



# Agent Manual 2017

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**The GV 360° Advantage: Professional GV Toronto staff offer you friendly, personal service**

### **For Students**

- Convenient and safe location in downtown Toronto
- Fun, friendly, welcoming atmosphere with full support from experienced staff
- Knowledgeable and caring teachers
- Effective programs in Academic, Business and General English
- Well-known as outstanding Cambridge and IELTS Training and Testing Centre
- Minimum 20 different activities and excursions each four-week block so it's easy to experience Toronto and socialize in English

### **For Agents**

- 24-hour response guarantee
- IALC Quality Accreditation, Ontario Ministry Designation (DLI) and Languages Canada Accreditation signify a reliable, quality education
- Variety of accommodation choices to offer your clients
- Students can change programs after arrival, often without any extra fees
- Excellent service and flexibility
- Customized programs, special requests and group study tour quotes available



## School Information and Contacts

Global Village Toronto

[180 Bloor Street West, 2<sup>nd</sup> floor](#)

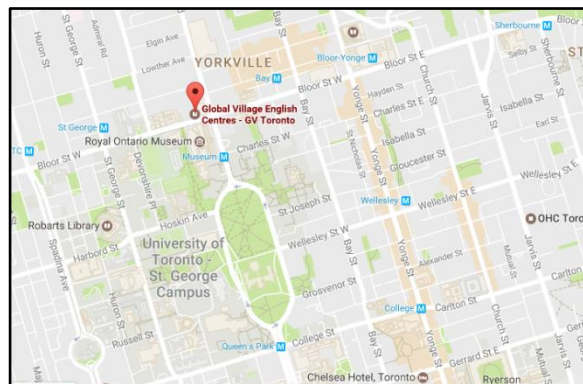
[Toronto, Ontario, M5S 2V6 Canada](#)

Telephone: 416-968-1405

Fax: 416-968-6667

**Main Email for Inquiries and Registrations:**

[toronto@gvenglish.com](mailto:toronto@gvenglish.com)



[click map to open](#)

### Executive Management

#### **President**

Geneviève Bouchard – [gbouchard@gvenglish.com](mailto:gbouchard@gvenglish.com)

#### **Vice President and Director of Junior Programs**

Donna Daly – [ddaly@gvenglish.com](mailto:ddaly@gvenglish.com)

### School Operations

#### **Director of Programs**

Chris Pink – [cpink@gvenglish.com](mailto:cpink@gvenglish.com)

#### **Director of Accounting**

Glenn Anthony – [ganthony@gvenglish.com](mailto:ganthony@gvenglish.com)

#### **Assistant Director of Studies**

Sheila Terreau – [sterreau@gvenglish.com](mailto:sterreau@gvenglish.com)

### Registration

#### **Head Registrar**

Vesna Kuran-Barac – [vkuran-barac@gvenglish.com](mailto:vkuran-barac@gvenglish.com)

#### **Registrar and Korean Counselor**

Hye Ree Choi – [hchoi@gvenglish.com](mailto:hchoi@gvenglish.com)

### Accommodation

#### **Homestay Coordinator**

Eve Herman – [eherman@gvenglish.com](mailto:eherman@gvenglish.com)

#### **Homestay Registrar**

**Office** – [gvt-homestay@gvenglish.com](mailto:gvt-homestay@gvenglish.com)

### Administration

#### **Accountant**

Lesia Korkushko – [lorkushko@gvenglish.com](mailto:lorkushko@gvenglish.com)

#### **Customer Service Representative and Spanish Language Counselor**

Rosa Castro – [rcastro@gvenglish.com](mailto:rcastro@gvenglish.com)

#### **IT Manager**

Eric Miltenburg – [emiltenburg@gvenglish.com](mailto:emiltenburg@gvenglish.com)

#### **Activities Coordinator**

Elena Hinrichs – [ehinrichs@gvenglish.com](mailto:ehinrichs@gvenglish.com)

#### **Japanese Counselor**

Masa Saita – [msaita@gvenglish.com](mailto:msaita@gvenglish.com)

## Legal Status and Accreditations

- The Language Workshop is a privately owned company founded in 1979, incorporated in the province of Ontario and operating as Global Village Toronto
- Registered with Ministry of Advanced Education and Skills Development (MAESD) for the issuance of study permits by Immigration, Refugees and Citizenship Canada (IRCC). **DLI # O19517085782**
- Global Village is a member of:
  - Languages Canada (LC)
  - International Association of Language Centres (IALC)
  - The Association of Language Travel Organizations (ALTO)
  - University of Cambridge Local Examination Syndicate (UCLES) authorized Examination Centre



## Campus Location, Facilities and Statistics

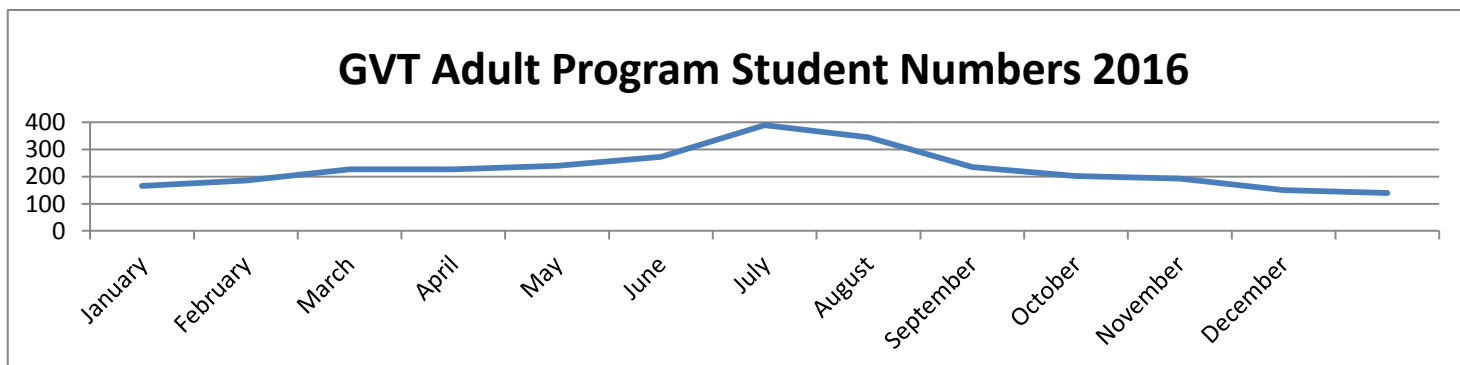
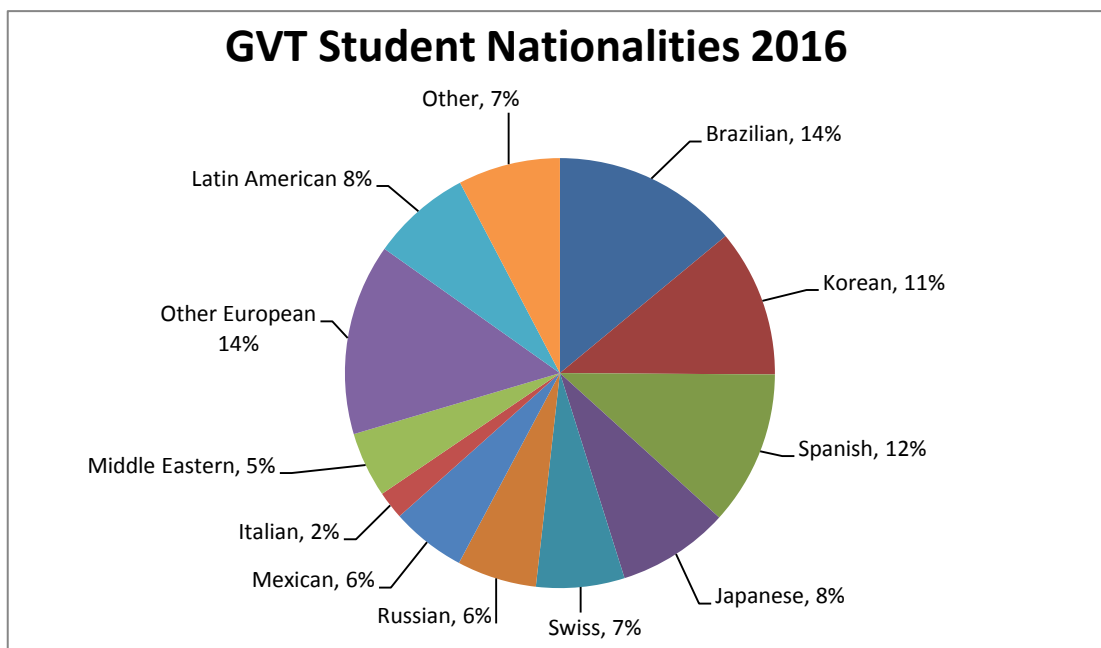
### School Location:

- Located in fashionable Yorkville area of Toronto
- Convenient: close to three subway stations (Bay, Museum, St. George)
- Across the street from the world famous Royal Ontario Museum (ROM) and the University of Toronto
- Steps away from some of the best shopping in Canada at designer boutiques and unique markets

### School Facilities ([click here for virtual campus tour](#))

- 27 air-conditioned classrooms\*\*
- 1 multi-media computer language lab (15 terminals)
- 1 mobile laptop lab (16 terminals)
- 24 microwaves, 2 student refrigerators, 2 dishwashing areas, filtered water and vending machines
- Free WiFi
- 1 student lounge with pool table
- 1 student lounge with ping pong table

*\*\*Classes may be held off-site during July and August*



## GV Toronto Programs

(Please click on a program name for more detailed information and pdf download from the gvenglish.com website)

\*Week 4 starts not recommended

Program	Lessons per week (50-minute lessons)	Length	Start Dates	Ages	Ability Level	Entrance Exam Required ?	Course content
<a href="#">General English: Standard (GEP20)</a>	20	1-52 weeks	Weekly Intake*	16+	Beginner to Advanced	No	Communicative grammar, Functional dialogue
<a href="#">General English: Intensive (GEP25)</a>	25	1-52 weeks	Weekly Intake*	16+	Beginner to Advanced	No	GEP20 + 1 Elective
<a href="#">General English: Super Intensive (GEP30)</a>	30	1-52 weeks	Weekly Intake*	16+	Beginner to Advanced	No	GEP20 + 2 Electives
General English: Part-Time (GEP10)	10	1-52 weeks	Weekly Intake*	16+	Beginner to Advanced	No	2 Electives
<a href="#">English for Academic Purposes (EAP)</a>	30	4-52 weeks	Every 4 weeks*	16+	Intermediate to Advanced <small>(Academic Electives start at GV5+)</small>	No / Yes for Pathway	GEP20 + 2 Academic Electives for college or university preparation
<a href="#">English for Business</a>	25	1-24 weeks	Weekly Intake*	16+	Low-Intermediate to Advanced	No, but available on request	GEP20 + 1 Business Elective: Business Ethics, Management and Corporate Culture, Customer Service, Marketing and Advertising
Full-Time Business English	25 or 30	1-4 weeks	Offered July 4-28. Weekly start dates*	18+	High-Intermediate to Advanced	Yes GV5+	Marketing and Advertising, Human Resources, Sales, Customer Service, Globalization, Telephone Skills, Business Writing, Presentation Skills
<a href="#">Cambridge FCE Preparation</a>	25 (30 in summer)	8, 9 or 12 weeks	Jan 9, Mar 13, Apr 10, Jun 26, Sep 5, Oct 2	16+	Intermediate	Yes GV5	All 5 skills: Reading and Use of English, Writing, Listening and Speaking
<a href="#">Cambridge CAE Preparation</a>	25 (30 in summer)	8, 9 or 12 weeks	Jan 9, Mar 13, Apr 10, Jun 26, Sep 5, Oct 2	16+	Upper Intermediate-Advanced	Yes GV7	All 5 skills: Reading and Use of English, Writing, Listening and Speaking
Cambridge CPE Preparation	25	8 or 12 weeks	Mar 13, Apr 10, Sep 5, Oct 2	16+	Upper Intermediate-Advanced	Yes GV8	All 5 skills: Reading and Use of English, Writing, Listening and Speaking
<a href="#">IELTS Preparation</a>	25	1-24 weeks	Weekly Intake*	16+	Intermediate, Advanced	Yes GV4+	All 4 skills: Listening, Reading, Writing, Speaking for General and Academic IELTS

Program	Lessons per week (50-minute lessons)	Length	Start Dates	Ages	Ability Level	Entrance Exam Required?	Course content
<a href="#">Teen Activity Program (TAP)</a>	15	1-8 weeks	Offered June 19 – Aug 25 Weekly Intake	12-17	Beginner to Advanced	No	Morning Classes with grammar and communication, Afternoon Activities and Weekend Excursions
<a href="#">Academic Teen Activity Program (ActAP)</a>	25	1-4 weeks	Offered July 4 – July 28 Weekly Intake	12-17	Beginner to Advanced	No	Morning Classes with grammar and communication, Afternoon Academic Electives (10 lessons), Activities and Weekend Excursions
<a href="#">Winter Activity Program</a>	20	1-4 weeks	weekly start dates in January	12+	Beginner to Advanced	No	Morning Classes with grammar and communication, Afternoon Winter Activities and Weekend Excursions
Customized Group Study Tour	any	any	year-round	10+	Beginner to Advanced	No	Completely customizable academic, accommodation and activity options. Focus on English for hospitality, medical, engineering, teaching, etc. Special group pricing for agent
Private Lessons and Support Package Upgrade	1-20	1-52 weeks	year-round	any	Beginner to Advanced	No	Customizable academic focus (i.e., IELTS Writing, Speaking for Business Meetings, Extra Cambridge Preparation, English for the Tourism Industry, Pronunciation, Job Interview Training)
English + Activity Add-Ons ( <a href="#">See full list on gvenglish.com</a> )	varies by Activity	varies by Activity	varies by Activity	varies by Activity	GV2+ (High Beginner) Recommended	No	English Training at GV + Sports Club or Professional Lessons – Learn new skills and make Canadian friends with the same hobby!



## Registration and Payment Process

### **Step 1:**

- a) Use the GV [Online Quote Page](#)  
OR
- b) Complete the [Registration Form PDF](#), save and email to: [toronto@gvenglish.com](mailto:toronto@gvenglish.com)

### **Step 2:**

Upon receipt of the registration, we will send you two invoices (GROSS and NET).  
A deposit of \$500 (\$150 registration fee and \$350 tuition) will be payable at this step.

### **Step 3:**

Upon receipt of the deposit, we will issue a Letter of Acceptance (LOA). Check [Canadian Immigration \(RCIC\) website](#) to see what kind of visa is needed. Indicate the Global Village Toronto Designated Learning Institution (DLI) Number: **O19517085782**.

### **Step 4:** (If Homestay Accommodations are requested)

Once the visa is received, pay 4 weeks of Homestay, the Homestay Placement Fee, and Airport Pick-up if requested. Upon receipt of this payment, the Homestay placement process will begin.

### **Step 5:**

The remaining balance is due on or before the student's start date at GVT

### **Step 6:**

Inform the student that when they arrive at school on the first day, they should bring their Letter of Acceptance, Passport and Proof of Health Insurance\*\*

*\*\*Health Insurance is mandatory for the duration of the student's studies; recommended coverage \$500,000. Students may use their own insurance, or purchase it from GVT for \$2/day.*

## Methods of Payment

Payments can be made by: Visa, MasterCard, cheque, money order, cash (in person), debit card (in person) or by wire transfer to the following account:

### **The Language Workshop Inc**

The Bank of Nova Scotia

19 Bloor Street West

Toronto, ON, M4W 1A3 Canada

US\$ Account Number: 91132-02434-18

CDN\$ Account Number: 91132-00413-19

Swift Code: NOSCCATT

## Information about Visiting Toronto

Toronto is a safe, interesting and exciting city with so much variety. It is the business capital and largest city in Canada with a population of over 4 million people. It is very easy to go anywhere in Toronto with its simple network of subway trains, busses and streetcars. Situated on the shores of Lake Ontario, Toronto offers beaches in summer and a downtown harbourfront with amazing views. There are many great activities, including sports, theatre, concerts, museums, restaurants from all parts of the world, excellent shopping and fun nightlife.

### Top Activities (prices listed are from June, 2017 and may be higher than indicated. For reference only.)

#### In School

- College Pathway Session (free)
- Resume Workshop (free)
- Ping Pong Tournament (free)
- Billiards Tournament (free)
- Lunch Trivia Challenge (free)
- Canadian Cooking (\$10)

#### In Toronto

- NBA Basketball Game (\$40-80)
- Kensington Market Picnic (free)
- Centre Island (\$8)
- CN Tower View (\$40)
- Royal Ontario Museum (\$20)
- Little Italy Tour (free)
- Canoeing on Lake Ontario (\$20)
- Outdoor Concert (free)

#### Trips

- Niagara Falls (\$55)
- Ottawa, Montreal and Quebec (\$269)
- New York City (\$389)
- Boston (\$349)
- Chicago (\$389)
- Algonquin Park Camping (\$230)
- Canada's Wonderland (\$60)
- Ski/Snowboard (\$99-129)

### What to Pack

#### For School

- Passport
- Letter of Acceptance
- Medical Insurance Info
- Pen
- Notebook/Paper

#### Electronics

- Phone and Charger
- Headphones
- Adapter
- Camera and Cord
- (Hair Dryer)

#### Toiletries

- Toothbrush
- Toothpaste
- Sunscreen
- Deodorant
- Soap and Shampoo
- Makeup
- Nail Clippers, Tweezers
- Razor + Shaving Cream
- (Tampons/Pads) (expensive in Canada)

#### Other

- International Student Card
- Umbrella
- Dictionary
- Photos of Home

#### Clothing (Summer)

- Shorts
- T-shirts
- Sundresses/Skirts
- Light long pants
- Hat
- Light jacket
- Sandals

#### Clothing (Winter)

- Jeans/Long Pants
- T-Shirts (for inside)
- Sweaters
- Winter Hat
- Mittens/Gloves
- Scarf
- Waterproof Boots

#### \$ Other Costs \$

Costs are current as of June, 2017 and may have changed. For reference only.

Transit Token, 1 ride: \$3.25  
Transit Pass, 1 month: \$147

Mobile Phone Plan with Data, 1 month: \$30-60

Take-out Lunch: \$8-15  
500mL Bottle of Water: \$2  
Loaf of Bread: \$2-4  
chicken, 1kg: \$10  
Rice, 1kg uncooked: \$10  
Milk, 1L: \$2.50

13% tax is added to all goods except groceries