

English Language Experience Program Student Handbook



Table of Contents

1. English Language Experience Program Description.....	3
2. Learning Objectives.....	3
3. Common Work Positions.....	3
4. Program Options.....	3
5. Program Structure.....	4
6. English Language Entrance Requirements for ELEP 100.....	4
7. English Language Requirements for General Language Practicum/Work term.....	4
8. Intake Day	5
9. Tuition Fee Info and Work Fees	5
1) Tuition Fees	5
2) Work Fees	5
10. ELEP Policy	5
1) ELEP Student Agreement	5
2) Study Permit/Work Permit/Medical Insurance	5
3) ELEP Orientation	5
4) General KGIC policies	5
5) Core English Courses: Academic Component I (ELEP 100)	5
6) Work Preparation (ELEP 200) : Workshops	6
7) Social Insurance Number (please see appendix III).....	6
8) ELEP General Language Practicum/Work Term.....	7
9) ELEP Work reports and ELEP student evaluation.....	7
10) Personal vacations.....	7
11) Graduation Essay.....	7
12) Refund Policy for ELEP	7
11. ELEP Administrative Procedure (How to work with the ELEP Coordinator/Admissions)	7
12. Work Term Start Date and End Date.....	9
13. Interview Tips and General Advice.....	10
14. What to Expect from the ELEP General Language Practicum/Work term.....	10
1) Employment Standards Act; Health and Safety Standards of Canada.....	10
2) Dispute Resolution Policy; Provincial Employee Standards Act.....	11
15. How to Behave During ELEP the General Language Practicum/Work Term.. ..	11
16. Finishing the ELEP General Language Practicum/Work Term.....	11
17. Reports and Evaluations.....	12
18. Finishing the ELEP Program Early.....	12
19. Graduating ELEP Program	13
20. KGIC Non-compliance procedures for the ELEP program.....	13

Appendices

Appendix I: ELEP Student Agreement – General	14
Appendix II: ELEP Progress Checklist	16
Appendix III: Social Insurance Number (SIN)	17
Appendix IV: Income Tax (Canada Pension Plan / Employment Insurance Premiums)	17

1. English Language Experience Program Description

The **English Language Experience Program** is an integrated program that consists of academic studies and a general language practicum or work component so that school and work together can provide a balanced learning environment. Core English courses (English skill development) in this program are designed for students to enhance their general English speaking and written communication skills and to gain specific knowledge and language skills for diverse work environments. Please refer to the courses listed in the fee information. The available courses may vary based on campuses.

2. Learning Objectives

- Enhance general English speaking and written communication skills
- Learn English through an interactive approach and student centered classroom learning environment
- Various study options for core English courses offered at KGIC
- Gain active job search skills and interview skills through workshops
- Learn resume and cover letter writing, job search, and interview skills
- Apply English language skills in real work environment in Canada
- Expand general and business vocabulary
- Listen and absorb casual English spoken by Canadians
- Observe Canadians at work (what they do, how they do it)
- Offer personal skills and experience to an organization that needs help
- Leave Canada with good references and a clearer career path
- Gain valuable experience that will help you get a job in your country

3. Common Work Positions

The work position depends largely on professional skills, experience, students' levels of English and Canadian labour market. **ELEP work positions are temporary, and most commonly paid positions and in the sales or service sector.** Most positions are unskilled or entry level. Students may work anywhere within Canada unless otherwise restricted by their work permit (positions are normally in the greater area surrounding the KGIC campus you attend for classes – greater Vancouver, Greater Victoria, Greater Toronto, Greater Halifax). Students find their own work placements – KGIC does not provide jobs for students.

- Server / Hostess / Bus person
- Clerk
- Office assistant
- Sandwich maker
- Cook / Kitchen helper
- Sales associate
- Customer Service Representative
- Data Entry
- Cashier

4. Program Options

Program	Academic Component	General Language Practicum	Total Duration
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6M ELEP	14 Weeks	Up to 12 Weeks (348 Hours)	26 Weeks
8M ELEP	18 Weeks	Up to 16 Weeks (464 Hours)	34 Weeks
12M ELEP	26 Weeks	Up to 24 Weeks (696 Hours)	50 Weeks
18 M ELEP	38 Weeks	Up to 36 W(1044 Hours)	74 Weeks

Note: Academic Component includes:

- Core English Courses
- Work Preparation Workshops (Mandatory workshops)
- Graduation Essay Course (Topic related to work experience)

5. Program Structure

Course Name	Duration				Details
	6Months	8Months	12Months	18Months	
Core English Courses (ELEP 100)	12 weeks	16 weeks	24 weeks	36 weeks	Various KGIC courses : 29 hours/week (average)
Work Preparation (ELEP 200)	1 week After-Class Or after ELEP 100	1 week After-Class Or after ELEP 100	1 week After-Class Or after ELEP 100	1 week After-Class Or after ELEP 100	<u>Mandatory 5 Workshops</u> 1. Resumes 2. Cover Letters 3. Job Search Skills 4. Interview Skills 5. Canadian Culture at Work
General Language Practicum (ELEP 300)	From 4 th Month (Up to 12 weeks)	From 5 th Month (Up to 16 weeks)	From 7 th Month (Up to 24 weeks)	From 10 th Month (Up to 36 weeks)	Complete monthly reports and submit to the ELEP coordinator.
Graduation Essay (ELEP 400)	1 week	1 week	1 week	1 week	Essay topic research, resources, and reference/Progress review sessions, focusing on language and content /Editing and correcting of initial drafts

6. English Language Entrance Requirements and Criteria for Admission for ELEP 100:

No English language proficiency required for entrance

Requirements for work portion: successful completion of academic component, adherence to KGIC attendance policies, attendance in all 5 workshops, SIN card.

7. English Language Requirements and Criteria for Admission for General Language Practicum/Work term:

The work industry and level of the position for ELEP students will vary depending on their English language proficiency and individual skills. **It is important to note that the predominant language spoken at the workplace should be English.** See below for further admission requirements under 'policy'.

8. Intake Day: First Monday of each month

9. Fees

- 1) Tuition: ELEP tuition is subject to change without notice. Please refer to KGIC Fee Information and marketing materials.
- 2) Work: The work fee covers pre-employment workshops and support, monitoring and support of students during employment, and post-employment evaluation.

10. ELEP Policy (Student Obligations)

NOTE: KGIC ELEP Students are NOT eligible for their work term (ELEP 300) should they fail to comply with any ELEP policies below.

1) ELEP Student Agreement (Please see Appendix I)

Students must read and sign the *ELEP Student Agreement* before coming to Canada.

2) Study Permit/Work Permit/Medical Insurance

- Students must have a valid passport, study permit, work permit and medical insurance to complete the ELEP program. It is possible for students to apply for a work permit with a valid study permit in Canada. ELEP students need to make sure that they have a valid study permit to cover their study and work duration.
- ***It is the student's responsibility to obtain the necessary immigration documents for the program. KGIC does not guarantee the issuance of a study permit or a work permit. Immigration documents are issued by Citizenship and Immigration Canada (CIC) based on the discretionary decision of an immigration officer.***
- ***If students have not received their work permit prior to the beginning of the program, they must submit all documents for work permit application to CIC within the first month of the program.***
- There is no fee required for a work permit application for the ELEP general language practicum.
- If the study permit does not cover the student's entire study duration, he or she must extend the study permit with an application fee of \$125 (payable to CIC) when they apply for a work permit.
- The work permit may have conditions on the employment location, work hours and start date and end date of the work component. KGIC is not responsible for any conditions imposed on the work permit issued by CIC to ELEP students. Students may apply for the condition change of the employment location if they wish.

3) ELEP Orientation

Students must attend an ELEP orientation offered by the ELEP coordinator.

4) General KGIC policies

Students must follow KGIC's attendance and punctuality policy, break/vacation policy, dismissal policy, and English only policy. If you do not attend a minimum of 80% of your classes at KGIC and do not pass your ESL or SP classes, Canada Immigration will be contacted and your work permit will be terminated. Attendance records are

maintained and written warnings are issued by the school. Attendance and punctuality rules are as follows:

Late Arrival	Less than 10 minutes late = 1 day late. 10 minutes or more late = 1 absence
1 Absence	Verbal Warning
3 Absences or 6 lates	1-week in-school suspension and assignment(s), possible loss of diploma, as well as ELEP General Language Practicum/Work Term privileges
4 Absences	Expulsion (refund according to KGIC guidelines)

5) Core English Courses: Academic Component I (ELEP 100)

- Students are supposed to finish the Core English Courses (ELEP 100) as follows:
6M ELEP: by the 3rd month / 8M ELEP: by the 4th month / 12M ELEP: by the 6th month / 18 M ELEP: by the 9th month.
However, students are allowed to study until the deadlines as indicated below* should they take SP courses under ELEP 100. In this case, the duration of their work term may be automatically shortened by the amount of time extended to their study.
* 6M ELEP by the 4th month/8M ELEP: by the 5th month/12M: by the 7th month/18M: by the 10th month.
- No practicum component is allowed to be registered to fulfill ELEP 100. The English core courses must be ONLY academic instruction classes.
- An additional material fee will be charged to any KGIC SP course registration in addition to the initial material fee (check with counselor for details).
- **The ELEP students are not allowed to work during the in-class sessions.**
- **ESL certificates and any specialized program certificates or diplomas earned (if taken) will not be given to students when the academic component is finished. Once the general language practicum work term is complete and the ELEP coordinator receives all documents and information from the student, along with the completed graduation essay, the student will receive both their ESL and ELEP certificates.**

6) Work Preparation (ELEP 200) : Workshops

Students must attend all 5 of the work preparation workshops and complete all assignments (such as resume and cover letter) before work term starts.

7) Social Insurance Number (Please see Appendix III)

Students must apply for a Social Insurance Number (SIN) at the nearest HRSDC (Service Canada) office immediately after receiving their work permit so that they can pay taxes to the Canada Customs and Revenue Agency. **You cannot legally work in Canada without a SIN card.**

8) ELEP General Language Practicum (ELEP 300)

- Work component may include an additional preparation period (1 - 2 weeks or more) in addition to the 5 workshops. The duration for this extra preparation is based on the ELEP student's English proficiency.
- **After having a job interview, students must contact the ELEP coordinator to follow-up. Once they are selected for a work position, they must inform the ELEP coordinator immediately by completing the practicum information form, which includes information**

such as the name of the company, the supervisor's name, email address and a contact phone number to the ELEP coordinator. See the full form for all details.

- The coordinator confirms the ELEP student's work placement and ensures that the position is right for a KGIC general language practicum. The coordinator also confirms their work permit details with the employer.
- **During the work term, the student is still enrolled full-time at KGIC. Students must be in touch with the ELEP Coordinator at all times while they are working at their job and until they complete and graduate from the program. If at any time there is a change of phone number, e-mail or status as a KGIC student, they must inform the ELEP coordinator immediately.**
- **If the host company where the student works does not provide sufficient work hours to the student, or uphold workplace employment standards or health and safety regulations, or does not meet the learning objectives of the KGIC ELEP program by providing an English speaking work environment, or fires the student without cause, or lays off the student, or encourages the student to violate the terms of their work permit, by changing the nature of the general language practicum significantly, the student must notify the ELEP coordinator immediately to arrange for a counseling session. Review of campus job boards for finding an alternate position is also recommended.**
- **Students are not allowed to work more than the maximum number of hours/weeks as outlined below.**

Description	6M ELEP	8M ELEP	12M ELEP	18M ELEP
Maximum # of weeks for entire general language practicum/ work component	12	16	24	36
Maximum # of hours per week if students want to work for the entire work duration	29	29	29	29
Maximum # of hours for entire work component	348	464	696	1044

- Students are not permitted to extend their general language practicum/work term. They are responsible to complete the whole program within the set duration indicated in the Letter of Acceptance.
- Students may graduate earlier than their anticipated program end date if they choose to work no more than 60% of the work component. Once an ELEP certificate has been issued, KGIC will notify CIC that the students are no longer associated with the KGIC ELEP program.

9) ELEP Work Reports and ELEP Student Evaluation

Students must submit ELEP work reports to the ELEP coordinator one time per month. Failure to submit work reports may result in the dismissal of the student and the cancellation of the work permit.

10) Personal vacations

No personal vacation can be scheduled during general language practicum/work terms.

11) Graduation Essay

Upon completing the general language practicum/work term component, ELEP students must return to campus for one week to finish the final academic component. This essay should show that the student's English has improved throughout ELEP and students will receive a pass or fail grade.

- 12) Refund Policy for ELEP: The refund will be based on our general refund policy (calculated based on the in-class portion). Please refer to the latest KGIC fee information sheet on our website for our school refund policy, should it apply.

11. ELEP Administrative Procedure (How to work with the ELEP Coordinator/Admissions)

Time Frame	Student	KGIC	Documents To be Used
Prior to Entering the ELEP program at KGIC			
Step 1	Apply for ELEP	Admissions send invoices with the ELEP Student Agreement to the student	<ul style="list-style-type: none"> • KGIC Orientation Package invoices • ELEP Student Agreement
Step 2	Send signed ELEP Student Agreement to KGIC	Admissions issue a LOA	<ul style="list-style-type: none"> • ELEP Student Agreement • LOA
Step 3	Come to KGIC with study permit and / or work permit. Students receive a notice about ELEP orientation day.	Meet ELEP Coordinator on the first day at the school orientation.	<ul style="list-style-type: none"> • Passport • S/P, W/P • Medical Insurance
Academic Component I : Core English Courses			
Within the 1st week of the program	1. Attend ELEP orientation 2. Receive ELEP Orientation Package: *** ELEP Handbook, ELEP Progress Checklist, Workshop Schedule, ELEP Student Agreement, W/P Application Checklist, and CIC W/P Application Form	1. ELEP Coordinator conducts the ELEP Orientation 2. ELEP Coordinator creates ELEP student files. 3. ELEP Coordinator posts ELEP Progress Checklist on the left inside the folder. 4. Fill in the information and tick off the items students have.	<ul style="list-style-type: none"> • Passport • S/P, W/P • Medical Insurance • ELEP Orientation Package*** • ELEP Progress Checklist • ELEP Tracking List
Before beginning Work	1. Fulfill the study term with in-class sessions (a general language practicum <u>does not</u> count towards to the academic component) 2. Attend all mandatory 5 Workshops 3. Prepare resume and cover letter 4. Receive W/P and provide copy to ELEP coordinator 5. Apply SIN card after receiving W/P	1. ELEP Coordinator makes sure that students have completed all required components to be eligible for the work, hold a valid W/P, medical insurance and SIN number.	<ul style="list-style-type: none"> • ELEP Progress Checklist • ELEP Tracking List
General Language Practicum			

<p>Within the second week of the work term start date</p> <p>If a job is found by the student, they must complete the general language practicum information sheet about their work place and forward it to the ELEP Coordinator for approval before beginning work.</p>	<p>1. Be ready for interviews by preparing resume and cover letter, interview skills and professional manners.</p>		<ul style="list-style-type: none"> • Resume • Cover Letter • Interview Schedules • ELEP Progress Checklist • ELEP Tracking List
	<p>2. Job searching period may vary depending on the students' English proficiency and individual skills and strength.</p>	<p>2. There may be additional work preparation with ELEP Coordinator if required.</p>	
<p>During General Language Practicum</p>			
<p>By the last week of the first month</p>	<p>Students need to submit the first work report</p>	<p>ELEP Coordinator sends work report template to the students</p>	<ul style="list-style-type: none"> • ELEP Work Report • ELEP Progress Checklist • ELEP Tracking List
<p>By the end date of the work term</p>	<p>Students need to submit monthly work report in the last week of each month.</p>		<ul style="list-style-type: none"> • ELEP Work Report • ELEP Student Evaluation Form • ELEP Tracking List
<p>Academic Component II : Graduation Essay</p>			
<p>In the last week of the program</p>	<p>Submit Graduation Essay</p>	<ol style="list-style-type: none"> 1. ELEP Coordinator marks graduation essay. 2. ELEP coordinator completes the ELEP Progress Checklist to ensure all requirements have been met for graduation. 3. Admissions prepare ELEP Certificate and / or any other certificate or diploma. 	<ul style="list-style-type: none"> • ELEP Progress Checklist • ELEP Certificate • ELEP Tracking List

12. General Language Practicum/Work Term Start Date and End Date

- 1) Start Date of General Language Practicum – often called 'Work Term'

- The work term begins after ELEP 100/ELEP 200.
 - The start date of the work term is initially fixed. (It is stated in our CIC LOA from KGIC database). However, the actual work start date may vary. It will depend on how quickly they are able to secure an work position; students who perform a thorough, focused job search tend to be the most successful.
- Important: Students cannot begin their work portion before their core academic studies have been completed and the ELEP Coordinator has approved their work placement.**
- Students must follow the break and vacation policies set out by King George International College. **There will be NO extensions to program end dates.**

2) End Date of Work Term

Students are required to complete their work term by the set end date (one week before the end date of the ELEP program) to allow time to complete the graduation essay. The end date of the ELEP is stated in the Letter of Acceptance issued to students from KGIC.

Please note: It is illegal for you to work in Canada without a valid work permit.

13. Interview Tips and General Advice

- Some interviews may be formal, others may be more casual.
- Students must wear proper attire, conduct background research on the company, and show up on time and ready to impress the hiring manager. It is helpful to know the requirements of the specific position.
- Some companies have higher demands, some have less. Students need to show their strengths in an interview.
- Students may be competing against other KGIC students or against Canadians for a work position
- Provincial non-profit mutual accident and disability insurance agency will educate and consult with employers and workers on workplace health and safety issues.
- **Students are required to have valid medical insurance throughout the work placement.**
- **If students are unhappy during their work, KGIC will support and do its best to help them solve their problems.**
- **If students believe that they are the victim of abusive or discriminatory behaviour, or of sexual harassment, they must contact the school immediately. In this case, we may ask that the students provide us with a detailed, written account of their experience.**
- **Quitting work is strongly discouraged. If a student decides that they must leave their position, they must give two weeks of notice to their supervisor and they must inform the ELEP coordinator of their decision and the reason for quitting.**

14. What to Expect from an ELEP General Language Practicum/ Work Term

Students can expect to meet Canadians, learn new skills, and have fun in an English speaking work environment! However, it is important for students to adjust their expectations to match the reality that awaits them at work.

- Students are expected to do the tasks they are given during their work
- Students do not normally get to choose their tasks; tasks will be assigned to them
- Students may be working with confidential or sensitive material. Organizations may ask students to sign a confidentiality agreement. Read this agreement carefully and follow it.
- Students are expected to behave in a professional manner at all times. It is also expected that students will behave in a friendly and positive way in the workplace.

All workplaces where students work must abide by the employment standards act and health and safety standards of Canada. For more information please refer to the following websites:

BritishColumbia:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96113_01

<http://www2.worksafebc.com/publications/ohsregulation/home.asp>

Ontario:

<http://www.labour.gov.on.ca/english/es/pubs/guide/>

<http://www.labour.gov.on.ca/english/hs/>

Nova Scotia:

<http://www.gov.ns.ca/just/regulations/regs/ohsgensf.htm>

<http://www.gov.ns.ca/lae/employmentrights/>

Dispute Resolution Policy

KGIC is committed to the fair and equitable treatment of all students. In the event of a dispute please follow these steps.

1. The student must express the details of the dispute in writing.
2. A director or program coordinator will review the student's complaint.
3. The director or program coordinator will try to resolve the dispute with the student within 10 days of the formal complaint.
4. If a consensus is reached, the director or program coordinator shall provide a written record of the decision.
5. If a consensus cannot be reached, the student has the right to seek third party arbitration.
6. The decision of the arbitrator will be final and will be provided to both parties in writing.

If you need more information about your rights as a Canadian employee in your province of employment, please refer to the information from the Provincial Employee Standards Acts at the following links:

BC:

<http://www.labour.gov.bc.ca/esb/>

Ontario:

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00e41_e.htm

Nova Scotia:

<http://novascotia.ca/lae/employmentrights/>

15. How to Behave During the ELEP General Language Practicum/Work Term

Act professionally and Dress professionally

This means dress pants and dress shirts. Students need to be conservative in their color and style choices. Jeans, caps, sneakers and flashy jewelry are not professional attire.

Students should conduct themselves in a professional manner at all times. Some work positions may allow less formal attire, or may require a specific uniform, color or style of dress. Students need to be sure they understand the requirements of the work place.

Be punctual

If students cannot make it on time, or will be absent for any unforeseen reason, they should call the organization as soon as they can. It is their responsibility to manage their schedule and organize their time. Students must be accountable. Showing up on time for your work shift is extremely important. In most work environments, an unexcused absence is grounds for dismissal. They must make sure to verify permission for an absence *before* they take a day away from work.

Be flexible

Students should use any opportunity to learn and help. They need to be open to sudden changes. Whatever organization students end up with, they will learn from the experience. They are to be open to completing whatever tasks are handed to them.

Be cheerful

The people students work with may be under a lot of pressure. They are going out of their way to accommodate work students. Students need to maintain a positive attitude. Students are required to offer their services with a smile. If an organization is unable to keep them busy with job-specific tasks, they should ask if there is any other project they can help out with.

Holidays

Working students need to follow the holidays of the work company while they are working, not KGIC school holidays. In many service jobs, businesses stay open and require employees to work on statutory holidays and weekends. Days off for valid reasons must be organized with the student's immediate supervisor. If students wish to take an extra day off from work, they must request this from their supervisor well in advance. In Canada, this is at least two weeks.

16. **Finishing ELEP General Language Practicum**

The work students need to leave their work area neat and tidy. If the students have developed a good relationship with their supervisor, they can ask for a reference letter. ELEP students must contact the ELEP Coordinator and return to KGIC to complete the final academic component (ELEP 400 graduation essay) during their last week.

17. **Reports and Evaluations**

Students will be required to submit monthly ELEP work reports to the ELEP coordinator. The work report template will be sent to the students; if the students change jobs, they must send new information with a new work report for that position.

Final student evaluation: is done by ELEP Coordinator when they give a passing or failing grade to the graduation essay submitted by the student.

It is possible to 'fail' the general language practicum/work term. Failure to complete the required documents, including work reports, failure to perform sufficiently in the workplace, dismissal from the workplace, and loss of contact with the ELEP coordinator are all grounds for work failure. If a student is dismissed from the workplace, the ELEP department is under no obligation to find a new job for the student. Updated job boards on each KGIC campus may help you find a replacement job.

18. **Finishing the ELEP program early**

If you do not want to complete the ELEP program and want to go home:

You must inform your ELEP Coordinator of your decision to quit the program and sign the KGIC document saying you are giving up your work permit, and you must remove the work permit from your passport and give it to the ELEP Coordinator. The information will be kept in your file and CIC will be informed. Collect any certificates you have earned from ESL or specialized programs before you go.

19. **Graduating ELEP program**

Provided the students have completed all academic courses and assignments, stayed in regular contact with the ELEP coordinator, completed all necessary general language practicum/work component papers, passed a minimum of 60% of the work component and finished a graduation essay, the ELEP certificate and any other certificates and diplomas you have earned will be granted!

20. **KGIC Non-compliance procedures for the ELEP program:**

Please be aware of the following non-compliance procedures before signing the student agreement:

- a) If you do not attend a minimum of 80% of your classes during the school portion of the program, you cannot proceed to the general language practicum/work term portion of the program.
- b) If you work more than the maximum number of hours outlined in your program length, KGIC will report it to CIC and your work permit will be removed and you will be unable to work or complete the program.
- c) If you quit the program, either the school portion or the job you have during the general language practicum/work term portion, you will not receive a certificate from KGIC.
- d) If you are fired from your job, and you cannot find another replacement job, we will report the violation of your work permit to CIC.
- e) If you do not do the monthly work reports to stay in touch with your ELEP coordinator while working, you will receive warnings as follows:
 1. Written warning.
 2. We will notify your boss you are in violation of your work permit conditions.
 3. You will not receive ELEP certification and we will report the violation of your work permit conditions to CIC.

Appendix I: ELEP Student Agreement – General

ELEP Student Agreement

1. English Language Experience Program (ELEP) students must have a valid study permit, work permit and passport to complete the ELEP program. ELEP students must have a valid study permit in order to apply for a work permit. It is the student's responsibility to obtain the necessary immigration documents for the program. It is possible for students to apply for a work permit with the valid study permit in Canada.
2. If the study permit does not cover the student's entire study duration, he or she must extend the study permit with an application fee of \$125 when they apply for a work permit. If a student does not need to extend their study permit, there is no fee for the work permit application.
3. **The ELEP students who have not received a work permit from an embassy must apply for the work permit during the first month of the school program in Canada.** Once received, the work permit may have conditions on the employment location, work hours and start date and end date of the work component. KGIC is not responsible for any conditions imposed on the work permit issued by CIC to ELEP students. Students may apply to CIC for the condition change of the employment location if they wish.
4. Students must attend an orientation offered by the ELEP coordinator within the 1st week of the program.
5. **KGIC does not guarantee the issuance of a work permit. Work permits for general language practicum/work experience programs are issued by CIC (Citizenship and Immigration Canada) based on the discretionary decision of an immigration officer. The reasons for a work permit rejection can vary and depend largely on the individual applicant's situation. Some factors considered by an officer that could lead to a refusal include the following: financial status of the applicant; career background; education background; possible intention to stay in Canada beyond the validity of the visa; family situation; criminal record; potential negative impact on employment opportunities for Canadians; other negative effects on Canada.**
6. Students must have a work permit to receive remuneration for the work performed.
7. If the work experience host organization ceases operations, KGIC is not responsible for students' wages.
8. If a student is fired, or quits for any other reason than harassment or obvious danger, KGIC will not be held responsible and students must obtain another position on their own. If the student is fired for not completing work duties no certificate will be issued.
9. **Students must complete the entire academic term of their Core English Courses, Work Preparation (5 workshops) and submit all assignments such as resume and cover letter in order to begin their general language practicum/work term (Please see Addendum #1). The work hours must not be more than 50% of the total duration of the hours of the program and must be authorized by KGIC and considered relevant to the ELEP program mandate. The ELEP students are not allowed to work during the study duration (Please see Addendum #2). Work term may include an additional preparation period in addition to the 5 workshops. The duration of this extra preparation is based on the ELEP student's English proficiency. Students are not permitted to extend their general language practicum/work term length.**
 10. **The student's progress at work will be supervised by the companies and monitored by KGIC, as the student must submit monthly work reports to the ELEP coordinator. Failure to submit work reports may result in student dismissal and cancellation of work permit. During the work term, the student is still enrolled full-time at KGIC. The student must inform the ELEP coordinator as soon as possible if he or she chooses to change the work company and fill out the necessary reports to have the ELEP Coordinator approve the work placement before work at the new job begins.**

11. **ELEP students must complete all academic courses, 5 workshops and assignments, a minimum of 60% of the work component, and the graduation essay in order to receive an ELEP certificate. ESL certificates will not be given to students when the academic component is finished. Once the work term is complete and the ELEP coordinator receives all documents and information from the student, the student will receive both their ESL and ELEP certificates. Students may graduate earlier than their anticipated program end date if they choose to work no more than 60% of the work component. Once an ELEP certificate has been issued, KGIC will notify CIC that the students are no longer associated with the KGIC ELEP program.**
12. ELEP students who have paid general language practicum/work term jobs must pay taxes to the Canada Customs and Revenue Agency. For taxation purposes, they must apply for a Social Insurance Number (SIN) at the nearest HRSDC office immediately after receiving their work permit.
13. **KGIC does not guarantee job placement. Students will receive continual support and assistance, but the student is responsible for finding and securing employment.**
14. Students enrolled at KGIC must be in possession of Medical Insurance while they are in Canada as a temporary resident.
15. Refund Policy for ELEP programs: The refund will be based on our general refund policy. (Calculated based on the in-class portion)

Addendum #1: Core English Courses: Academic Component I (ELEP 100)

- Students must complete the Core English Courses (ELEP 100) by:
6M ELEP: 4th month / 8M ELEP: 5th month / 12M ELEP: 7th month / 18 M ELEP: 10th month
- **Students must register ONLY non- KGIBC courses under ELEP 100. (applicable to only Toronto campus)**
- No practicum component is allowed to be registered to fulfill ELEP 100. The English core courses must be ONLY academic instruction classes.
- An additional material fee will be charged to any KGIC SP course registration in addition to the initial material fee (check with counselor for details).
- The ELEP students are not allowed to work during the in-class sessions.

Addendum #2: Duration and Work Hours for ELEP Work

Students are not allowed to work more than the maximum number of hours/weeks as follows.

<i>Description</i>	6M ELEP	8M ELEP	12M ELEP	18M ELEP
<i>Maximum # of weeks for entire work component</i>	12	16	24	36
<i>Maximum # of hours per week if students want to work for the entire work duration</i>	29	29	29	29
<i>Maximum # of hours for entire work component</i>	348	464	696	1044

- Students are not permitted to extend their general language practicum/work term. They are responsible to complete the whole program within the set duration. The end date of the program is stated in the Letter of Acceptance.
- No personal vacation can be scheduled during work.

I have read, and understood the above student agreement.

Student's Name: _____ Date: _____

Appendix II: ELEP Progress Checklist

ELEP Progress Checklist

Orientation Date				
Student Name				
Date of Birth				
E-mail address				
TEL				
Program Duration	6M	8M	12 M	18M
ELEP Start Date/ End Date	This is indicated on LOA:			
ELEP Student Agreement	Yes		No	
Study Permit	Start Date:		Expiry Date:	
Work Permit	Start Date:		Expiry Date:	
SIN Card	Yes		No	

ELEP 100	Core English Courses	Start Date	End Date
ELEP 200	Work Preparation (5 Workshops)	Date	Initial
	Resumes		
	Cover Letters		
	Job Searching Skills		
	Interview Skills		
	Canadian Culture at Work		
	• Resume		
	• Cover Letter		
• Interview Schedule			
ELEP 300	General Language Practicum	Start Date	End Date
	• Work Reports	1/ 2/ 3/ 4/ 5/ 6/ 7/ 8/ 9	
	• Mid-term Student Evaluation		
	• Final Student Evaluation		
• Total Hours of Work			
ELEP 400	Graduation Essay	Pass	Fail

Appendix III: Social Insurance Number (SIN)

<p>Vancouver Robson Campus:</p> <p>Sinclair Centre, Suite 415 757 Hastings Street West</p> <p>Hours of Service: Monday: 8:00 am to 5:00 pm Tuesday – Friday: 8:30 to 4:00 pm</p>	<p>Surrey Campus:</p> <p>7404 King George Highway</p> <p>Hours of Service: Monday to Friday: 8:30 am to 4:00 pm</p>
<p>Toronto Campus: (3 locations)</p> <ul style="list-style-type: none"> • 25 St. Clair Avenue East, 1st Floor • Dufferin Mall 900 Dufferin Street, Suite 0001 • Lawrence Square Mall 700 Lawrence Avenue West (at Allen Rd) <p>Hours of Service: Monday to Friday: 8:30 am to 4:00 pm</p>	<p>Victoria Campus:</p> <p>595 Pandora Avenue</p> <p>Hours of Service: Monday to Friday: 8:30 am to 4:00 pm</p> <p>Halifax Campus: Mumford Towers, Tower 2, Floor Mall 7001 Mumford Road</p> <p>Hours of Service: Monday to Friday 8:30am to 4:00pm</p>

Students must apply for a Social Insurance Number (SIN) at the nearest Service Canada office for tax purposes. Your employer will probably ask for this number as soon as you start working. Please refer to the following link: <http://www.servicecanada.gc.ca/eforms/forms/nas-2120-%2809-12%29e.pdf>

You will need to print out the form, fill it in correctly, and take it – along with your passport (your study permit/work permit) – to the HRSDC office below.

Appendix IV: Income Tax (Canada Pension Plan / Employment Insurance Premiums)

Employers will require ELEP students to complete a TD1 form for income tax purposes. The employer can provide a more detailed explanation of the TD1 form when the student starts the work term. Employers are required to deduct income tax, Canada Pension (CPP), and Employment Insurance (EI) premiums from employees.