgary or Toronto (Head Office) school location of Omnicom by fax, mail, or e-mail at least 2 weeks before the starting date.
2. The school then sends an invoice showing the amount that has to be paid.
3. The student then sends payment to the Calgary or Toronto school.
4. Once the school has received payment, the student will be given an invoice for the outstanding balance and a Letter of Acceptance.
5. The student then brings the Letter of Acceptance and the invoice to the Canadian Embassy in their country in order to obtain a visa (if necessary).
6. Once the visa has been obtained, the student must pay any outstanding fees.
7. For airport pick-up service, Omnicom must receive the flight information, with the exact date and time of arrival, at least one week prior to arrival. Without confirmation, there is no guarantee of pick-up service.
8. Once all this information has been received, Omnicom will supply the student with homestay and airport pick up information.
9. Full payment must arrive on or before the first day of studies. Students will not be allowed to enter classes unless full payment has been made. We must receive notice to any delay of the student's arrival no less than 21 days before the start of the program

Holidays 2016		
New Year's Day	January 1, 2016	Omnicom School Toronto/Calgary will close from December 26, 2016 to January 2, 2017.
Family Day	February 15	
Good Friday	March 25	*Calgary only.
Victoria Day	May 23	
Canada Day	July 1	
Civic Holiday	August 1	
Labour Day	September 5	
Thanksgiving Day	October 10	
Remembrance Day*	November 11	

REFUND POLICY - TORONTO & CALGARY

Students who are unable to obtain the appropriate authorization from Citizenship and Immigration Canada to enter Canada are entitled to a refund. To apply for a refund, the student must submit a written notice of refund and return the original Letter of Acceptance and a copy of the letter of rejection from Citizenship and Immigration Canada. The registration fee and the homestay placement fee are nonrefundable. In addition, a processing fee of \$200 will be applied. All other refund requests are subject to the following conditions:

Before the course begins

1. If a student cancels 31 days or more before the start of the course, Omnicom will refund 75% of the tuition fees paid under the contract.

2. If a student cancels 30 days or less before the start of the course, Omnicom will refund 60% of the tuition fees paid under the contract.

After the course begins

1. If a student withdraws or is dismissed within the first 10% of the course, Omnicom will refund 50% of the tuition fees paid under the contract.

2. If a student withdraws or is dismissed after 11% and before 29% of the course, Omnicom will refund 30% of the tuition fees paid under the contract.

3. If a student withdraws or is dismissed after 30% of the course, no refund will be given.

- If payment is made by credit card, a 5% service charge will be deducted from the total refund amount.

- Students must provide written notification a minimum of 21 days in advance in order to qualify for a refund of unused homestay fees.

- Omnicom requires that when a student has registered through an agent, the request for refund be made through that agent. For students registering directly with Omnicom, refunds will be made by International Money Order or Cheque within 30 days of receiving all the documents required to process the cancellation.

TORONTO

Fee Schedule Information 2016

Course	Hours per Week	TUITION FEES PER WEEK					
		2 - 4 Weeks	5 - 8 Weeks	9 - 12 Weeks	13 - 20 Weeks	21 - 28 Weeks	29 - 52 Weeks
Intensive English Program	25	\$380	\$375	\$370	\$365	\$360	\$355
Intensive English Program	15	\$285	\$280	\$275	\$270	\$265	\$260
Focus on Communication - Advanced	25	\$380	\$375	\$370	\$365	\$360	\$355
Focus on Communication - Intermediate	25	\$380	\$375	\$370	\$365	\$360	\$355
Focus on Speaking	15	\$285	\$280	\$275	\$270	\$265	\$260
Focus on Listening	10	\$255	\$250	\$245	\$240	\$235	\$230
Intensive English + TOEFL iBT	25	\$385	\$385	\$385	\$385	\$385	\$385
Intensive English + TOEIC	25	\$385	\$385	\$385	\$385	\$385	\$385

Specialized Course	Hours per Week	TOTAL COURSE TUITION FEES			
		4 Weeks	8 Weeks	12 Weeks	Placement
TOEIC Preparation Program	10	\$1,080	\$2,160	\$3,240	
TOEFL iBT Preparation Program	25	\$1,540	\$3,080	\$4,620	
TOEFL iBT Preparation Program	15	\$1,200	\$2,400	\$3,600	
Business English Certificate Program	25	\$1,540	\$3,080	-	
Business English Diploma Program	25	-	-	\$4,620	
Academic/College Preparation	25	\$1,720	\$3,440	\$5,160	
IELTS Preparation Program	25	\$1,720	\$3,440	-	
Graduate Management Admission Test	10, 15 or 20	Please contact Omnicom Toronto for details.			
Graduate Record Examination	10, 15 or 20	Please contact Omnicom Toronto for details.			
SUMMER LANGUAGE ACTIVITY PROGRAM	15 or 25	Please contact Omnicom Toronto for details. (2weeks/3weeks/4weeks)			
WINTER LANGUAGE ACTIVITY PROGRAM	15 or 25	Please contact Omnicom Toronto for details. (2weeks/3weeks/4weeks)			

Course	Hours per Week	TUITION FEES PER WEEK			
		1 week	2 weeks	3 weeks	4 weeks
PRIVATE INSTRUCTION	10	\$750	\$1,500	\$2,250	\$3,000

*START DATES FOR SOME COURSES ARE SUBJECT TO ENROLMENT

OTHER FEES AND ACCOMMODATION		OUR BANK INFORMATION FOR TRANSFERS IS AS FOLLOWS	
Registration Fee	CD\$150	CANADIAN FUNDS TO	FOR FURTHER CREDIT TO:
Airport Reception Fee	CD\$100	Bank Name: TD Canada Trust	Bank Name: TD Canada Trust
Airport Reception and Drop-off Fee	CD\$175	Bank Address: 3174 Yonge St. (Yonge & Bedford)	Bank Address: 3174 Yonge St.
Homestay Placement Fee	CD\$200	Toronto, Ontario M4N 2L1, Canada	(Yonge & Bedford)
Homestay Fees PER 4 WEEKS		Bank Number: 004	Toronto, Ontario M4N 2L1,
Full-board (3meals)	CD\$880	Transit Number: 19522	Canada
Each additional day	CD\$32	Account Number: 0619-0795336	Bank Number: 004
Half-board (2meals)	CD\$820	Swift Code: TDOMCATTOR	Transit Number: 19522
Each additional day	CD\$30	Name of Account: Omnicom Professional Language Services Ltd.	Account Number: 0619-7303051
* Homestay for 18 & under (per 4 weeks) additional	CD\$100	U.S. FUNDS TO	Name of Account:
Custodianship Document (notarized)	CD\$200	Bank Address: Bank of America NY, NY USA	Omicom Professional Language Services Ltd.
Courier fee if requested by agent/student	CD\$75 – 125	Swift Code: BOFAUS3NXXX	ABA: 0260-09593
Textbook + Workbook (1 set)	CD\$85 and up		*Major credit cards also accepted

*Omicom needs to know the arrival details for every student in homestay - even for those who have not requested airport pick up.

*Omicom will send the Letter of Acceptance by air mail, at no addition cost. If the Letter of Acceptance has to be couriered, \$75-100 will be charged to the student/agent.

CALGARY

Fee Schedule Information 2016

Course	Hours per Week	TUITION FEES PER WEEK					
		2 - 4 Weeks	5 - 8 Weeks	9 - 12 Weeks	13 - 20 Weeks	21 - 28 Weeks	29 - 52 Weeks
Intensive English Program	25	\$355	\$350	\$345	\$340	\$335	\$330
Intensive English Program	15	\$270	\$265	\$260	\$255	\$250	\$245
Focus on Communication - Advanced	25	\$355	\$350	\$345	\$340	\$335	\$330
Focus on Communication - Intermediate	25	\$355	\$350	\$345	\$340	\$335	\$330
Focus on Speaking	15	\$270	\$265	\$260	\$255	\$250	\$245
Focus on Listening	10	\$215	\$210	\$205	\$200	\$195	\$190
Intensive English + TOEFL IBT	25	\$385	\$385	\$385	\$385	\$385	\$385
Intensive English + TOEIC	25	\$385	\$385	\$385	\$385	\$385	\$385

Specialized Course	Hours per Week	TOTAL COURSE TUITION FEES			
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Business English Certificate Program	25	\$1,540	\$3,080	-	
Business English Diploma Program	25	-	-	\$4,620	
Academic/College Preparation	25	\$1,720	\$3,440	\$5,160	
IELTS Preparation Program	25	\$1,720	\$3,440	-	
Graduate Management Admission Test	10, 15 or 20	Please contact Omnicom Calgary for details.			
Graduate Record Examination	10, 15 or 20	Please contact Omnicom Calgary for details.			
SUMMER LANGUAGE ACTIVITY PROGRAM	15 or 25	Please contact Omnicom Calgary for details. (2weeks/3weeks/4weeks)			
WINTER LANGUAGE ACTIVITY PROGRAM	15 or 25	Please contact Omnicom Calgary for details. (2weeks/3weeks/4weeks)			

Course	Hours per Week	TUITION FEES PER WEEK			
		1 week	2 weeks	3 weeks	4 weeks
PRIVATE INSTRUCTION	10	\$750	\$1,500	\$2,250	\$3,000

*START DATES FOR SOME COURSES ARE SUBJECT TO ENROLMENT

OTHER FEES AND ACCOMMODATION		OUR BANK INFORMATION FOR TRANSFERS IS AS FOLLOWS	
Registration Fee	CD\$150	CANADIAN FUNDS TO	U.S. FUNDS TO
Airport Reception Fee	CD\$100	CANADIAN FUNDS TO	Beneficiary (Account) : 00104853648
Airport Reception and Drop-off Fee	CD\$175	Beneficiary (Account) : 00101217006	Account Address: Omnicom Language Services,
Homestay Placement Fee	CD\$200	Account Address: Omnicom Language Services,	Calgary, AB
Homestay Fees PER 4 WEEKS		Calgary, AB	Bank Address: Bank of Montreal,
Full-board (3 meals)	CD\$820	Bank Address: Bank of Montreal,	International Banking, H.O.,
Each additional day	CD\$30	International Banking, H.O.,	Montreal, Canada
Half-board (2 meals)	CD\$760	Montreal, Canada	
Each additional day	CD\$28	NOTE : Please do NOT use "Omnicom" nor "The Bank of Montreal" as the Beneficiary (Account Name). ONLY the TRANSIT number 0010 and ACCOUNT number 1217006 should be used.	NOTE : Please do NOT use "Omnicom" nor "The Bank of Montreal" as the Beneficiary (Account Name). ONLY the TRANSIT number 0010 and ACCOUNT number 1217006 should be used <i>*Major credit cards also accepted</i>
* Homestay for 18 & under (per 4 weeks) additional	CD\$100		
Custodianship Document (notarized)	CD\$200		
Courier fee if requested by agent/student	CD\$75-125		
Textbook + Workbook (1 set)	CD\$85 and up		

*Omnicom needs to know the arrival details for every student in homestay - even for those who have not requested airport pick up.

*Omnicom will send the Letter of Acceptance by air mail, at no addition cost. If the Letter of Acceptance has to be couriered, \$75-100 will be charged to the student/agent.

PERSONAL INFORMATION

First Name:		Last Name:	
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth: <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Nationality:	
Address:			
City/Town:	Province/State	Postal Code/Zip	
Telephone:	Fax:	E-Mail:	
How did you hear about Omnicom? <input type="checkbox"/> Agency <input type="checkbox"/> Advertisement <input type="checkbox"/> Internet <input type="checkbox"/> Other _____			

COURSE INFORMATION

Language Level: Beginner Low Intermediate Upper Intermediate Advanced

PROGRAM APPLYING FOR

<input type="checkbox"/> Intensive English Program	<input type="checkbox"/> TOEFL iBT Preparation Program	<input type="checkbox"/> Winter Package
<input type="checkbox"/> Intensive English + TOEIC	<input type="checkbox"/> Business English Program	<input type="checkbox"/> IELTS Preparation Program
<input type="checkbox"/> Intensive English + TOEFL iBT	<input type="checkbox"/> Private Instruction	<input type="checkbox"/> GRE <input type="checkbox"/> GMAT
<input type="checkbox"/> Focus on Communication Program	<input type="checkbox"/> Summer Package	
<input type="checkbox"/> Academic/College Preparation		<input type="checkbox"/> Other _____

DURATION OF STAY

Type of Program: Full-Time (25-hour program) Part-Time (15-hour program) Other _____

I would like to start: and study for weeks in: Toronto Calgary

HOMESTAY/RESIDENCE ACCOMMODATION

I would like Homestay or Residence Accommodation (Available in Toronto Only)

I would like homestay/residence starting from to Weeks Days

Do you smoke? Yes No

Pet preference? Dogs Cats No pets It does not matter

Do you have any allergies? Yes No If Yes, _____

Please indicate any special dietary needs or medical concerns: _____

How many meals? 2 Meals 3 Meals

Placement preference: Family with children Family with teenagers Without children No Preference

Would you like airport pick up? Yes No Airline: _____

Arrival Date: Arrival Time: _____ Flight Number: _____

Would you like airport drop off? Yes No Departure Time: _____ Flight Number: _____ Airline: _____

- Please advise Omnicom of your arrival details even if you are not using our pick-up service. Omnicom will advise your homestay family of your expected arrival time.
- Registration fee and the homestay placement fee are non-refundable.
- I, the undersigned, wish to register at Omnicom School of Languages and agree to abide by the rules and conditions of Omnicom School of Languages.

Signature: _____ Date: