INTRODUCTION

Mission Statement
We provide our students with the most dynamic language travel experience.

What makes GV Toronto unique?
• Friendly, fun, welcoming GV Toronto atmosphere
• Personal service from the experienced GV Toronto team
• Comprehensive and effective examination preparation programs
• Official Cambridge and IELTS Testing Centres
• GVT annual winter competition with fun and prizes!
• Trendy downtown location next to world-class shopping and dining, all steps from both subway lines

GV 360 Serious Learning, Serious Fun!
• Complete homestay and arrival details before you leave your home
• Individual entry interview to determine your level and needs
• Monthly 360° feedback interviews with your teacher
• In-house homestay support
• In-house Activity Coordinators who design and direct full activity calendars

School Address & Staff Information

Global Village Toronto
180 Bloor Street West, 2nd Floor
Toronto, Ontario (ON) M5S 2V6 Canada
Telephone: (416) 968-1405
Fax: (416) 968-6667
E-mail: toronto@gvenglish.com

Registration by e-mail:

Executive Management
President
Geneviève Bouchard – gbouchard@gvenglish.com

Vice President
Donna Daly - ddaly@gvenglish.com

School Operations
Director of Programs
Chris Pink - cpink@gvenglish.com

Assistant Director of Studies
Sabrina Russo - srusso@gvenglish.com

Registration
Head Registrar
Vesna Kuran-Barac – vkuran-barac@gvenglish.com

Registrar and Korean Counselor
Hye Ree Choi - hchoi@gvenglish.com

Accommodation
Homestay Coordinator
Eve Herman – eherman@gvenglish.com

Homestay Office – gvt-homestay@gvenglish.com

Administration
Customer Service Representative and Spanish Language Counselor
Rosa Castro – rcastro@gvenglish.com

Director of Accounting
Glenn Anthony – ganthony@gvenglish.com

Accounting Assistant
Shanda Andary – sandary@gvenglish.com

IT Manager
Eric Miltenburg – emiltenburg@gvenglish.com

Activities Manager:
Ella Germann – egermann@gvenglish.com

Japanese Counselor
Masa Saita - msaita@gvenglish.com
FEATyRES AND SERVICES

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

1. Quality English Courses
GV Toronto 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. Monthly surveys are conducted to ensure that quality is consistently high at all GV schools.

2. Choice of Programs
- General English
- IELTS Preparation
- Business English
- Private Lessons
- Cambridge English: First (FCE)
- Cambridge English: Advanced (CAE)
- Cambridge English: Proficiency (CPE)
- Cambridge Business English Certificate (BEC Vantage) Exam Preparation
- English for Academic Purposes (EAP)
- Teen Activity Program
- Study Tours
- English Plus Programs (Baking, Floral Design, Hockey, Golf, Tennis, Makeup, Dancing)

3. Professional Staff
All 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 that 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. For example, in 2014, Global Village Toronto hosted students from 55 different countries!

5. Choice of Locations
There are 5 Global Village schools, each with its own special ambience: schools are located in Canada and Hawaii. Students can register at more than one location and transfer between schools during their course of study.

6. Student Computer Facilities
GV schools are equipped with multi-media computer labs with special software to assist students in learning English.

7. Technology Access
Internet access is offered free 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 all schools for students who bring their own laptops or mobile devices.

8. Safe Accommodation
GV provides a full-service, high-quality homestay program with airport pick-up available upon request. All GV schools have rigorous quality-control procedures including home inspections and police checks for all host families. GV Homestay Counselors are available in-house to ensure student satisfaction. Residence, furnished apartment and hostel information is also available upon request.

9. Exciting Activities
At GV, we believe that activities are an important part of a student’s learning experience. Our Activity Coordinators organize a variety of exciting sport, social and cultural activities during the week. Day trips and weekend adventure excursions are also available with a minimum of 20 unique activities every month.

10. English Only Policy
In order to provide students with a complete English immersion experience, all GV schools follow a strict English Only Policy.

11. Communication
Agents can obtain up-to-date information on GV schools and register students through our agent website: www.gvagent.com
Be sure to also visit our public website: www.gvenglish.com
Established: 1979 (as The Language Workshop)

The City
Toronto, situated on the shore of Lake Ontario, has become the world’s first truly “global” city. With a diverse population of over 4 million, it is the largest city in Canada and offers students an unparalleled urban experience. Theatre, shopping, dining, professional sports including hockey, basketball and baseball, and a great nightlife are just a few of the activities in our great city!

Nearby Attractions
Toronto is only a two-hour drive from Niagara Falls, one of the world’s great natural wonders. Two hours north is Ontario’s beautiful lakes and cottage country. The cities of Montreal, Ottawa, New York and Chicago are all within a day’s drive. For further information on Toronto please visit: www.toronto.com

The Airport
Toronto International Airport is about 30 minutes’ drive from downtown and is connected by most major international airlines to Asia, Europe and Latin America.

The Weather
**Average Monthly Daytime Temperatures:**
- Jan. -1°C
- Feb. 0°C
- Mar. 5°C
- Apr. 11°C
- May 18°C
- June 24°C
- Jul. 27°C
- Aug. 25°C
- Sept. 21°C
- Oct. 14°C
- Nov. 8°C
- Dec. 2°C

School Area Description
Located in the fashionable Yorkville area, GV Toronto is across from the dramatic Royal Ontario Museum and the prestigious University of Toronto campus. Just steps away is some of the best shopping in Canada at the many designer boutiques and unique markets in the surrounding multicultural neighborhoods. The school is in a modern office building close to three subway stations, downtown, and many other amenities. After over 35 years as one of the most well established schools in Canada, GV Toronto continues to offer superb facilities, dynamic teachers and friendly staff to ensure each student’s English learning experience is rewarding and fun!

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

Instructors have use of various textbooks, mp3, CD and DVD players, projectors, video cameras, computers and computer software. Magazines and newspapers are available in the school for student use. Students may also send and receive faxes for a nominal fee. Washrooms are located on each floor of the school. There are food and drink machines in the school and there are many fast food restaurants nearby.

Legal Status
The Language Workshop is a privately owned company doing business as Global Village Toronto and is incorporated in Ontario and registered as a private school with the Ontario Ministry of Education. GV Toronto is an institution designated by the Ontario Ministry of Colleges and Universities (MTCU) for the issuance of study permits by Citizenship and Immigration Canada. (CIC): DLI # O19517085782

Member of:
- Languages Canada (LC)
- International Association of Language Centres (IALC)
- Federation of International Youth Travel Organizations (FIYTO)
- The Association of Language Travel Organizations (ALTO)
- Authorized Examination Centre for the University of Cambridge Local Examination Syndicate (UCLES)
Useful Information

Homestay distance: 45 minutes on average by bus and/or subway

Monthly transit pass: C$140 (price is approximate)

Prestigious and Convenient Location

Global Village Toronto

- located in fashionable Yorkville, near flagship retail stores, pubs, restaurants, the museum and university
- only 2-minute walk from three subway stations; on both main subway lines

To link to the location, click here: GV Toronto on Google Maps
2014 GV Toronto STUDENT STATISTICS

Global Village Toronto Student Numbers
All Adult Programs 2014

Average age: 24
Male to female ratio: 42:58
Students per class: maximum of 16, average 12
Average number of full-time equivalent teachers: 20

Europe: Albanian, Austrian, Belgian, Czech, French, German, Hungarian, Liechtenstein, Polish, Ukrainian, Montenegrin, Serbian

Latin America: Argentinian, Bolivian, Venezuelan, Colombian, Ecuadorian, Chilean, Peruvian, Panamanian, Costa Rican

Other: Angolan, Canadian, Philippine, Iranian, Iraqi, Eritrean, Chinese, Turkish, Indian, Vietnamese, Taiwanese, Ghanaian, Bangladeshi, Beninois, Guadeloupe, West Indian, Sri Lankan
STUDENT ORIENTATION

GV Teacher Qualifications

Global Village Toronto requires permanent teachers to have a university Bachelor’s degree and a Languages Canada-recognized TESL Certificate. 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 Toronto conducts a full day orientation on the first day of the session. Students should arrive at 8:30 in the morning and MUST bring the following:

- letter of acceptance
- passport
- medical insurance information.

Sample Orientation:

8:00  Students arrive
8:45  Begin level testing
9:15  Speaking interview and oral level assessment
10:30 Welcome speeches by Director and school Coordinators with review of school information
11:00 Activities and Toronto Orientation
11:30 Homestay Orientation
12:30 Neighbourhood Tour
12:45 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 lose their class seat or be dismissed.

3. Students are required to take all monthly tests, complete all homework and to actively participate in all classes.

4. The Registrar or Director of Programs/School Principal 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 or programs.

6. Students are not allowed to take a holiday without receiving permission from the Director or Programs. 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 monitor and maintain their own travel medical insurance and authorization to study in Canada (visa or study permit). Help obtaining these is offered by the school on request.

8. Students are expected to follow the statement of Student Rights and Responsibilities and Student Handbook (available on the GV Toronto website) and to abide by the following general Student Code of Conduct:

i) Respect staff and other students at all times.

ii) Obey all school rules, policies and local laws, not engage in discrimination or harassment of any kind.

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 on the first day. The written section takes about one hour to complete. The oral section is conducted with a teacher.

Students registering for Examination Programs and Business English are required to write the GV Entrance Examination prior to acceptance. Copies of the written examination are available on our websites.

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 and satisfy level requirements.

Students whose absence reaches 20% or more within one session will not progress to the next level, and will not receive a certificate for completion of that session. This does not include absences due to illness. A doctor’s note may be required to excuse more than three absences in a session.

Personalized instructor comments and test scores are given out to the student in the form of a progress report at the end of the session and the student will receive a one-on-one feedback meeting with their instructor for further guidance.

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

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

Progress Reports
Students receive a progress report each session which gives information on overall marks, exam marks, lateness, absenteeism, performance level and other general comments from instructors. Reports for GV Option Courses are also given.

Progress and Study Period
The GV level system is designed to be flexible for different learners. Students studying in the Intensive Program and with a natural affinity for language might advance to the next level after only four weeks of study. However, on average, students take about eight weeks per level. To accommodate individual differences, the GV curriculum is designed for students to study in the level for up to twelve weeks with no repetition of material.

Certificates
All students who successfully complete their Programs and meet the 80% attendance criteria are awarded an official certificate indicating length and program of study.

Start Dates – GV Toronto
GV Vancouver, GV Toronto, GV Calgary, GV Victoria & GV Hawaii:
General English, IELTS, Business English*: please see fee sheet page 5
* Students may start any other week pending level and course availability.

Cambridge preparation program:
please see fee sheet page 3

Teen Activity Program:
July 2 – Jul 26
July 29 – Aug 23
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 programs 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 one or two sessions (4-8 weeks) or an average of 8 weeks depending on their test results and attendance. All levels, however, have 3 months of curriculum.

**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, tapes, videos and word games
- 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.

**Multi-media Lab**

Computers allow students to study English at their own speed. Software includes: Grammar 3D, Pronunciation Power, Ellis (Pronunciation), Rhubarb, Supercloze, Double Up and Wida.

Daily Schedules

**Note:** All classes are in terms 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

**Monday-Thursday**

| 8:45-10:25 | Interactive Communication (Language Structures) |
| 10:40-12:20 | Interactive Communication (Functional dialogue) |
| 12:20-13:05 | Lunch |
| 13:05-14:10 | Choice of GV Options** (e.g. Etiquette and Corporate Culture) |
| 14:20-15:30 | Choice of GVOptions (e.g. University Lecture Skills) |

**Friday**

| 8:45-12:20 | Interactive Communication (Language Structures/ Functional Dialogue) |

Afternoons free

* Timetable may vary depending on course.
PROGRAMS

General English

<table>
<thead>
<tr>
<th>FREQUENCY:</th>
<th>Every 4 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENGTH:</td>
<td>1-52 weeks</td>
</tr>
<tr>
<td>MINIMUM AGE:</td>
<td>16</td>
</tr>
<tr>
<td>ABILITY LEVELS:</td>
<td>Beginner to Advanced</td>
</tr>
<tr>
<td>OFFERED AT:</td>
<td>All GV schools</td>
</tr>
<tr>
<td>REQUIREMENTS:</td>
<td>Entrance exam not required</td>
</tr>
</tbody>
</table>

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. Communicative Grammar: Practical use of grammar 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 practice English grammar while focusing on real-life situations.

2. Functional Dialogue: 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.

Choice of Lessons/Week

Vancouver, Toronto, Calgary, Victoria: 30, 25 or 20 lessons/week
Hawaii: 25, 20 or 16 lessons/week

GV Options

Language Skill focused Options: Survival English (GV 1), Speaking Out (conversation), Listening and Conversation, Slang, Idioms and Vocabulary, Debates and Public Speaking, Expressing Opinions through Current Events, Advanced Listening and Speaking, Reading and Vocabulary

Business English Options: Business Communication, Management + Corporate Culture, Customer Service

Interest course Options: Listening and Speaking: Drama and Role Play Writing + Speaking: Creative Writing, Listening + Speaking: Canadian Culture, Listening + Vocabulary: Music …and other options depending on demand and availability

Academic Options: English for Academic Purposes (EAP)

Private Lessons: One on one private lessons are available at the private lesson rate in either option 1, option 2 or both.

Business English

<table>
<thead>
<tr>
<th>FREQUENCY:</th>
<th>Every 4 weeks * (based on enrolment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENGTH:</td>
<td>2-12 weeks</td>
</tr>
<tr>
<td>MINIMUM AGE:</td>
<td>16</td>
</tr>
<tr>
<td>ABILITY LEVEL:</td>
<td>Intermediate</td>
</tr>
<tr>
<td>OFFERED AT:</td>
<td>All GV schools in Canada and Hawaii</td>
</tr>
<tr>
<td>REQUIREMENTS:</td>
<td>Entrance exam or 700 TOEIC/6.0 IELTS equivalent (GV6)</td>
</tr>
</tbody>
</table>

Business English in Canada and the USA

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 group discussions. Students may also focus on specific areas of interest such as: Travel and Tourism, Marketing and Advertising, Banking and Finance, Human Resources Management, Sales and Customer Service, Globalization and International Business, Business Etiquette, 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.

---

**Cambridge English: First Preparation (FCE)**

**NEW FOR UPDATED 2015 FCE EXAM**

FREQUENCY: 4 times per year

(please see GV Fee Sheet pg. 2 for course and exam dates)

LENGTH: 8, 10, 12 wks

MINIMUM AGE: 16

ENTRY LEVEL: Intermediate (GV 5)

OFFERED AT: All GV schools

REQUIREMENTS: Entrance exam

---

**Introduction**

This course leads to the Cambridge First Certificate in English (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 program where students receive a thorough preparation in the five skill areas tested in the examination:

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

---

**Cambridge English: Advanced Preparation (CAE)**

**NEW FOR UPDATED 2015 CAE EXAM**

FREQUENCY: 3 times per year

(please see GV Fee Sheet pg. 2 for course and exam dates)

LENGTH: 8, 10, 12 weeks

MINIMUM AGE: 16

ENTRY LEVEL: Upper Intermediate - Advanced (GV 7)

OFFERED AT: All GV schools

REQUIREMENTS: Entrance exam

* It is recommended that students have successfully completed the Cambridge First Certificate Examination prior to undertaking this course and examination.

---

**Introduction**

This course leads to the Cambridge Certificate of Advanced English (CAE). It is designed for students with a high level of proficiency in English who are already working in English or will be in the near future.

The course is designed to develop the students’ English skills to a highly competent level, so that their ability is almost comparable to that of a native speaker.
Course Content
This is a full-time program for students who are at the Advanced Level. Students receive a thorough preparation in the five skill areas tested in the examination:

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

Practice tests are given every week and mock examinations are held towards the end of the program. Official examinations are held on the final week of the program at all locations on dates set by Cambridge University.

Cambridge English: Proficiency Preparation (CPE)
UPDATED FOR 2014 CPE EXAM
FREQUENCY: 1 time per year
(please see GV Fee Sheet pg. 2 for course and exam dates)
LENGTH: 8, 12 weeks
MINIMUM AGE: 16
ENTRY LEVEL: Upper Intermediate - Advanced (GV 7)
OFFERED AT: Vancouver, Toronto
REQUIREMENTS: Entrance exam
* It is recommended that students have successfully completed the CAE prior to undertaking this course and examination.

Introduction
This course leads to the Cambridge Certificate of Advanced English (CAE). It is designed for students with a high level of proficiency in English who are already working in English or will be in the near future.

The course is designed to develop the students’ English skills to a highly competent level, so that their ability is almost comparable to that of a native speaker.

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 or the CAE and CPE exams. The support package includes the materials fee and 12 lessons of after-class tutorial support.

IELTS University Preparation
FREQUENCY: Every 2-4 weeks (based on enrollment)
LENGTH: 4-24 weeks
MINIMUM AGE: 16
ABILITY LEVELS: Intermediate, Advanced
OFFERED IN: Canada and Hawaii
REQUIREMENTS: Entrance exam

Introduction
This is a full-time preparation program for students preparing to write either the general or academic IELTS exam. IELTS results are accepted by immigration authorities and educational institutions around the world as proof of an applicant’s level of English.

This program is for students who would like to improve their TOEFL/IELTS score and who are interested in a college style class that will...
prepare them for further studies at college or university.

Students should complete the Entrance Examination prior to registering for the program. This examination is available on our website or by e-mail.

Students who have an official test score of 50 (TOEFL iBT) or 4.0 (IELTS) can be accepted into the program without writing the Entrance Exam.

**Course Content**

Students are prepared for the main components of the exam:

- Listening Comprehension
- Reading
- Writing letters, descriptions and academic essays
- Speaking

The course also covers test-writing strategies with frequent practice examinations. The program includes readings and seminar-style discussions with a focus on developing academic vocabulary and critical thinking skills. Thematic units are based on courses that students will encounter at college or university as well as subjects that are commonly tested in the IELTS examination.

**Teen Activity Program**

| LENGTH: | 1-8 weeks (Flexible length & offered based on enrollment) |
| AGE GROUP: | 12 – 17 in Canada |
| ABILITY LEVELS: | All levels |
| OFFERED AT: | All GV Schools |
| REQUIREMENTS: | Entrance exam not required |

**Introduction**

We invite students to experience the holiday of a lifetime! Stay with a local host family while studying English, exploring our cities and doing awesome activities with your classmates!

**Features**

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

**Study Tours**

**On Campus Programs**

GV Toronto 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. 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.

**Private Lessons**

| FREQUENCY: | Variable |
| LENGTH: | Variable |
| MINIMUM AGE: | 16 |
| ABILITY LEVEL: | All levels |
| OFFERED AT: | All GV schools |
| REQUIREMENTS: | None |
Course Description

Private English training is for students who are interested in a specific area of study. This program would also appeal to students who are interested in an accelerated program or who want one-on-one attention. Semi-private classes are also available based on demand.

Homestay and Accommodation

Homestay Features

We offer quality homestay services for students who want to experience local culture in a safe and secure environment.

Includes:
- Careful selection of families
- Computerized & personalized placement of students
- 2-3 meals/day
- Private room
- Laundry facilities
- Access to TV and telephone
- Professional counseling service
- Airport pick-up

Information for Homestay Students

Staying in a homestay will give students the opportunity to practice English outside of class, and also a chance to experience first-hand how another family lives. The host family will treat the student with respect and will 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 2-3 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 miss meals. The family will not be expected to prepare late 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**

Family will provide work numbers. The student may also contact school on the emergency phone. 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 must telephone the family or the school.

7. The student must phone the homestay emergency number 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.

9. The student will 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 leave or change their homestay family before contacting the Homestay Coordinator.

3. If problems arise between the student and host families, the Homestay Coordinator will attempt to provide mutually acceptable solutions 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.
**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 for GV Vancouver, GV Toronto, GV Calgary, & GV Victoria.

**Alternative Accommodation**

For the more independent student, we offer a roomstay option which allows students to live in a family’s home and arrange their own food. The family is not required to spend time with the student, just provide a comfortable room.

We offer a variety of other accommodation options for students, including residential, furnished apartments, hostels or hotels. Space may be limited.

**Transportation and Spending Money**

**City Transit**

The approximate cost of monthly transit passes for Toronto is:

<table>
<thead>
<tr>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toronto</td>
<td>CAD$ 140</td>
</tr>
</tbody>
</table>

**Spending Money**

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

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

**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 Homestay Office will make every effort to provide the best for the Student.

4) The Student should inform the Host Family and the Homestay 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 Homestay 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 Homestay 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 understands and agrees that cheques will be issued on the second Monday of each session. 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 Family will provide room and board according to the Student’s habits and traditions and as directed by the Homestay Office. This includes 2-3 healthy, adequate meals a day. Breakfast ranges from toast, or cereal or eggs on weekdays to bacon and eggs, pancakes on weekends. Lunch consists of a sandwich, fruit and a cold drink on school days and a hot meal on holidays. Dinner selections vary with each Host Family. 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.

2. The Family will provide basic furniture, which includes a bed, closet and desk or study table, chair and good lighting in the Student’s room. The room will not be shared without the consent of the Homestay Office.

3. The room that the Family has designated to the Homestay Office will be the room provided for the Student for the duration of the homestay period. If a change is necessary, the Homestay Office should be notified.

4. The Family will provide each Student with a key to the house.

5. The Family must speak English when the Student is present.

6. The Family will not require the Student to provide a damage deposit or telephone deposit. The Homestay Office is not responsible for long distance phone calls made by the Student or for any other expenses incurred during the Student stay.

7. The Family will maintain comprehensive liability insurance on their 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 Homestay Office does not assume any responsibilities for injuries suffered by the Student while in the Family’s care.

8. The Family will contact the Homestay Coordinator immediately if difficulties arise and work with the Coordinator towards resolving any issues, which may arise.

9. The Family will not require or request the Student to babysit or require the Student to do housework apart from keeping his/her own room and bathroom clean.

10. The Family will treat the Student with respect and tolerance and will not deal with the Student in an aggressive or abusive manner.

11. The Family will show the Student some local places of interest during the first couple of weeks and continue to include the Student in the Family’s activities for the duration of the Student’s stay.

12. The Family is expected to provide a welcoming and secure environment. If it is discovered that there are problems in the home, such as alcohol abuse, the Student will be removed. If improper physical advances towards a Student occur, the Student will be removed from the home and legal action taken if warranted. The Homestay Office has the right to move a student without the usual advance notice if the situation is unsatisfactory. If the Family does not meet the requirements or criteria of the Homestay Program or breach any of the terms and conditions contained in this Agreement, the Homestay Office will have the right to immediately terminate participation in the Program.

13. The Homestay Office will try to find the most appropriate Student placement, but cannot guarantee that all requirements will be met. The Homestay Office cannot guarantee that the Family will be provided with a Student each month.

14. The Family will not host two Students speaking the same language unless specifically requested to do so by the Homestay Office.

15. The Family will not host more than three international Students in the home at the same time.

16. If information in the homestay application form is incorrect The Homestay Office will
have the right to remove the Student and/or terminate this Agreement.

17. The Family agrees to meet the Student at the airport on arrival when airport pick up has been requested. If unable to attend personally, the Family must notify the Homestay Coordinator in advance and must make alternative arrangements for pick-up. If a member of the Homestay Office is required to perform this service, the Family will not be paid the pick up fee.

18. In the event that the Family is away from home during the Student stay, the Family will ensure that they will limit their absence to no more than three consecutive days, and also agrees to make arrangements for someone to perform the obligations under this Agreement during their absence.

19. Except as provided in paragraph 12, this Agreement may be terminated by The Homestay Office upon 30 days notice.

20. The Family understands and agrees that they will be paid on the first Wednesday of each session. No deposit will be required.

21. The Family agrees not to accept direct payment from the Student for homestay even if the Student no longer takes courses at the school.

22. The Family will refund the balance of the remuneration to the Homestay Office immediately if this Agreement is terminated by the Homestay Office.

23. The Family agrees to release and hold the Homestay Office harmless for any damages suffered or claimed 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. Students are bound by the same laws and statutes as local citizens. The Homestay Office 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.

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

---

**ACTIVITIES AND EVENTS**

**Cultural & Recreational Activities and Events**

Global Village 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 Activities/Events Coordinators organize 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.

**School Parties and Events**

Each school organizes regular parties and all-school events with a variety of themes throughout the year.

**Excursion Costs**

In Canada & the US prices vary from free to US$ 90.00 or CDN$ 100.00 (more for three-day weekend trips). See up-to-date calendars at www.gvenglish.com.

---

**FEES AND REFUND POLICIES**

**Refund Policy in Canada - GV Toronto**

A) The homestay placement fee and registration fee are non-refundable.

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, Homestay (except Homestay Placement Fees) and Registration Fee upon presentation of official visa rejection letter.

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.

2.3 Refunds on postponed stating dates are based on the original start dates (applies also to students transferring from one GV school to another.)

VISA INFORMATION

The following conditions must be met for overseas nationals who wish to study English in the following countries. Note: Students transferring from one school to another may have to revise their visa or apply for a new visa. Please check with the school.

Canada

Visitor Visa
Students 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

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 Visa 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. 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 Toronto should be sent to:
E-mail: toronto@gvenglish.com

Vesna Kuran-Barac, Registrar
Global Village Toronto
180 Bloor Street West, Suite 202
Toronto, ON M5S 2V6 Canada

Telephone: (416) 968-1405
Fax: (416) 968-6667

For payments to GV Toronto (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

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. School medical insurance is available on request.