

RESERVED FOR THE ADMINISTRATION		
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@ accepté	Agency	
Commentaires		

To fill up by the participant		
Student's full name		
Main e-mail:		Birthdate (DD/MM/YY):
Participant's main and complete residence address :		
Father's/tutor's name:		Father's birthdate (DD/MM/YY):
Mother's name:		Mother's birthdate (DD/MM/YY):

## CODE OF CONDUCT – STUDENT'S CONTRACT

In order to attain, as positively and as efficiently as possible, the objectives of the Immersion Program 'En français à Québec!' (hereafter named 'the Program'), I, \_\_\_\_\_ **(participant's name)** one of the participants, certify having carefully read the documents entitled 'Information Kit' and 'Code Of Conduct For The Participant of the Program 'En français à Québec!'. I understand that this code of conduct was elaborated for the well-being and the respect of everyone. I fully understand the meaning of the content and I therefore agree to abide by it and to respect each and every one of the stipulated policies.

I fully understand that if I do not conform to the Code Of Conduct For The Participant or if I fail to conform to the rules and laws in force, in my host province or, furthermore, if I put myself, or anyone else, in a dangerous or risky situation, physically or morally, I authorize the director of the Program or any other designated person in charge to notify my parents or my legal tutor, to meet with me and to impose the necessary sanction which could in turn lead to the expulsion from the Program.

I fully understand that if I am expelled from the Program, I will not be entitled to receiving the final diploma.

I fully understand that if I am expelled from the Program, I will have to assume all the transportation costs or any other costs necessary for my return home in the next 48 hours after my parents are informed about my expulsion (by phone or e-mail). Furthermore, I am committed to reimbursing all the costs related to the damage which I may have caused or could cause.

Participants signature :

Date:

I, the undersigned, parent of \_\_\_\_\_ **(participant's name)** certify having carefully read all of the 'Information Kit' and 'Code Of Conduct For The Participant of the Program 'En français à Québec!' from the Immersion Program 'En français à Québec!' and I certify having discussed it with the participant. I understand the importance of the document. I certify that my child will fully respect the Code Of Conduct For The Participant and all the rules and regulations established by the Program and I fully support the Collège Saint-Charles-Garnier in this matter. I acknowledge that any disregard to the Code Of Conduct For The Participant will result in sanctions which could lead to the expulsion from the Program. I accept to pay for and in the name of the participant, any amount of money that the participant will have refused or neglected to pay. I, the undersigned, mother/father/tutor of \_\_\_\_\_ **(participant's name)** certify that the information given by me or my child is true, correct and complete. I fully understand that if I have provided false information or not given important information about my son/daughter physical and mental health that could lead to the expulsion from the Program.

Parent or tutor's signature:

Date:

## PAYMENT TERMS AND POLICY

### Space Is Limited: Register Early!

Registrations are accepted on a first-come, first-served basis. Spaces for participants at the special rate activities are limited.

### Terms of payment

Payment for the registration fee and activities must be received in full upon online registration. The payment deadline for the program cost is May 15th 2018. This payment can be done by credit card only in two or more installments through the online internet site.

All due payments must be received in full before the start date of the program, no exception. If the payment is not be made to the College when due, the College reserves the rights to cancel the participants' registration and the optional activities/excursions already paid.

The payment of an activity implies that the participant has read the description of the activity and accepted the condition.

### Refund Policy before the program

The amount of the registration fee is not refundable and non-transferable. The program cost is 100% refundable only in the following cases:

- In the case that the participant's Canadian visa required for the program is rejected. A written proof must be sent to the Collège before May 15th.
- In the case the student cancels the participation to the program and we are informed before May 15th.
- In the case the College cannot accommodate a person and is forced to reject the student's participation to the program.

The activities are non-transferable, non-refundable, and non-exchangeable.

The activities cost is 100% refundable only in the following cases:

- In the case the student cancels the participation to the program and we are informed before May 15th.
- In the case the College cannot accommodate a person and is forced to reject the student's participation to the program.

### Refund policy for early departures

The amount of the registration fee is not refundable and non-transferable in any case.

1) If the student must leave the program because of an illness or a death in the family (medical proof is required), the following costs will be refunded:

- The unused fees related to educational services (maximum \$ 750/5 weeks);
- The \$ 60 CAD deposit for the protection of the institution against vandalism to its buildings on the campus.

Since we have contracts with our suppliers, all the other fees (accommodation, administration, social-cultural and sports activities, bus pass, fitness room, and to the pool) are not refundable.

2) If the student must leave the program for a reason other than illness or death in the family (for instance bad weather, inadequate activities...), the participant will not be refunded. In this case, the parents or tutor must fill up the student withdrawal form that will be sent to them after requesting it to: [international@collegegarnier.qc.ca](mailto:international@collegegarnier.qc.ca)

### 3) In case of expulsion

If a student is expelled from the program for not respecting the rules, there will be no reimbursement. In case of expulsion, the parents recognise that the management of the Program has the right and is responsible for acting in the common interest of both parties but not only in the interest of the family. The parents cannot take any legal actions in order to obtain some kind of reimbursement for their child's 2-way ticket (for coming to Canada or/and for returning home) or for their child's stay. No final diploma will be issued in case of expulsion. The student will have a maximum of 48 hours to return to their country or leave Quebec after the final decision is made.

### Procedure

All payments made by credit card are refunded to the same credit card used to make the payment.

Refund can be made by check or wire transfer only if it was the payment method used in first place.

Requests for refunds must be sent by email to: [international@collegegarnier.qc.ca](mailto:international@collegegarnier.qc.ca)

### Activity cancellation

Please note that activities might change.

The College reserves the right to cancel any activity because of low registration or events beyond the College's control. In the unlikely event of cancellation, registrants will be notified and receive a refund. The activities held outdoors will take place despite the weather, unless extreme weather conditions prohibit it.

Please note that some activities require a signed waiver or a bus pass/ticket.

Students registering to the activities demanding a signed waiver could be denied to participate, if they don't present the original waiver required. In this case, the activity is not refundable. If the participant does not show up for the paid activity, it cannot be reimbursed.

Please note that the registration and the payment of all due cost does not confirm the student's participation in our program. We reserve the right to refuse the participation of a student anytime. In case of refusal, the college will share the reasons with the interested people and they will be refunded accordingly.

I understand and accept the general terms and payment policy

### PLEASE FILL UP THIS FORM AND SEND IT ALLONG WITH:

- ✓ 2 clear color pictures of the student
- ✓ Medical certificate if any severe allergies or health problems
- ✓ Signed waiver if registered to the [Ste-Anne's Canyon](#), [trampoline park](#) or [hebertism](#) activity.

### SEND IT BY MAIL (PRIORITY) OR EMAIL TO:

[international@collegegarnier.qc.ca](mailto:international@collegegarnier.qc.ca)

OR

Garnier international – En français à Québec  
1150, Boulevard René-Lévesque Ouest  
Québec (Québec) G1S 1V7 Canada