



2015 GV Calgary AGENT MANUAL

January 2015

INTRODUCTION

Mission Statement

The Directors, Staff, and Teachers of Global Village Calgary are dedicated to maintaining the highest possible standards of English instruction.

Since we opened in 1996, we have been proud to provide an international environment, which fosters many enduring friendships. We are committed to quality in the areas of academics, testing services, teacher training, extra-curricular activities and excursions, accommodation and student/agent services.

Quality and Values

1. The highest quality classroom instruction led by fully certified ESL instructors in a comfortable, appropriately challenging, and international environment. Our classes are known for the strong sense of community and friendship that our teachers inspire.
2. Two high quality web-enabled classrooms with free high-speed Internet access and interactive language learning software as well as one Smartboard classroom.
3. Testing services are internationally recognized and accredited. **GV Calgary has been an Official IELTS Test Centre since 2005.** (See <http://www.ieltscalgary.com>)
4. Global Village Calgary firmly adheres to the Canadian Charter of Rights and Freedoms. In particular, the School emphasizes and values Equality Rights, which in the words of the Charter state, means “Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.”
5. Teacher training is offered through the Cambridge CELTA Program (See <http://www.celtacalgary.ca>), and GV TESOL Diploma Program (8 week sessions). GV TESOL Diploma and Certificate Programs that can be customized for groups. (Contact Calgary@gvenglish.com)
6. A respectful, comfortable and secure homestay environment.
7. Clear information in all materials.

8. Prompt response to inquiries.
9. A well organized, exciting, and diverse schedule of extra-curricular activities and excursions.
10. Honesty, patience and respect in all interactions.

FEATURES AND SERVICES

The following features, combined with our unparalleled service, ensure the best possible language training experience for students:

1. Quality English Courses

GV Calgary pays close attention to the needs of the individual by offering small classes (average 12 students) at all ability levels from Beginner to Advanced. GV classes are communication-based and focus on speaking, listening, grammar and vocabulary building. Regular surveys are conducted to ensure that quality is consistently high at all GV schools.

2. Choice of Programs

- General English, General English + Private Lessons
- IELTS* Preparation (Three levels)
- Business English
- Private Lessons
- Teacher Training for CELTA and GV TESOL Diploma
- Cambridge First Certificate (FCE)
- Cambridge CAE/CPE + IELTS Support Package
- Cambridge Teen Activity and General English Teen Activity Program
- Study Tours (customized for groups with minimum of ten students)
- TOEIC+TOEFL (options and private lessons)

3. Professional Staff

GV teachers are highly educated, experienced, and certified to teach English as a Second Language (ESL) or English as a Foreign Language (EFL). Many have taught overseas and understand the challenges of learning a foreign language. The administrative staff is there to provide information

and help students with any problems, which may arise.

4. International Atmosphere

GV attracts students from all over the world to learn English, communicate and share their culture. Our nationality quota system ensures there are students from many countries.

5. Choice of Locations

There are Global Village schools, each with its own special ambience, located in Canada and Hawaii. Students can register at more than one location or transfer between schools during their course of study.

The school has all the latest hardware and software to assist students in learning English.

7. State of the Art Technology

High speed internet and email are offered to all of our students, at no extra cost, so that they may communicate with old and new friends from around the world. Wireless internet access is available at GV schools for students who bring their own laptops.

6. Modern Computer Facilities

GV Calgary is equipped with a Smartboard classroom and two web-enabled classrooms.

GV Calgary Administration

President & CEO: John Taplin
jtaplin@gvenglish.com

Director of Programs: Terry O'Dwyer
todwyer@gvenglish.com

IELTS Official Test Centre

IELTS Centre Manager:

Tania Knoch – tknoch@gvenglish.com

IELTS Coordinators

Lilia Kawash – lkawash@gvenglish.com

William Wilson – wwilson@gvenglish.com

IELTS Customer Service Representative

Vanessa Acuna – apply@ieltscalgary.ca

Registration

Registrars

Carla O'Dwyer – codwyer@gvenglish.com

Dalene Volschenk – dvolschenk@gvenglish.com

CELTA Centre Administrator:

Jiri Karas – jkaras@gvenglish.com

Accommodations Coordinator

Heather Ritchie – Calgaryhomestay@gvenglish.com

Accounts and Facilities Supervisor

Damon Wright – dwright@gvenglish.com

Reception and Program Advisor

Vanessa Rusk – vrusk@gvenglish.com

Events Coordinator

Mhairi Elliot – melliot@gvenglish.com

Information Technology Coordinator

Susana Belisario - sbelisario@gvenglish.com

SCHOOL AND CITY INFORMATION

GV Calgary

Established: 1995 (as Rocky Mountain English Center Ltd. which is the legal entity)

The City

Calgary, located on the doorstep of the majestic Rocky Mountains, is a young, modern city of one million people. It is known for its warm hospitality, lively western spirit, sport facilities, and fun year round activities. The largest outdoor show on earth, the Calgary Stampede, is held each July. World famous Banff and its breath-taking scenery are less than two hours west of Calgary. Banff, and nearby Lake Louise, are great locations to visit for skiing, snowboarding, hiking, sightseeing, and shopping.

Nearby Attractions

Calgary is only two hours from Banff, the breath-taking Rocky Mountains and numerous scenic lakes and hot springs. The city of Edmonton, with one of the world's largest shopping malls is three hours to the north. The Alberta Badlands and the Dinosaur Provincial Park lie to the east. The US border is three hours to the south and Yellowstone National Park is within a day's drive. For further information on Calgary please visit: <http://www.visitor.calgary.ab.ca>

The Airport

Calgary International Airport is about a 25-minute drive from downtown and is connected by most major international airlines to Asia, Europe and Latin America.

The Weather

Average Monthly Daytime Temperatures:

Jan. -2°C	Jul. 27°C
Feb. 0°C	Aug. 27°C
Mar. 5°C	Sept. 21°C
Apr. 15°C	Oct. 15°C
May 18°C	Nov. 5°C
June 21°C	Dec. -1°C

School Area Description

The school is located in a completely renovated space, one of the few heritage buildings in Calgary.

The school has been designed to provide students with an unparalleled study experience. Included in the ultra-modern facilities are two web-enabled classrooms, one smartboard classroom and an expansive student lounge. This location at the centre of downtown gives our students superb access to Light Rail Transit, the Calgary Public Library, Chinatown and the Eau Claire Market area.

Facilities

- 23 air-conditioned classrooms, which include:
 - 1 web-enabled classrooms (each with 15 terminals);
 - 1 Smartboard Classroom
 - High-speed internet & wireless network
- Student lounge with games table and washrooms
- Vending machines with snacks and drinks

Instructors have use of various textbooks, CD players, televisions, DVDs, video cameras, and laptop computers. Wifi connection is available for students bringing their own computers. Students have access to pay telephones and shops.

Legal Status

Rocky Mountain English Center Ltd. is a privately owned limited company doing business as Global Village Calgary and is incorporated in Alberta.

Member of:

- Languages Canada
- IALC (International Association of Language Centres)
- Teachers meet TESL Canada professional teaching qualifications
- OFFICIAL CENTRE for IELTS Testing and CELTA Training

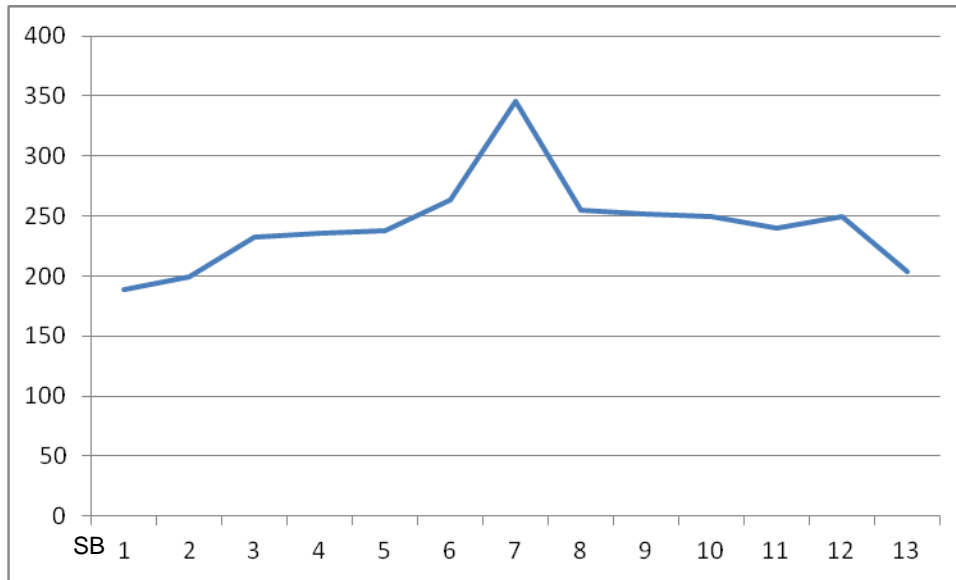
Useful Information

Homestay distance: 40 minutes on average by bus or train

Monthly transit pass: C\$95 (price is approximate)

2014 GV Calgary STUDENT STATISTICS

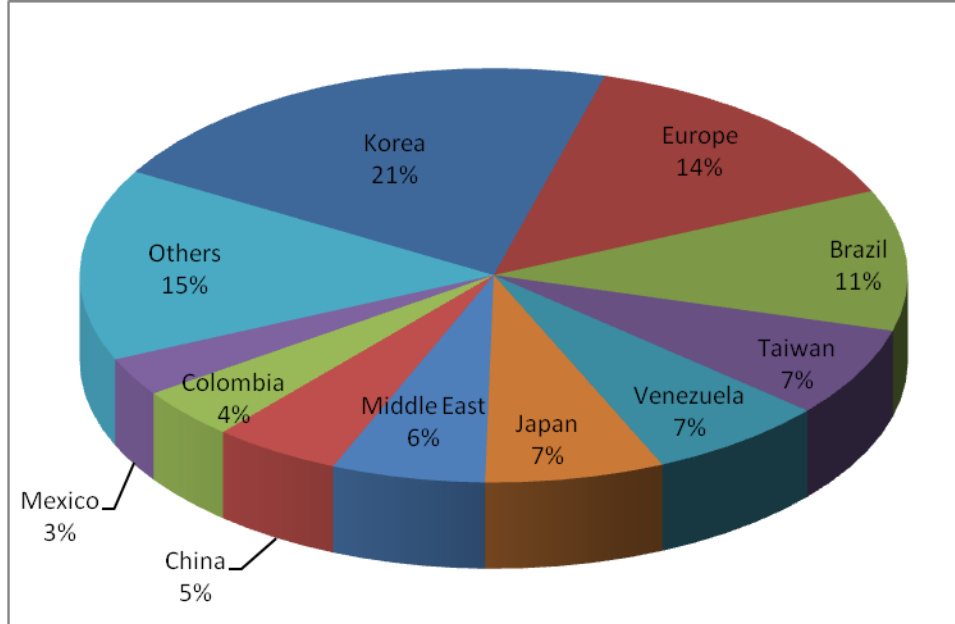
Students per study block (Jan. 2014– Dec. 2014)



- SB1: 189
- SB2: 199
- SB3: 232
- SB4: 236
- SB5: 238
- SB6: 264
- SB7: 346
- SB8: 255
- SB9: 252
- SB10: 250
- SB11: 240
- SB12: 250
- SB13: 204

Student nationalities (Jan. 2014 – Dec. 2014)

GV Calgary does not exceed a limit of 35% for students from one nationality in the General English Program.



Other: In 2014, GV Calgary welcomed students from 92 different countries. This was a record! Some of the other countries, along with those referred to above which were represented in our school include China, Czech Republic, Germany, India, Italy, Libya, Peru, Philippines, Russia, Saudi Arabia, Slovakia, Spain, Thailand, Turkey, and Vietnam as well as residents of Canada, including Quebec.

Average age: 28.3 yrs

Male to female ratio: 47:53

Average length of study: 9 weeks

Students per class: maximum of 16, average 12

Average number of full-time equivalent teachers: 20-25

STUDENT ORIENTATION

GV Teacher Qualifications

As a Languages Canada accredited school, Global Village Calgary ensures that teachers have a university Bachelor’s degree and a recognized TESL Certificate, diploma or advanced degree. A minimum of one-year international teaching experience with adults is preferred. We look for dynamic professional personalities who are enthusiastic about the school’s varied social and cultural activities and supportive of the students’ efforts to use English.

First Day Schedule

Global Village Calgary conducts a full day orientation on the first day of the session. Students should arrive at 8:30 in the morning and are requested to bring their passport (and visa), medical insurance form and registration information (letter of acceptance).

Sample Orientation:

8:30	Students arrive and meet other new students form around the world
8:45	Welcome by Director and school staff & review of school information
9:00	Begin level testing
9:30	Student interviews and oral assessments; Tour of school and nearby area; Homestay and Events Orientation
12:20	Lunch
13:00	Review school policies and contracts. Q&A
14:00	Finish

School Rules

1. GV schools have a strict English only policy. Students are asked to speak English while they are at the school. Students who fail to speak English will be asked to leave the school for the day.

2. Students who are consistently late or absent may forfeit their registration at the School.

3. Students are required to take all monthly tests, complete all homework and to actively participate in all classes. A minimum of 80% attendance is required each four weeks for graduation certificates. Higher minimum attendance is expected in specialized courses to enable the best opportunity for success.

4. The Registrar or Director of Programs must be informed in writing of any changes in study plans.

5. Students must obtain authorization from the school if they want to change classes.

6. Students are not allowed to take a holiday without receiving permission from the registrar. Holidays will not be allowed within a session; however, students may take a full session off if there is space available in the session in which they return. .

7. Students are expected to abide by the following Student Code of Conduct:

- i) Respect staff and other students at all times.
- ii) Obey all school rules, policies, and local, provincial and Canadian laws.
- iii) Apply the best effort possible in their course of study at all times.

Note: Inappropriate conduct may lead to dismissal.

STUDENT EVALUATION

Levels and Placement Test

The schools use a standard placement test to place students into the appropriate level (number of levels may vary from school to school).

The test is conducted during orientation (the first day). The written section takes about one hour to complete. The oral section is conducted with a teacher. Copies of the written examination are available on our websites.

Students registering for Examination Programs and Business English may be required to write the GV Entrance Examination prior to acceptance (see Appendix 1).

Evaluation & Testing

Students are evaluated at the end of each session. In order to advance to the next level, students must achieve a minimum score in the written and oral examinations or meet assessment requirements.

Students who miss more than three consecutive days of class without an approved reason will not pass to the next level without the direct permission of the Director of Programs. Students whose absence reaches 30% or more within one session will automatically fail the level.

All of the above information along with instructor comments is given out to the student in the form of a progress report at the end of the session.

Surveys

In order to maintain the highest quality, we conduct the following surveys, which are available on request:

- School Survey (quarterly): Students' general opinion on school, activities, homestay and other services.
- Class Survey (quarterly): Students' opinion on teachers.
- Homestay Survey (monthly): Students' opinion on all aspects of homestay.

Progress Reports

Students receive a progress report at the end of each session. This gives information on overall marks, exam marks, lateness, absenteeism, performance level and other general comments from instructors.

Certificates

All students who successfully complete their Programs are awarded an official certificate indicating length and Program of study. A minimum of 80% attendance is required for graduation certificates.

PROGRAM INFORMATION

Program Philosophy

The curriculum emphasizes practical application of language skills. Directors meet on a regular basis to review all academic and curricular issues to ensure uniformly high quality program at all schools.

Classroom activities focus on developing all four-language skills: reading, writing, listening and speaking with an emphasis on communication. Students often work in pairs or groups to increase their English comprehension through interactive activities. Real-life topics (work and society, for example.) are explored each session providing opportunities for students to practice English in real-life situations both inside and outside the classroom. Homework varies from program to program.

Students should expect to work within each level for an average of 8 weeks depending on their test results and attendance.

Programs are characterized by:

- A commitment to quality in all aspects of English language instruction
- An optimal student-teacher ratio
- An extensive resource collection of text books, CDs, DVDs and access to software and online learning.
- A wide variety of audio-visual and computer-based teaching aids
- A staff dedicated to professionalism and ethical conduct
- Use of the latest and best techniques for the teaching of English.

Web-enabled Classrooms

High-speed computers allow students to study English at their own speed. Software includes: Speech Master, Pronunciation Power, Language Builder, Double Up, Vocabulary Roots, Verb Development, Invest, WordPerfect, Windows, Encyclopedia and Typing Tutors. Headphones are also available.

Daily Schedules

Note: All classes are in term of lessons rather than hours. One lesson is the equivalent of 50 minutes of class time.

Timetable

Lessons/week

20 lessons /wk – 8:45 am to 12:20 pm

25 lessons /wk – 8:45 am to 2:10 pm

30 lessons /wk – 8:45 am to 3:30 pm

*A.M./P.M. breaks included in total lessons/week

<u>Monday-Thursday</u>	<u>GEP Program Focus</u>
8:45-10:25	Language Structure (Grammar)
10:40-12:20	Functional Language and Conversation
12:20-13:05	Lunch
13:05-14:10	Choice of GV Options*
14:20-15:30	Choice of GV Options*

* Students will choose from available afternoon courses on arrival and at the end of each session

A special feature of the GV Calgary curriculum is that students are able to choose from a wide variety of options to help to them improve language skills as well as to prepare for university or learn about subjects of interest. Options include: Grammar Works, Accent on Pronunciation, Enhanced Conversation , Vocabulary and Idioms, Customer Service and Retail Culture, Reading and Discussion of Current affairs, Listening and Reading through Canadian studies, TOEIC, TOEFL, English and Photography, Presentations and Public Speaking, IELTS Writing, and Special EAP Options such as University Writing and Research, Success at University, and University Skills Development

Friday

8:45-12:20	Language Structure and Functional Language
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Friday

Afternoons free

* Timetable may vary depending on course and location as well as demand for option courses.

2015 Start Dates

General English*, IELTS, Business English: Jan 19, Feb 17, Mar 16, Apr 13, May 11, June 8, July 6, Aug 4, Aug 31, Sep 28, Oct 26, Nov 23, Dec 21

* Students may start any other week.

Cambridge First Certificate Preparation Program:

Jan 5 – March 6 (9 weeks)

Mar 16 - June 5, Sept 8- Nov 27 (12 weeks)

Teen Activity Program:

July 6 to July 31

2, 3, 4-week options (must start on July 6).

GV TESOL:

Feb 17– Apr 10, May 11- July 3, Aug 31- Oct 23, Oct 26 - Dec 18

Holidays (school closed):

Jan 1, Feb 16, Apr 3/6, May 18, Jul 1, Aug 3, Sept 7, Oct 12, Nov 11, Dec 25, Dec 28

PROGRAMS

General English

FREQUENCY:	Every 4 weeks
LENGTH:	1-52 weeks
MINIMUM AGE:	16
ABILITY LEVELS:	Beginner to Advanced
REQUIREMENTS:	Entrance exam not required

Course Content

Our most popular program, General English is available for all levels of English. This dynamic, communication-based program has the following daily structure:

1. Language Structure (Grammar): Practical use of specific grammar structures to improve speaking skills. Specific language structures are introduced at each level through a set grammar text. Role-play, pair-work and other interactive teaching techniques allow students to practise English grammar while focusing on real-life situations.
2. Conversation: Improve conversational ability through the study of functional language skills and idiomatic English. Dialogues and vocabulary used in specific situations emphasize the practical language needed in everyday life.
3. Reading, Writing & Vocabulary: A comprehensive study of new vocabulary with instruction in reading and writing.
4. Speaking & Listening: Improving listening, speaking and pronunciation skills through effective role-play, audio, and video exercises.

Additional Options for the 25 Lessons/Week, and 30 Lessons/Week Programs

- 5a. Speaking Skills (all levels): Students will improve their pronunciation and discussion skills while using new vocabulary and idioms.

- 5b. Writing Skills (lower intermediate+): Students will improve their writing for academic and business purposes.

Students will improve their writing for academic and business purposes.

For more information for GV Options, please visit <http://www.gvenglish.com/en/programs/options.cfm>

Choice of Lessons/Week

30, 25 or 20 lessons/week

Business English

FREQUENCY:	Every 4 weeks (based on enrolment)
LENGTH:	2-12 weeks *
MINIMUM AGE:	16
ABILITY LEVEL:	Intermediate
REQUIREMENTS:	Entrance exam required

*Students who complete all 12 weeks of the Business English Program will receive the Business English Diploma. Students who complete less than 12 weeks will receive the Business English Certificate.

Business English

The program is ideal for students whose career plans require English and for those who want to learn about general business concepts. This innovative program gives students the business English skills, technical knowledge and confidence required in today's fast-paced market. With our modern web-enabled classroom or laptop computers, students will improve their Internet navigation methods and sharpen other key business computer skills in word processing, spreadsheets, database management, and graphics.

Through the focus on business concepts, students will also improve communication and vocabulary. Students will gain a deeper understanding of International business issues through the use of Role play and small groups. Students may also focus on specific areas of interest such as: Travel and Tourism, Marketing and Advertising, Banking and Finance, Employment Preparation, Human Resources

Management, Sales and Customer Service, Globalization and International Business, Business Etiquette and Interpersonal Skills, Management and Corporate Culture, Business Ethics, Telephone skills for Business, Entrepreneurship and Franchising, Business Writing, and Presentation Skills. Course content may vary depending on enrollment.

Business English Studies

- 25 lessons per week
- Develop effective business communication skills
- Expand your business vocabulary
- Learn how to use the Internet more effectively in a business environment
- Increase your confidence with formal, professional English
- Learn about the culture of international business
- Entrance and exit tests to track progress
- Includes Certificates at end of program

General English Studies

- 25 English lessons per week
- Entrance and exit tests to track progress
- Includes Certificates at end of program
- Accredited Curriculum

Customer Service Preparation

- Customer Service training (offered for 1 study block = 4 weeks/16 lessons total)
- Exit test to track progress

Job Readiness Workshop

- Job searching skills for working in Canada

- Interview preparation and coaching

English for Academic Purposes

- 30 lessons per week
- Can proceed from current proficiency for 12, 24 or 36 weeks
- Complete morning General English Studies combined with special afternoon EAP options
- Access entry through GV Pathways to Canadian universities and colleges once you have completed level 7 of General English plus EAP options
- Be ready for success at college or university level in Canada or other English speaking countries

Private Lessons

FREQUENCY:	Variable
LENGTH:	Variable
MINIMUM AGE:	17
ABILITY LEVEL:	All levels
REQUIREMENTS:	None

Course Description

Private English training is for students who are interested in a specific area of study. General English and specialty private lessons in IELTS are available. This program would also appeal to students who are interested in an accelerated program or who want one-on-one attention. Semi-private classes (up to three students at the same approximate level of English ability or career background) are also available based on demand.

Private or semi-private classes are arranged at the discretion of the School and the schedule and teachers are subject to availability.

Cambridge First Certificate (FCE)

FREQUENCY:	3 times per year (based on enrollment)
LENGTH:	9, 12 wks
MINIMUM AGE:	16
ABILITY LEVEL:	Intermediate
REQUIREMENTS:	Entrance exam required

Introduction

This 12-week course leads to the Cambridge First Certificate (FCE). The course is designed to provide students with a good grounding in grammatical aspects of English and develop their skills in reading, writing, listening and speaking.

Course content

This is a full-time where students receive a thorough preparation in the five skill areas tested in the examination:

- Use of English (Grammar)
- Composition (Writing)
- Speaking
- Reading and Vocabulary
- Listening Comprehension

Official examinations are held on the final week of the program at all GV locations on dates set by Cambridge University.

Practice tests are given every week so that students can monitor their progress. Mock examinations are held at the end of the program. Students should expect to read a novel at their own pace.

Cambridge CAE/CPE Support Package

This add-on option prepares the eligible student to write two exams during the same session: FCE and CAE exams. The support package includes the exam, textbook fee, and 12 lessons of after-class tutorial support.

* Entrance exam required.

TOEIC/TOEFL Preparation

FREQUENCY:	Every 4 weeks (based on enrollment)
LENGTH:	4-12 weeks*
MINIMUM AGE:	16
ABILITY LEVEL:	Lower Intermediate
REQUIREMENTS:	Available for GV4+ students as an afternoon option. *

* Students wanting to take the TOEIC/TOEFL option class must notify the Registrars a minimum of 2 weeks prior to commencing the course.

Introduction

The Preparation Program for the TOEIC and TOEFL Test is a part-time* program for students who are interested in taking the TOEIC or TOEFL examinations. The TOEIC program assesses English language competency in a business context and is used by companies around the world to determine English communication skills.

Course Content

Students are prepared for the main components of the TOEIC and TOEFL examinations by covering key aspects, such as: listening comprehension, reading, business-oriented vocabulary review and grammar review.

IELTS Preparation

FREQUENCY:	Every 4 weeks
LENGTH:	12 weeks
MINIMUM AGE:	16
ABILITY LEVELS:	From Low to High Intermediate to Advanced (3 levels!)
REQUIREMENTS:	Entrance exam required or IELTS 3.5 (General Training)

***GV Calgary is an official IELTS Test Centre. Students must register 12 weeks ahead of the exam. Check: <http://www.ieltscalgary.com>**

Course Content

This full-time program offered at GV Calgary consists of 25 hours per week of intensive preparation for the IELTS examination. This option focuses on exam technique and practice to help students maximize their IELTS level potential.

Teen Activity Program & Cambridge TAP

LENGTH:	1-4 weeks (Open to Individual registration in July. Registrations in other months available for groups with 10+)
AGE GROUP:	14 – 17
ABILITY LEVELS:	All levels for TAP, Intermediate for Cambridge TAP
REQUIREMENTS:	Entrance exam not required for TAP and required for Cambridge TAP

Introduction

We invite students to have the experience of a lifetime! Study English, explore our cities and stay with a local host family.

Features

- AM classes
- PM activities
- Homestay with full board
- Excursions
- Orientation and city tour
- Farewell Graduation
- Airport transfers

Teacher Training For CELTA

FREQUENCY:	4 times a year (full-time)
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2 times a year (part-time)

LENGTH:	FT- 4 wks, 30hr/wk PT-12 wks, 10hr/wk
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MINIMUM AGE:	20
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ABILITY LEVEL:	Participants must be at an Advanced Level and have some educational training as a teacher or have the intention of becoming an English teacher
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(Check: <http://www.celtacalgary.ca> for course dates and registration details)

REQUIREMENTS:

Entrance exam and interview required. No previous teaching experience is required. Students must have a standard of education that would allow entrance to higher education in their country. An awareness of language and a competence in English, both written and spoken, that allows them to follow the course. Students need to have native speaker proficiency in English to qualify for the CELTA course.

Introduction - Why this training course?

- * An internationally recognised certificate
- * An essential qualification for entering the TEFL (Teaching of English as a Foreign Language) profession
- * Accredited and moderated by the University of Cambridge Local Examinations Syndicate (UCLES).
- * Highly qualified and experienced trainers
- * Practical Approach to methodology
- * Extensive supervised teaching practice
- * Candidates who successfully complete a Cambridge Certificate course at GV are awarded our certificate in addition to the Cambridge certificate.
- * The GV Teacher Training Certificate describes candidates' performance on the course in detail and is regarded by candidates and potential employers as a useful reference.

Course content

The 4-week course is extremely practical and we aim to provide the student with a firm grounding in teaching skills and techniques. We also help to develop language awareness and sensitivity to the difficulties experienced by the learner. The 4-week, full-time course is very intensive, involving at least 115 contact hours. The group size is limited to 12 participants, which helps to create a friendly and personal atmosphere. Each day consists of input sessions and teaching practice. The group is split into 2 smaller groups of 6 for teaching practice.

The course consists of 4 components:

1. Input sessions

These sessions consist of workshops, discussions, lectures, peer teaching and video viewing and cover the following areas:

- * Analysis of language from a foreign learner's perspective
- * Learner motivation, needs and expectations
- * Lesson planning and syllabus design
- * Classroom management and the role of the teacher
- * Approaches and techniques for introducing and practising language and for developing language skills
- * Materials selection and evaluation

2. Teaching Practice

Teaching practice is an integral part of the course. It is organised in small groups of 5 or 6 trainees with volunteer students at two different levels and takes place every day. After each teaching practice session, a reflection and evaluation of the session is led by a course tutor. Personalised, individual, written feedback is also given.

3. Observation

The observation of formally-qualified, practising teachers is an intrinsic part of the course and takes place outside the main timetable.

4. Written Assignments

There are four written assignments to be completed during the course. These are of a practical nature and are designed to support the development of the teaching practice of course participants.

How is the course assessed?

Trainees are assessed on a continual basis in all the syllabus areas with particular emphasis on their teaching ability and potential. Halfway through the course, trainees have a one-to-one tutorial with the trainer, and are told how they are doing and what aspects need extra work. At the end of the course, a grade (PASS A, PASS B or PASS) is awarded to successful participants, who will then receive the Cambridge Certificate.

Employment opportunities

This qualification is recognized throughout the world as an essential qualification for entering TEFL as a profession. It is also a relevant qualification in the teaching of English as a second language, for which there is a growing demand in this country. Each course includes a session on employment opportunities both abroad and in the country of the program. All English Schools act as agencies for Saxoncourt, one of Britain's largest recruiters for EFL teachers, and we recruit for a variety of destinations.

GV TESOL Diploma

FREQUENCY: 4 times a year

LENGTH: 8 weeks full time classes

MINIMUM AGE: 18

REQUIREMENTS: Students must hold an undergraduate degree or equivalent language competence in oral and written English. Candidates whose first language is not English must meet one of the following language proficiency requirements:

1. Successful GV Entrance Written Test*
2. Have successfully completed the Cambridge First Certificate (FCE) within the last year; or
3. Have successfully completed an oral interview with the Academic Program Coordinator at a GV 5 level

* Refer to Appendix.

What is the GV TESOL Diploma at GV Calgary?

- The Teaching English as a Second or Other Language (TESOL) Diploma is a flexible 8

week program designed for intermediate to advanced ESL learners interested in teaching English to adult learners in their own countries. Students generally take 30 lessons per week with General English (20 l/w) in the morning and TESOL (10 l/w) from Monday to Thursday afternoons. It may also be suitable for teachers with some previous experience or for students who want to develop more confidence speaking English in front of groups.

- The program includes interactive methodology sessions, and peer teaching opportunities. The program also includes preparation and entry for the **University of Cambridge Teachers' Knowledge Test (TKT)**.
- "TKT offers candidates a step in their professional development as teachers and enables them to move onto higher-level teaching qualifications and access professional support materials, such as journals about English language teaching (ELT)". www.CambridgeESOL.org/TKT

What am I expected to do in order to successfully complete the course?

- You must attend the full course (less than 95% attendance will make you ineligible for the GV TESOL Diploma). Unavoidable absences must be discussed with instructors.
- You have to participate actively in all course components (methodology, Teachers' Knowledge Test preparation, peer teaching practicum, guided self study).
- You should demonstrate an interest in developing your skills as an ESL professional.

How are candidates evaluated?

There are no final written exams. Work is graded through continuous assessment carried out by Course Instructors in 3 areas: peer teaching practicum, classroom work and professional development.

How is the GV TESOL Diploma at GV Calgary organized?

The course runs from 8:45 am – 12:20 pm, Monday through Friday and 1:05 – 2:10 pm Monday to Thursday. There is a maximum of 16 candidates on each course.

The syllabus includes:

- Interactive and participative methodology sessions led by Course Instructors
- Friday afternoon on-site supervised teaching practicum with low level adult classes
- Observation of peers
- On site, daily guided self study which includes some peer teaching
- Ongoing preparation and entry for the University of Cambridge Teachers' Knowledge Test

Study Tours

On Campus Programs

GV Calgary offers tailor-made study tour programs for groups. Tours are usually anywhere from 1– 4 weeks in duration and generally consist of English lessons in the mornings with activities in the afternoons and on weekends. Classes average from 10-15 students per group. Lesson content relates closely to the afternoon activities and excursions, so students are able to apply what they learn in their classes to outside practical situations.

Our central city location makes it ideal for sightseeing, as students are able to walk to a large range of tourist attractions following their morning classes. In addition to these city-based activities, tours can include longer excursions to sporting venues or local places of interest. Special interest tours can be arranged to meet particular group needs and preferences. Accommodation is generally in homestay, but alternatives such as boarding houses or hotels can be arranged on request.

HOMESTAY AND ACCOMMODATION

Homestay Features

GV Calgary provides a full service, high-quality homestay program with airport pick-up and drop-off available upon request.

GV Calgary directly manages its own homestay program within the school to ensure quick response time and student satisfaction. Residence and apartment information is also available upon request.

Homestay services are perfect for students who want to experience local culture in a safe and secure English-speaking environment.

Includes:

- Careful selection of families where every family member over 18 years must have a police record check.
- Computer & personalized placement of students
- 3 meals/day
- Private room
- Laundry facilities
- Access to TV and telephone
- Airport pick-up and drop-off services
- Executive homestays available upon request

Information for Homestay Students

Staying in a homestay gives students the opportunity to practice English outside of the classroom, along with a chance to experience first-hand how a family in Canada lives. The host families treat students with respect and expect the same in return.

Language in the Homestay

English must be spoken at all times.

Expectations

1. The student must follow all household rules.
2. The student must show the family that they understand how to get to and from the school.

3. The student must carry the host family name, address and phone number with them at all times.
4. The student will receive a house key. The student must respect the security of the house. The key must be returned upon departure.
5. The student will be given a clean, comfortable private room, equipped with a bed, desk, dresser, closet and good lighting.
6. The student is not expected to do housework but will be expected to take care of their own possessions and their room.
7. The student should spend time with the host family in regular activities and on holidays (Christmas, New Year's etc...) as this will help to improve their English while learning about a family from a different culture. Students may choose not to join the family on outings, which may have an added cost.

Meals

Students will receive 3 healthy meals per day.

Breakfast: A typical breakfast may range from cereal, toast and jam, juice or coffee on weekdays to bacon and eggs or pancakes on weekends. Some host families will make breakfast for the student and others will ask the student to make it himself/herself.

Lunch: Usually a sandwich, snack and a drink on school days.

Dinner: The student should try to eat breakfast and dinner with the family. It is polite to offer to help with housework, preparation of the meals, cleaning the dishes after a meal and washing after eating a snack.

Type of meal and times varies from family to family (time is usually around 18:00). The student should call the family informing them if they will not be present for mealtimes. The family will not be expected to prepare late-night meals for the student.

Hygiene

The student will be shown which bathroom they should use. Bath/shower lengths may be restricted, please inquire with family (available hot water may be limited).

The student should be aware of laundry arrangements (number of times per week, self-service or with family assistance). The student should also be aware of household energy conservation (turning lights off or recycling program). The student is expected to keep their room tidy and clean.

Telephone

Long distance calls should be made collect or with a calling card. Phone cards can be purchased at the school. The student should advise family and friends of time difference so the host family is not disturbed by calls at inconvenient times.

Emergencies

Students can contact the Homestay Emergency Phone if they have any difficulties in their homestay or at the airport at (403) 680-8291. The student may also contact school during office hours at the main phone number ((403) 543-7300). The student must phone the school, before class, if they cannot attend due to illness.

Homestay Placement Procedures

1. All homestay families are visited and carefully checked before they sign the Family Homestay Agreement.
2. We cannot place students in homestay unless a completed registration form and the placement fee have been received by the school. The registration form and placement fee should be received at least four weeks before arrival to guarantee homestay placement.
3. We need to have as much information about the student as possible so we can choose an appropriate family. Please fill out all the questions on the Homestay Registration Form and attach a photograph. Please indicate special requests on the form.
4. Placements will be made based on information on the registration form and family availability.
5. The student will receive a Family Profile (description of family members, occupations, description of neighbourhood) after all the student information has been received. This may take up to three weeks especially in the peak season. For legal reasons, this profile will

not include specific racial, religious or cultural information. The student is encouraged to contact the family before arriving in order to get to know a little about the family.

6. The student who has booked and paid for airport pick-up will be met at the airport by the host family or school staff. Someone will be holding a sign with the student's name. If the flight is delayed by more than an hour, or if the flight is cancelled, the student ought to telephone the family or the school upon arrival.
7. The student must phone the family, or school from the airport if the expected airport pick-up is not there. Traffic, early flight arrival, or unforeseen circumstances may require the student to wait for a short period.
8. The student must sign a Student Homestay Agreement on the first day in homestay.
9. The student may be asked to fill out an evaluation form during their stay.

Counseling

1. The Homestay Coordinator is available for counseling during school hours or after school hours in the case of emergencies.
2. The student should not permanently leave or change their homestay family without contacting the Homestay Coordinator.
3. If problems arise between the student and host families, the Homestay Coordinator will attempt to provide mutually acceptable solution based on the Agreements signed by both student and family. The school's main goal is to ensure that the homestay experience is fulfilling and rewarding for both the student and the family. Communication is very important.

Dismissal from Homestay

The school reserves the right to ask a student to leave the homestay program at any time if the student's behavior is unacceptable or if the student fails to comply with the homestay terms and conditions. This includes: harassment of a family

member, theft of family property, or the inability of the student to live within family rules.

Please contact us directly for more specific information on each location.

Payment

1. The host family may not charge the student a damage deposit or additional fees during their stay. Under no circumstances should the student pay any money to the host family directly even if they are no longer enrolled in the school.
2. No refund will be issued if the student is away for the weekend or misses a meal because of other plans.
3. The student must pay the school in full on the last day of the month for the following month. If the student has prepaid for their entire stay the school will issue payment to the family on a monthly basis
4. The student should arrive on Saturday or Sunday before the start date and depart on Saturday or Sunday after the last day of classes unless otherwise stated. A daily rate will be charged for times before or after this period. Availability is not guaranteed.
5. We recommend that the student pay a maximum of three months homestay in advance.

Alternative Accommodation

We offer a variety of residential, apartment and hotel accommodation. Space may be limited due to availability. Please check with the school well in advance. Email: Calgary@gvenglish.com

Transportation and Spending Money

City Transit

The approximate cost of monthly transit passes for Calgary is CDN \$95

Spending Money

The student should bring extra money to cover personal items, entertainment and souvenirs. Approximate expenses per month: US\$ 300-500,

Student Homestay Agreement

- 1) The Student is expected to take part in the Host Family's daily activities and to participate in all family chores shared by the general family. (Example: tidy up, clean up after meals, etc.).
- 2) The Student is responsible for informing his or her family when making plans to go out on a free day or afternoon.
- 3) It is not guaranteed that the Student will be matched with a family having children or persons in the same age range as the Student, with a one-parent family or with a two-parent family. In every case, the Accommodations Office will make every effort to provide the best for the Student.
- 4) The Student should inform the Host Family and the Accommodations Office three weeks before the end of the homestay month if they decide to terminate the agreed homestay period or if they want to extend the homestay period. No notice is required if the Host Family has not met the conditions outlined above.
- 5) The Student is responsible for his or her own meal arrangements on those days when all day excursions or afternoon activities are planned.
- 6) The Student shall show consideration and tolerance to Host Family members.
- 7) The family will maintain comprehensive liability insurance on the property for the duration of this contract and will provide the Homestay Office with proof of such insurance upon request. Working smoke detectors are required on each floor of the home. The Accommodations Office does not assume any responsibilities for injuries or fatalities to homestay family members and/or their guests, or for damage to property and possessions caused directly or indirectly by the student.
- 8) The Student shall invite guests to the home only with the knowledge and permission of the Host Family.

- 9) The Student shall keep his/her room clean and tidy and must vacuum their room and empty the garbage can once a week.
- 10) If the Student is doing his/her laundry, it must be done once a week.
- 11) The Student shall respect the privacy and belongings of the Host Family.
- 12) The Student shall respect and follow the Host Family's rules in their home.
- 13) The Student will be considerate of the fact that Host Families do not have large water tanks for all their needs and will keep their showers to a reasonable length of time.
- 14) The Student shall consult the Host Family if he/she wishes to use household appliances.
- 15) The Student shall ask permission to use the telephone, will keep calls to a reasonable length of time and shall restrict late night calls after 10 pm. Any long distance calls should be made "collect" or using "time and charges" or calling card. Students are responsible for payment of all long distance calls they make.
- 16) The Student shall help him/herself to food only with the knowledge and permission of the Host Family.
- 17) If a difficulty arises between the Student and the Host Family, the Accommodations Coordinator should be notified immediately. Every effort to discuss and rectify the situation should be demonstrated.
- 18) The Student will not smoke in the Host Family's home if the Family does not smoke.
- 19) If the Student does not comply with all the policies listed in this agreement, they may be asked to leave their Host Family's home.
- 20) The family will show consideration and tolerance toward the student
- 21) If the student wishes to change his/her plans for Homestay, or move into an apartment, he/she must give three weeks notice before the end of the study block.
- 22) The student will promptly reimburse the host family if he/she causes any damage to the home.
- 23) The family understands and agrees that cheques will be issued at the end of the second

week of a study block. No deposit will be required from the student.

I have read the above-stated terms and conditions and agree to abide by them as a condition of my participation in the program

Signature of Student:

Date: _____

Student Name (please print):

Signature of Parent (if student is a minor):

Family Homestay Agreement

1. The Host Family will provide room and board according to your habits and traditions and as directed by Global Village Calgary (hereinafter called "GV Calgary"). The Host Family will provide and prepare three healthy, adequate meals a day. Breakfast ranges from toast, or cereal or eggs weekdays to bacon and eggs, pancakes on weekends. Lunch, which is typically prepared by the host family, may be sandwiches, juice and fruit to simple meals to be heated. Dinner selections may vary with each Host Family. Meals need to have variety and need to be filling and nutritional. An evening meal will be prepared and left if you are not home or if the Student comes home from school late. Snacks should be available to the Student at any time. Generally, dinner should to be a sit down dinner with the family with opportunity for conversation.
2. The Host Family will provide basic furniture that includes a bed, closet and desk or study table, chair, window, and good lighting in the Student's self contained room. The room will not be shared without the consent of the Student and GV Calgary. The room will be a private room.

3. The room that you have designated to GV Calgary for the Student will be the room provided for the Student for the duration of the homestay period. If a change is necessary, GV Calgary will be notified.
4. The Host Family will provide each Student with a key to the house.
5. The Host Family must speak English only when the Student is present.
6. The Host Family will not require the Student to provide a damage deposit or telephone deposit. GV Calgary is not responsible for long distance phone calls made by the Student or for any other expenses incurred while the Student stays with the family. It is the host family's responsibility to inform the student of what they can and cannot use in the home and that they monitor that the student uses international phone cards when making long distance calls.
7. The Host Family will maintain comprehensive liability insurance on the property for the duration of this contract and will provide GV Calgary with proof of such insurance upon request. GV Calgary does not assume any responsibilities for injuries suffered by the Student while in the family's care.
8. The Host Family will contact the Accommodations Coordinator immediately if difficulties arise and work with the Coordinator towards resolving any issues which may arise.
9. The Host Family will not require or request the Student to baby-sit. The Host Family will not require the Student to do Housework apart from keeping his/her own room and bathroom clean and tidy. The Host Family must treat the Student as a guest in the home. The Student is not contracted or expected to do other household chores for the family.
10. The Host Family is expected to provide a welcoming and secure environment. The Host Family will treat the Student with respect and tolerance and will not deal with the Student in an aggressive or abusive manner.
11. The Host Family will show the Student some place of interest in Calgary during the first two weeks and continue to include the Student in the family's activities for the duration of the Student's stay e.g. inclusion in family dinners, especially at times like Thanksgiving and Christmas.
12. GV Calgary will try to find the most appropriate Student placement, but cannot guarantee that all of your requirements will be met. GV Calgary cannot guarantee that you will be provided with a Student each month. In addition, GV Calgary is under no obligation to provide a minimum number of students and/or a minimum amount of financial compensation each year to the Host Family.
13. The Host Family will not host two Students speaking the same language unless specifically requested to do so by GV Calgary.
14. The Host Family will not host more than two international Students in the home at the same time without the specific written approval of the GV Calgary Accommodations Coordinator. The host family will inform GV Calgary ahead of time if there are changes in the number of people staying in the home from the information provided on the application and at the time of the home visit.
15. If information on the homestay application form is incorrect, GV Calgary will have the right to remove the Student and/or terminate this Agreement.
16. In return for a \$85.00 fee, the Host Family agrees to meet each of the Students at the airport on arrival. The Host Family agrees to be present at the airport gate with a GV sign and the name of the student in advance of each arrival. If you are unable to attend personally to the arrival, you must notify the Accommodations Coordinator in advance of such arrival and you must make alternative arrangements for pick-up. The Host Family is encouraged, but is not legally required, to voluntarily take the Student to the airport upon his/her departure. However, in some cases, such

as the group teen programs, GV Calgary will pay the Host Family an additional honorarium.

17. In the event you are away from home while you have a Student, you will ensure that you limit your absence to no more than 3 consecutive days, and you also agree to make arrangements for someone to perform your obligations under this Agreement during your absence.
18. The Host Family understands and agrees that payments for the Host Family will be issued by GV Calgary. Although GV Calgary intends for payments to be lodged in the bank accounts of each host family by the end of the second week of each four week study block, it cannot guarantee this because of circumstances beyond its control, such as the speed of bank transfers.
19. The Host Family agrees not to accept direct payment from the Student for homestay even if the Student no longer takes courses at GV Calgary. No deposit will be required of the Student.
20. The Host family agrees to provide the Student with access at no charge to a computer with Internet access for a minimum of one hour in each 24 hour period of his/her stay.
21. The Host family warrants that family members do not have alcohol or other drug addiction problems.
22. The Host family agrees to provide, at their expense, available from the Calgary Police Service, a current verification (no older than two years) that all family members over 18 years have a clear criminal records check.
23. This contract may be immediately terminated by GV Calgary and the student removed from your home for any of the following reasons:
 - a) Conditions in your home or the behavior of a member of the Host Family are such that we, in our complete discretion, consider unacceptable or dangerous. Such conditions could include abuse of drugs or alcohol, improper physical advances made to the student, or aggressive or abusive behavior;
 - b) You have misrepresented or

failed to disclose information required in the homestay application form;

- In the event of termination by GV Calgary for any of these reasons any amounts advanced to the Host Family for payment for the balance of the Homestay shall immediately be reimbursed to GV Calgary as well as reimbursement for any services that have not been delivered by the Host family at the date of termination. Should the conduct in the home constitute Criminal behavior such conduct may be reported to the appropriate law enforcement authority.
24. The parties acknowledge that from time to time, through no fault, differences may arise between the Student and The Host Family. These may arise for variety of reasons including cultural or personality mismatch or a gap in expectations. If this should occur the Student may be moved at his or her request, at the discretion of GV Calgary. The homestay will be terminated and no reimbursement will be offered by the school for services which are not delivered. *In addition, the Host Family will refund the balance of any remuneration for services not delivered.*
 25. A student may be moved at the request of the Homestay as a result of the behavior that GV Calgary in its complete discretion considers unacceptable or dangerous. Such conditions could include abuse of drugs or alcohol, aggressive or abusive behavior, or violating the accepted norms of conduct with a Host Family.
 26. Except as provided in paragraph 21 and 22 this Agreement may be terminated by GV Calgary upon 30 days notice.
 27. The Host Family agrees that you will release and hold GV Calgary harmless for any damages which you may suffer or claim which you may have as a result of entering into this Agreement and without limiting the generality of the foregoing, for any action or behavior of the Student during his/her stay with you. Students are bound by the same laws and statutes as Canadian citizens. GV Calgary and their agents are in no way to be considered as having a legal guardian status or in any other manner responsible for the behavior or actions of the Student.

28. Conditions for Executive Homestay: Students registering with GV Calgary may request "Executive Homestay". The following conditions apply for this type of accommodation: Host families offering Executive Homestay accommodation are required to provide the student with a private bedroom, a private bathroom and wireless internet connection, in addition to regular homestay services. Also Host families have to provide a higher level of service to the student, i.e. cleaning of the bathroom by the host family (not the student) and changing of the bed linen every five days. Students requesting Executive Homestay usually ask for private television, yet this is noted as subject to availability. Even though you might offer "Executive Homestay" style services to GV students, payments can only be made accordingly if the student has requested Executive Homestay and it has been approved as an Executive Homestay by the Accommodations Coordinator.

29. Conditions for Underage Students: The host family agrees that special conditions apply if they are hosting a student under 18 years of age. The family will follow the "Guidelines for Underage Students" in the event they host a student under 18 years of age. Please note that GV Calgary will of course seek permission for the host family to place any underage student and will make them aware of the appropriate guidelines before proceeding with any such placement.

30. Global Village's overseas partners, who are the connecting point with many international students and their families, ask for more information that they can show their clients. GV Calgary would like to supplement text description of families and their homestay (e.g. description and location of house) with images (photos and possibly video). We note that not all families will be comfortable with providing images of the family. However, we would ask that families provide several digital images of the house and surroundings, and may also include images of family if they are comfortable. If you require help with this aspect of promoting your homestay, it can be organized in the context of a host family visit by GV Calgary Accommodations staff.

I have read the above-stated terms and conditions and agree to abide by them as a condition of my participation in the program.

Name

Signature

Date

Name

Signature

Date

ACTIVITIES AND EVENTS

Cultural & Recreational Activities and Events

Global Village Calgary believes that student participation in a variety of recreational and cultural activities is central to a positive experience at the school. For each session, the Events Coordinator organizes cultural and recreational pursuits, which are fun, entertaining and reflect the characteristics of the area.

General

Various cultural and recreational activities are organized on a frequent basis with the participation of school staff. The number of participants may be limited in some activities and students should sign up early. Students are responsible for any extra fees.

Excursion Costs

In Canada prices vary from free to approx. \$200.00), except three-day weekend trips. See up-to-date calendars at GVenglish.com.

FEES AND REFUND POLICIES

Refund Policy in Canada - GV Calgary

A) The registration fee and the homestay placement fee are non-refundable at all times except in the case where the student visa has been

rejected. Should a student visa be rejected from a Canadian Embassy, the rejection letter should be submitted in order to have the registration fee refunded.

B) To apply for a tuition refund, the student, or agent must submit a written notice of withdrawal.

C) In this policy, the word “program” refers to the full cycle of studies to which the student registered.

1. Effective Before the Start Date:

1.1 If a student cancels 30 days or more before the start of the program, the school will retain 25% of the fees due under the contract and refund 75% of the fees to the student.

1.2 If a student cancels less than 30 days before the start of the program, the school will retain 40% of the fees due under the contract and refund 60% of the fees to the student.

1.3 If a student's permit application is rejected, the school will refund 100% of the total tuition fees and Homestay.

2. Effective after the start date

2.1 If a student cancels (or is dismissed) within 5 calendar days of the start date of the program, the school will return 50% of all tuition fees paid under the contract.

2.2 No refund will be paid if a student cancels (or is dismissed) when more than 5 days of the program have been completed.

* Refunds on postponed starting dates are based on the original start dates.

Homestay Refund Policy

1. If written cancellation notice is given 12 weeks or more before beginning of homestay all money will be refunded including homestay placement fee.

2. If written cancellation notice is given less than 12 weeks before beginning of homestay all money will be refunded except the homestay placement fee.

3. Refunds after commencement of homestay vary from school to school. Please check with schools for details.

4. If the host family has failed to meet homestay conditions, the student will be moved to another homestay, and there will be no refund given for the period of homestay already used.

VISA INFORMATION

Please note that under Canadian Federal legislations, schools can only provide advise through a Canadian Regulated Immigrations Consultant, who has b passed a government-approved program. At GV, we have such a consultant to whom we can forward communications and who will reponds. She advises that students transferring from one school to another may have to revise their visa or apply for a new visa. Please check with the school who will contact the Regualtions immigration Consulat.

Canada

Visitor Visa

tudents from most foreign countries may enter Canada for a period of up to six months without a visa, and may study for a period of up to three months. For some foreign countries a Visitor Visa is required for entry. Please check with the closest Canadian Embassy or Consulate.

Documents Required At Airport Customs:

1. Valid Passport
2. Visitor Visa (if required for your country)
3. Proof of sufficient funds
4. Return airline ticket
5. Letter of Acceptance from school

Student Authorization (Visa)

If a student wishes to study for more than six months in Canada they must obtain a Student Authorization from the Immigration section of the Embassy or Consulate in their country.

Documents Required At Airport Customs:

1. Valid Passport
2. Medical exam documents (if required)
3. Proof of financial support
4. Letter of Acceptance from school
5. Letter of authorization from Canadian embassy

Note: A Student Authorization (Visa) may be extended within Canada.

Working Holiday

The Working Holiday Visa is available to a few countries, including Japan, for visitors who are under thirty years old. Students who obtain this

visa may study at Global Village Schools for up to six months.

Note: Working Holiday Visas holders cannot take part in the Business/Work Experience Program.

For further information please check out the Immigration Canada website.

REGISTRATION AND PAYMENT

Registration is on a first come, first served basis. A completed registration form should be received at least four weeks prior to the start date of the program. However, seat availability is not guaranteed due to nationality quotas for some programs or the time of the year (most schools are at full capacity in July and August).

An invoice will be issued upon receiving the completed registration form if seats are available. A deposit or full payment is normally required to issue a letter of acceptance. Full payment is required on or before the first day of classes. Requirements vary from school to school. Please contact us directly for more information.

Payments may be made with credit card (Visa, Mastercard), wire transfer, world money order or bank draft in the appropriate currencies. Secure payments may also be made at our website.

Registrations for Calgary should be sent to:

Registration Department
Global Village Calgary
515 1st Street S.E.
Calgary, Alberta
T2G 2G6 Canada
Telephone: (403) 543 7300
Fax: (403) 543 7309
E-mail: codwyer@gvenglish.com OR
calgary@gvenglish.com

Bank Information

For payments to GV Calgary (Rocky Mountain English Center Ltd.):

Bank of Montreal
100-401 W. Georgia St., Vancouver, BC
V6B 5A1 Canada

US\$ Account Number: 27160 - 4602 - 293
CDN\$ Account Number: 27160 - 1060 - 899

Letter of Acceptance

Letters of Acceptance will be issued upon receipt of the completed registration form. Payment of a deposit may be required. Please check with the school on deposit policy. The original copy may be mailed, faxed, or emailed upon request. The school is not responsible for any extra charges.

It is strongly advised that students who are applying for a student visa prepay all tuition fees as proof of Payment in the Letter of Acceptance will facilitate visa approval.

Students under the age of 18 years must have the application co-signed by his/her parent or legal guardian. Underage students may also be required to submit underage agreements signed by their parents. Custodianship may also need to be arranged.

Medical Insurance

Medical insurance must be obtained before arrival. GV Calgary strongly recommends that students have a minimum of \$CAD500,000 medical insurance that covers their absence from when they leave their home country until they return. School medical insurance is available with advance notice (e.g. at time of registration) or upon the student's arrival at a cost of \$2/per day for CAD\$1,000,000 coverage.

APPENDIX – Entrance Exam

TO BE COMPLETED BY STUDENT

Name:

Date:

Age:

Country:

Which school you would like to join:

To be completed by the school: Level

NOTE: A second written exam and an oral test may be required upon arrival at your GV school of choice.

DIRECTIONS:

- Please follow the directions for each section of the test.
- Do NOT use any dictionaries or textbooks.
- If completed using a word processor, please disable or disregard the spell check function.

SECTION 1

Answer the questions. Use complete sentences.

1. Where are you from?

2. What do you like to do in your free time?

3. Who is your favorite actor?

4. What time do you usually go to bed?

5. How often do you go out to eat?

6. What are you doing now?

Marked by:

7. What did you eat for lunch yesterday?

8. What were you doing at 10:00 last night?

9. How long have you studied English?

10. Have you ever been to Africa?

11. What are you going to do next year?

12. By the time you were sixteen, how long had you studied English?

SECTION 2

Fill in the blanks with the correct verb forms.

A. Right now Tom _____

(play) soccer in the park.

He _____ (play) soccer

every Saturday morning. Last weekend he

_____ (play) against a team

from Brazil. He _____

(be) very excited to play against an international

team. Tom says, "In the future, I

_____ (play) in the

Olympic Games. That is my dream."

B. Tom _____ (never, be)

to the Olympics before. However, he

_____ (read) a lot about the

history of the Games. For a long time he

_____ (have) dreams about

competing as a champion athlete. Tom

_____ (believe) that it

would be an honor to compete for his country.

All of

his friends _____ (wish)

him luck in fulfilling his dream.

SECTION 3

Complete the sentences.

1. If it rains tomorrow

2. Maria can't stand

3. Living in another country

4. Joe made his sister

5. To learn a second language

6. I was given

7. The woman who

8. You should

9. By the time he graduates, Joe

10. If I won a million dollars

11. Karen, your boyfriend called and asked

12. Jerry didn't eat lunch today as usual, so he
must

SECTION 4

Read the passage and answer the questions.

Some societies have nuclear families in which the mother, father and their children live together in the same house. Other societies have extended families. In this kind of family, the nuclear family lives together with grandparents, uncles and other relatives. In North American society, the nuclear family has been the traditional form of the family. Today, however, it is more of an ideal than a reality. Although there has always been variety in the "traditional" North American family, there seems to be even more diversity today.

According to the most recent government reports, only about one third of all North American families are traditional with two parents and their children, and another third are married couples with no children or no children still living at home. The final third are single people, mostly women over sixty-five years old. There are also unmarried couples living together and single parents,

There are a number of reasons why the Western family is changing. One reason is that the size of the family is getting smaller. Now more women are working, and they delay having children. Having fewer children allows a family to give more to a few children, so they will have better lives. A smaller family can also move more easily to places where they can make more money. Moreover, there are more babies born to unmarried women as well as more divorces. Some young couples don't see their parents very often, and they don't invite their parents to live with them when the parents grow old. In fact, many of the parents don't want to live with their grown children. Finally, many North Americans have close friends who are like family. These friends play an important role in family life.

1. What is a nuclear family?
 - a. a small family
 - b. mother, father and their children
 - c. many relatives living together in the same house

2. How many North American families have a traditional form?

- a. almost all
- b. two-thirds
- c. one-third

3. One-third of North American families consist of families with no children still living at home. Why do you think these children aren't living at home?

4. Why do you think many women delaying having children?

5. Why do you think many parents don't want to live with their grown children when they become old?
