

# ILSC JUNIOR CAMP PROGRAMS POLICIES

## ADMISSIONS POLICY

ILSC's Junior Programs have set start dates and lengths. Minimum age for Junior Programs varies depending on the program:

- For Junior Camps at ILSC Campuses, Junior Camps PM at ILSC Campuses and Junior Camp with Residence Accommodation option in Toronto, students must be between 13-17 years of age
- For Family Camps, children must be between 7 - 17 years of age (adult pricing applies for anyone 18 or older)
- For ILSC's Junior Camp at University of British Columbia, students must be between 10-17 years of age
- For ILSC's Junior Camp at McGill University, students must be between ages 8-17 years of age

## VISA

It is the parent/guardian's responsibility to contact their local embassy/consulate office in order to obtain any visa/entry documents required for visiting Canada

## POLICY ON DIGNITY AND RESPECT

Canadian and American Society recognize differences and diversity. This requires that all people be treated with dignity and respect. As one of the School's explicit goals is to keep developing a humanist, people-caring community, it is school policy to support these principles, and to maintain an environment free from all types of personal discrimination and harassment, or bullying.

All students are assigned to Student Advisors based on their nationality. Students are encouraged to speak with their Student Advisor if they feel unsafe in any way while studying at the school. Teachers are in daily contact with students, and are often the first to recognize if a student is experiencing personal challenges.

Teachers are encouraged to refer students to Program Directors or Student Advisors if they are expressing discontent. Teachers are expected to communicate to Program Directors in cases where students' behavior is viewed as inappropriate or unacceptable. In cases where counselling does not yield positive results, the student may be suspended from further study. In cases where behavior is extremely offensive or hurtful, the student may be dismissed from the school.

## ATTENDANCE

In order to get the maximum benefit from your study at ILSC, you are expected to attend class regularly and on time. You need to attend at least 80% of your classes each session, as part of the requirement to receive a credit for each course taken. You are required to speak with your counselor if you need permission for unavoidable or excessive absences.

## DISMISSAL POLICY

Students must keep good attendance and attend at least 80% of their classes. Students must speak only English/French when on school premises. If these expectations are not met, students will receive counseling. Then, after appropriate warnings, students will be expelled. Likewise, if a student's behavior is inappropriate by the school's standards, the above procedures will be followed.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period, and police will be summoned, as required:

- Sexual assault
- Physical assault or other violent acts committed on or off campus against any student
- Use of drugs or alcohol which is illegal for minors in Canada
- Verbal abuse or threats
- Vandalism of school property
- Theft

## ENGLISH/ FRENCH\* ONLY POLICY

In order to encourage the use of English/French, we have an English/French Only Policy in the school. This means that whenever you are in the school or participate in the class/school activities, you must speak English/French.

*\*French only applies in Montréal only*

## PAYMENT OF FEES

Non-refundable deposit of \$350 (CAD) for Canadian Junior Programs to cover the registration fee must be made at time of registration. The balance of the fee must be paid a minimum of 2 weeks prior to your first day at ILSC.

## CANCELLATION & REFUND POLICY CANADA

To receive a refund of any portion of program fees, you must give ILSC written notice that you intend to withdraw from the program in which you have enrolled. If your study permit or visa is denied, ILSC will retain the \$350 non-refundable deposit.

If you cancel in writing before your program starts, you will receive a refund of the following percentage of your program fees:

- Less than 7 days after your registration is submitted, and at least 30 days before the program start date: the greater of either 75% of the total fees due or total fees minus \$350
- 30 days or more before the program start date: 75% of the total fees due
- Less than 30 days before the program start date: 60% of the total fees due

If you cancel in writing or are dismissed from ILSC after your program starts, you will be refunded the following percentage of your program fees:

- Less than 10% of program completed: 50% of total fees
- 10-30% of program completed: 30% of total fees
- More than 30% of program completed: 0% (no refund)

If you are eligible for a refund under the conditions above, you will receive the refund within 30 days of ILSC receiving written notice of cancellation or ILSC's notice to you of dismissal.

*Note: Because they are less than 6-months in length, Junior Camps at ILSC-Vancouver do not need to be approved under BC's Private Training Act, and you may not file a claim against the fund with the trustee in respect of these programs.*

## COLLECTION OF PERSONAL INFORMATION & CONSENT ILSC-TORONTO

ILSC-Toronto is designated by the Ontario Ministry of Training, Colleges and Universities (the "Ministry") to host international students under Canada's new International Student Program.

As part of the designation and renewal processes under the International Student Program, the Ministry can conduct a site assessment at any time to verify the information in ILSC-Toronto's application with respect to its educational policies and procedures for all students. As part of any site assessment, the Ministry needs to review a representative sample of student records, such as student contracts, registration forms, records of enrollment, documents pertaining to academic assessment and progress, and other documents contained in the student file. This is to ensure that ILSC-Toronto has implemented educational policies and procedures for both its international and domestic students. As such, the Ministry may need to make copies of student records in order to complete the designation process, which requires student consent to access the personal information you have provided to the school.

ILSC-Toronto is also required to share enrollment information and reporting with Immigration, Refugees, and Citizenship Canada (IRCC) as a condition of being a designated institution approved under the International Student Program.

By signing the student contract listed on page 2 of this application form;

- You give consent to the Ministry to collect your personal information from your school and use it for the purposes outlined above; and
- You consent to share your attendance information with the IRCC for the purposes of the International Student Program.

The Ministry collects and uses this information under the authority of s. 38(2) of the Freedom of Information and Protection of Privacy Act and the Immigration and Refugee Protection Act (Canada) and its Regulations. Questions about the collection, use and disclosure of this information may be addressed to:

**Manager, Quality and Partnerships Unit**  
**Private Career Colleges Branch Ministry of Training, Colleges & Universities**  
77 Wellesley Street West P.O. Box 977, Toronto, Ontario M7A 1N3  
1-416-314-0500 or ISP.TCU@ontario.ca

## DISPUTE RESOLUTION POLICY

ILSC encourages its students to talk freely about their lives and experiences in the school. Comments about the school's program help everyone to learn and become better. Students should share any difficulties or challenges they are facing. The teachers, student counselors and school administrators are available to listen to and guide students. If a student has a difficulty with the school itself, which cannot be corrected through discussion, then the student can present his/her concern in writing to the school director, who will, in discussion and in writing, address and resolve the dispute.

If the dispute remains unresolved after bringing the dispute to the school director, ILSC students may file their complaint with the Private Training Institutions Branch (PTIB) of BC for Vancouver students; Languages Canada for Toronto or Montréal students.

# ILSC JUNIOR CAMP PROGRAMS STUDENT ACTIVITY RELEASE AND INDEMNITY

## PLEASE READ CAREFULLY

Please accept my application to participate in any or all activities provided by The ILSC Education Group Inc. (ILSC-Vancouver, ILSC-Toronto or ILSC-Montréal) LLC., hereinafter referred to as the (“School” which term includes all of its affiliated, related subsidiary and parent companies and predecessors and successors), as described in the school brochures or as may be offered from time to time, by the School, its employees, homestay families, West Trek tours, other third-party service providers, or representatives (“School Activities”).

For good and valuable consideration, the receipt and sufficiency of which is acknowledged, the undersigned student (or legal guardian if the student is unable to enter into binding agreements in the jurisdiction in which the School operates) hereby agrees as follows:

## PLEASE INITIAL EACH BOX

1. I confirm that my child is capable of participating safely in the full program and all activities unless I advise you otherwise in writing and I acknowledge that such participation involves risks and hazards incidental thereto all of which are assumed by me. I agree to be responsible for any extra expenses incurred by my child or by the School or its employees, homestay families, West Trek Tours Inc., or other third-party service providers or representatives and their respective officers, employees and agents.
2. I hereby waive, release and absolve and agree to indemnify and save harmless the School, its employees, homestay families, West Trek Tours Inc., or other third-party service providers or representatives and their respective officers, employees and agents from any and all liability on any basis, whether in contract, tort or otherwise, arising from my child's participation in their program, including damages of any kind and nature whatsoever, except such as results solely from its or their willful neglect or willful default.
3. Unless I have expressed in writing my choice to opt out, I acknowledge and accept that during the course of my study at ILSC or during school activities, I may be photographed, video taped or audio taped and I hereby grant ILSC unrestricted and non-expiring permission and all rights to use or license such media for any advertising or promotional purposes that ILSC may deem appropriate, and I waive any right to any royalties related to the use of the same.
4. The laws applicable in the Province of: British Columbia shall govern this Waiver if attending courses offered by ILSC-Vancouver; Ontario shall govern this Waiver if attending courses offered by ILSC-Toronto; Quebec shall govern this Waiver if attending courses offered by ILSC-Montréal LLC. I accept the exclusive jurisdiction of the courts of the Province in which I am attending School. If a portion of this Waiver shall be found to be wholly or partially invalid, this Waiver will be interpreted as if the invalid portion had not been a part of this Waiver.
5. This Waiver shall be effective and binding upon my heirs, next of kin, executors, administrators, families or representatives.
6. I understand that there are times during the course of the program when students will be transported off-campus on field trips to local parks, museums, etc. and I give permission for my child to attend these field trips and to ride, where necessary, in passenger vans, automobiles, buses etc. that are operated by licensed, third-party, transportation companies.
7. I agree and acknowledge that should I be refused entry at any border crossing, or should a school activity itinerary be necessarily altered or otherwise interrupted due to acts of a political or social nature, or due to a natural “Act of God”, neither the school nor its employees, homestay families, third-party service providers, nor representatives shall be held responsible for any additional costs or expenses which I may incur as a result of such occurrence.
8. In entering into this Waiver, I am not relying upon any oral or written statements made by the School or its employees, homestay families, West Trek Tours Inc., or other third-party service providers or representatives other than as written in this Waiver.
9. I have read and fully understand this Waiver and I am aware that by signing this I am waiving certain legal rights which I or my family, next of kin, executors, administrators, and assigns may have against the School or its employees, homestay families, West Trek Tours Inc., or other third-party service providers, or representatives.

\_\_\_\_\_  
Student name (print)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student number (if known)

\_\_\_\_\_  
Date (MM/DD/YY)

Location

- ILSC-Vancouver (includes Junior Camp at UBC)     ILSC-Toronto (includes Junior Camp at Chestnut residence)     ILSC-Montréal (includes Junior Camp at McGill)

\_\_\_\_\_  
Witness name (print)

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Parent/Guardian name (print)

\_\_\_\_\_  
Parent/Guardian signature

# ILSC JUNIOR CAMP PROGRAMS RULES AND CONSEQUENCES POLICY

## STUDENT INFORMATION

STUDENT NUMBER (ILSC USE ONLY)

Male  Female

First name

Middle name(s)

Last name

Birthdate (MM/DD/YY)

## RULES

The following rules are in place to ensure that everyone in our program is safe and treated with respect. Be safe, be neat and be kind.

- Participants must be respectful to fellow students, ILSC staff, ILSC Partners (including, but not limited to University staff and homestay families), as well as all other individuals you meet during your ILSC program.
- Bullying, fighting and harassment of any kind will not be tolerated. This includes physical play fighting.
- Participants must be on time for all classes, activities and field trips. Missing classes, activities or field trips without receiving written permission by the Junior Program Coordinator (homestay-based programs)/Center Manager (residential programs) is not allowed.
- Phones must not be used during class or activities.
- Please take care of all equipment and other people's things. Damage to school, city or personal property, as well as graffiti, will not be tolerated and may incur financial penalties to repair or replace damaged items. This applies at your homestay or in the residence, as well as during school activities, and while on school grounds.
- The use of bad language is not permitted.
- Smoking cigarettes and drinking alcohol is not allowed. Use or possession of illegal drugs is strictly not allowed and any students who breach this rule will be sent home and have their program cancelled.

## CONSEQUENCES

Please note that behavior that is against the law or puts our students and/or staff at risk may be escalated immediately to a higher stage. ILSC reserves the right to limit or deny participation in the program, or completely suspend a student from the program in these cases. In the case of any damage to property, financial penalties may also apply.

### STAGE 1

**Correction.** The participant is reminded of the rules and the importance of following them.

### STAGE 2

**Safe Place.** The participant is asked to "sit out" (no longer than 15 minutes) in order to cool off- and cool down.

### STAGE 3

**Communication with Agent/ Chaperone:** If a participant is a repeat offender or has committed what is determined by a staff member to be a more serious offense, this will be communicated directly with the Junior Program Coordinator/Center Manager. For less urgent offences, the Junior Program Coordinator/Center Manager will communicate with the Chaperone/Agent at the end of the day. More urgent or serious problems will be communicated to the Chaperone/Agent immediately by a phone call from the Junior Program Coordinator/Center Manager. During this communication, any previous consequences administered will be reviewed. At this time, we may ask the Chaperone/Agent to assist in communicating concerns with the parent/guardian directly.

### STAGE 4

**Suspension/Withdrawal.** Serious or continuing problems may result in suspension or immediate withdrawal of the student from the program. The Junior Program Coordinator/Center Manager will confer with the Junior Program Director regarding any suspension or withdrawal. No refund is provided for the suspension or withdrawal from a program.

By signing below, I confirm that I have read, understood and agree to the above rules and consequences:

Student Name (print)

Parent/ Guardian Name (print)

Student Signature

Parent/Guardian Signature:

Date (MM/DD/YY)

Date (MM/DD/YY)

# ILSC JUNIOR CAMP PROGRAMS

## AUTHORIZATION FOR THE SELF-ADMINISTRATION OF MEDICINE

### STUDENT INFORMATION

STUDENT NUMBER (ILSC USE ONLY)

Male  Female

First name

Middle name(s)

Last name

Birthdate (MM/DD/YY)

At our ILSC Junior Programs, we have a policy of self-administration with regards to any prescribed medication. This means that the child is to self-administer any prescribed medication required during their stay with us.

#### Does your child take any medication(s)?

Yes\*  No

\*If Yes, have the prescriber of the medication fill out the rest of this form.

Parent/ Guardian Name (Print):

Parent/Guardian Signature:

Date (MM/DD/YY)

### IF YOU ANSWERED YES:

Please have the prescriber of the medication complete the following information. Children will not be able to join the program until the form has been provided.

Medication Name:

Dosage:

Is this a Controlled Drug?:  Yes  No

Method of administration:

Time of Administration:

Medication Administration Start Date (MM/DD/YY):

Medication Administration Stop Date (MM/DD/YY):

Specific Instructions for Medication Administration:

Is this medication to be self-administered by the child?:  Yes  No

**If the child is currently prescribed a medication that will require assisted administration, please contact us immediately at [junior@ilsc.com](mailto:junior@ilsc.com).**

Potential side effects of Medication:

Plan of Management for Side Effects:

Prescriber's Name (Print)

Prescriber's Signature

Date (MM/DD/YY)

Phone Number

Address 1:

Address 2:

# ILSC JUNIOR CAMP PROGRAMS

## PARENTAL CONSENT FOR RELEASE FORM

FILE FOR LATER USE

### STUDENT INFORMATION

STUDENT NUMBER (ILSC USE ONLY)

Male  Female

First name

Middle name(s)

Last name

Birthdate (MM/DD/YY)

### RELEASE INFORMATION

Authorized Pick-up Person:

Relation of Pick-up Person to Student:

Telephone Number for Pick-up Person:

Date/Time of Pick-up:

Will this be an overnight stay?:  Yes  No

Date/Time of Return:

### STATEMENT OF RELEASE

I hereby authorize the above ILSC student to be placed under the supervision of the above pick-up person for the time stated in this form. I understand that ILSC will not release my child to any adult unless that adult is over the age of 21 and can present a valid photo identification at the time of pick-up. I also understand that overnight stays must be decided prior to the student's departure from campus, and that this decision cannot be changed after the student has left campus.

Parent/ Guardian Name (print)

Parent/Guardian Signature

Date (MM/DD/YY)

### TO BE COMPLETED AT DEPARTURE TIME

Date of Departure

Time of Departure

Pick-up Person Signature

ILSC Staff Signature

Date (MM/DD/YY)

### THIS FORM IS **NOT REQUIRED** AT THE TIME OF REGISTRATION

If you wish to authorize your child to leave the program with a friend or family member during their stay, complete this form and provide it to the Junior Program Coordinator/Center Manager at the ILSC Junior Camp your child is attending.

**This form must be received a minimum of 24 hours before the student intends on leaving the campus.**



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[WWW.ILSC.COM/JUNIOR](http://www.ilsc.com/junior)