

Lakehead

U N I V E R S I T Y

INTERNATIONAL

Lakehead University ELP Student Contract

In order to successfully complete the English Language Program (ELP), you must agree to follow certain rules. These rules ensure the integrity of the program and help you develop the work habits, discipline and commitment necessary to succeed in your future university program. Please read through your contract carefully. Once you sign, you have committed to the conditions outlined in this contract.

I agree to:

1. Follow Lakehead University's ELP "**English Only**" policy.
2. Follow Lakehead University's ELP **Attendance Policy**.
3. Complete all assignments and to choose a different topic for every assignment.
4. Not read or use any websites in my own language during class time.
5. Not use my cell phone during class.
6. Follow the Activity and Events policy.
7. Use and follow the Lakehead University's **ELP Student Handbook** found at www.Lakeheadu.ca/academics/other-programs/english-language

I, _____, understand that failure to follow the above rules and expectations may result in disciplinary measures. These include the possibility of being removed from the program, or attending the program for additional weeks.

Signature: _____

Date: _____

Lakehead

UNIVERSITY

INTERNATIONAL

English Language Program (ELP)
STUDENT HANDBOOK

Lakehead

UNIVERSITY

INTERNATIONAL

English Language Program Lakehead University International

Student Services

Student ID Cards

The Lakehead University Photo ID Card (the "Card") is the official means of identification at Lakehead University for administrative, security, and academic purposes. The University requires all students, faculty, and staff to have an official, valid University Photo ID Card on their persons when on campus. Your receipt and continued possession and use of the Card mean that you agree without qualification to all the "**Terms and Conditions for Possession and Use of the Lakehead University Photo ID Card**" accessible on this web page. As a member of the university community, the Photo ID card will be your key to services such as the Library, recreation facilities, exams, eating, and meal plans. Getting your LU Photo ID card is easy. Find out how to get your Photo ID card. <http://library.lakeheadu.ca/?pg=931>

Admission and Registration

Authorization to Study in Canada

It is your responsibility to ensure you have the appropriate authorization from Citizenship and Immigration Canada for the entire period of your study in Canada. Staff members at Lakehead University International will be pleased to help you if you need guidance.

Offer of Admission

Accepting Lakehead University's ELP Offer of Admission confirms that you also accept the terms and conditions stated on the Lakehead University's ELP Application Contract and that you agree to follow the rules and regulations in this Handbook.

Lakehead

UNIVERSITY

INTERNATIONAL

Refunds

Cancellation request received by:	Amount refunded:
A week before the program begins	Application fee & Deposit withheld
The Friday of first week of the program	50% Tuition
After first week of the program	No refunds are available

Exceptions

- 1. Temporary Resident Visa/Study Permit Denials:**
100 % Refund (Excluding \$140 Application fee) -
All tuition and fees are refundable only for students whose study permit application has been denied. If this happens to you, Lakehead University International will refund when you send proof that your study permit application has been denied. Proof **MUST** be received by the first day of the program or your tuition and fees will be forfeited.
- 2. Successful completion of external exam (TOEFL, IELTS, etc.):**
100 % Refund (Excluding \$140 Application fee)
- For students who are conditionally admitted to Lakehead University and meet the English Proficiency Requirements in advance of 7 calendar days before the program begins, the ELP tuition and all related fees will be transferred to their tuition for Lakehead University academic programs.
- 3. A result of scores on the placement test:**
100 % Refund (Excluding \$140 Application fee and \$140 Placement test fee) -
For students who are conditionally admitted to Lakehead University and meet the English Proficiency Requirements as a result of Lakehead University ELP placement tests, the ELP tuition and all related fees will be transferred to their tuition for Lakehead University academic programs.
- 4. Withdrawal/Termination due to change of mind:**
Partial Refund: (\$140 Placement test fee)
- After the ELP deposit is made, students who change their mind and decide not to come to the ELP will be refunded the \$140 placement test fee and any tuition except the \$1,000 deposit and \$140 application fee.
- 5. No show: 0%**
- If students do not attend the first week of the program, and do not

Lakehead

UNIVERSITY

INTERNATIONAL

provide any notice, there will be no refund available.

6. **Dismissal for violation of student code of conduct: 0%**

- In the case of such dismissal a refund will not be available for the current program and a dismissed students will not be allowed to register for future sessions of the English Language Program.

In all other circumstances, students **MUST** submit the Cancellation and Refund request form to Lakehead University International.

Refund Process

Lakehead University International will issue refunds to the initial payee. Lakehead University International **MUST** receive the Cancellation and Refund request form and all necessary documentation within 30 days of the initial cancellation notification. Incomplete forms will NOT be processed.

Regulations

Good Standing

You are in “good standing” at Lakehead University’s ELP when you

- a) Follow your program of studies diligently
- b) Maintain a positive attitude toward your work
- c) Follow the attendance policy
- d) Complete your assigned work on time
- e) Follow the English-only policy
- f) Work to the best of your ability
- g) Pass your class level each term
- h) Observe school regulations, policies, and procedures
- i) Maintain respectful and supportive working relationships with your classmates, teachers, and school staff

Lakehead

UNIVERSITY

INTERNATIONAL

Cell Phones

You may use your cell phone in all common areas of the school, but cell phones must be turned off in the classroom. Lakehead University's ELP policy is always in effect on school premises, even when you are using your cell phone.

Textbooks

You must purchase textbooks for your morning and afternoon classes within three days of the start of your first class at each level.

Complaints

All complaints will be dealt with at the lowest possible level. They will be resolved with reference to written Lakehead University ELP policies, academic regulations, student agreements, or host family rules.

Academic matters should first be brought to the appropriate teacher. If the teacher cannot resolve the matter, it should be brought to the main office. The main office will, if necessary, discuss the issue with the Director. The main office will:

- a) Discuss the matter with the student's teacher
- b) Determine a corrective course of action

Science Without Borders (SWB) students should bring any non-academic concerns directly to the SWB Coordinator, Lilliana Lopez; all other students can speak to the ELP Manager, Rain Watson-Bain.

Excessive Behaviour

If you are on your own for the first time and tempted to do things that you normally would not do in your own country (for example: gamble, drink excessively, skip school, talk back to your teachers, go to bed very late, not go home until the very early hours of the morning, and the like), our advice is DON'T. Excessive behavior is a serious matter. If Lakehead University's ELP or your host family

Lakehead

UNIVERSITY

INTERNATIONAL

becomes aware of such excessive behaviours you will receive a written warning of misconduct and you may be placed on probation, suspended, or permanently dismissed from Lakehead University.

Aggressive Behaviour

Lakehead University's ELP is a learning community based on respect, courtesy, and hospitality. Verbal and physical forms of aggressive or abusive behaviour are strictly forbidden. If someone cannot do what you want or holds a view that is different than yours, show respect, listen to what they have to say, and try to understand. Force is never a correct option. If a teacher or member of the ELP staff tells you that your words or actions are aggressive, consider it to be a verbal warning.

Notice of Misconduct

You will receive a verbal warning if you do not follow school rules or are in danger of losing your "good standing". A verbal warning is a sign that you are 'slipping' and must improve your performance or behaviour.

For your second violation of a rule, you will receive a written warning and may be placed on probation or suspended for a specified period. Decisions concerning academic probation and suspension rest with the Director. If you are suspended, missed classes count as absences.

Notification of Others

In the event of any infraction involving written notice, probation, suspension, or permanent dismissal, the Director may send reports to others as may be appropriate to the situation:

- a) If you are a minor, your parents and homestay guardian will also be notified either by telephone, email, or conventional mail,
- b) If your tuition is being paid by a sponsor, Lakehead University's ELP will notify your sponsors.
- c) If you come to Lakehead University's ELP through an agent, the ELP will notify the agent if the Director deems it appropriate, or
- d) If you are in Canada on a visitor's or study visa, the ELP will notify the appropriate governmental authorities (e.g. the student's embassy, the office of the Canadian Immigration, etc.).

Lakehead

UNIVERSITY

INTERNATIONAL

Academic Program

Course Requirements

You will receive a complete list of all graded assignments and tests from each of your instructors by the Monday of the 3rd week of each term. It is your responsibility to ensure you have a copy of this list.

Evaluation

You will receive a percentage grade for your performance in every course for which you are registered. The grading scheme is based on learning objectives of the course. All course marks contribute to your overall grade.

Core Class	70%	Attendance & Participation – 10% In-class evaluation – 15% Midterm Exam – 25% Final Exam – 50%
Afternoon Class	30%	Speaking & Listening Unit – 10% Writing Unit – 10% University Prep Unit – 10% (10% of <u>each unit's</u> total grade is for participation & attendance)
OVERALL GRADE	100%	

Passing Your Level

To move from one level to the next, you must pass your morning Core Class with a minimum of **75%**. Your Overall Mark from all your courses must be **70%**. You must also be in good standing with the Attendance Policy to pass your level.

Lakehead

UNIVERSITY

INTERNATIONAL

Certificates

You will receive a *Certificate of Achievement* for each level you successfully complete. This indicates you have fulfilled the attendance and academic requirement of the level.

Academic Policies

English Only

English must be used **at all times** at Lakehead University's ELP. In class, if you speak a language other than English, you may be asked to leave. This will affect your attendance. If you continue to speak a language other than English in future classes, you may have to meet with the ELP Manager (or the SWB Coordinator) and/or the Director and further action may need to be taken. Your sponsor may be contacted, and in extreme cases, you may be asked to leave the program.

Required Attendance

Learning a language requires your active participation. Class attendance is required. Regardless of reason, if you are not in class you will be marked absent. If you are absent for **more than 10%** of your course hours for **unexcused** reasons, you may not be permitted to pass your level. If you are absent **more than 20%** of your course hours, **regardless of reason**, you may not be permitted to pass your level.

Excused Absences

If you need to miss a class for a valid reason it is possible that it may be excused. Inquire at the main office *in advance* if possible. If you are ill you must call the main office as soon as you know you will not be able to make it to class. In order for an absence to be considered excused, valid documentation must be produced to support your reason for being away. It is at the discretion of the main office and/or the Director to determine if an absence will be excused.

Lakehead

UNIVERSITY

INTERNATIONAL

Late Arrivals

Late arrivals disrupt classes. If you are more than 15-minutes late, it will be documented as an absence. You will be not allowed in the classroom until after the break.

Leaving Classes

Leaving a class once it has begun is impolite and disrupts the class. If your teacher gives you a break and you don't return at the designated time you will be marked as absent.

Activity and Event Attendance

Activities allow students to experience Canadian culture and are an invaluable part of our program. Students are required to attend **8 activities** or events during each semester. If you attend less than 8, each missed activity will count as an absence in your attendance record. Activities and events are posted on [Facebook.com/LakeheadUniversityELP](https://www.facebook.com/LakeheadUniversityELP).

Missed Tests and Exams

You can make up missed tests and exams only for serious illness or exceptional circumstances beyond your control. You must present a doctor's note or other reliable documentation to the main office to reschedule your test or exam. As a courtesy, also please notify the ELP office by telephone to report your illness.

Academic Honesty

Honesty is an important standard of personal behaviour and is central to a person's character and reputation. All members of Lakehead University's ELP are responsible for maintaining Lakehead University's character and reputation.

Lakehead

UNIVERSITY

INTERNATIONAL

Teachers practice academic honesty by minimizing opportunities for cheating in their courses, confronting students suspected of dishonesty in a way that respects their privacy, and assigning grades fairly on the basis of evidence of the student's work.

Students practice academic honesty by using their own thoughts and materials in writing papers and taking tests.

The following are commonly regarded as not being honest student practices, and not allowed. There are many others.

- Copying from others or allowing others to copy from you
- Using unauthorized materials, prepared answers, or concealed notes during a test
- Giving information about a test to a student who has not yet taken the same test
- Sharing answers for a take-home test or assignment unless specifically authorized by the teacher
- Taking an exam for another student or having another student take an exam for you
- Stealing or attempting to steal an exam or answer key from the instructor
- Tampering with a test after it has been corrected, then asking the teacher for credit
- Offering another person's work as their own, including a tutor or friend
- Intentionally disrupting the educational process in any manner
- Allowing others to research and write an assignment (including purchasing an assignment from a commercial term-paper company)

Plagiarism

Plagiarism is a common form of intellectual dishonesty. It involves using the work of another without giving that person appropriate credit. Plagiarism takes two main forms:

- Taking someone else's ideas, words, images or other work and calling it your own
- Using someone else's ideas, words, images, or others creative work – even in small parts, without referencing their source.

Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole or in part), in one's own words, and for information that is not common knowledge. You will learn how to do this in class.

Lakehead

UNIVERSITY

INTERNATIONAL

Cultural Awareness

Living in a New Culture

For many students, coming to Canada involves a major change in lifestyle and making adjustments to a new language, new food, a new climate, and new cultural values. It means interacting with new people and trying new things. For some this will be difficult. You will have to manage your time, your work, and your recreation carefully as you move toward your academic goals.

Observing Regulations

Canadians see themselves as dedicated to peace, order, and good government. To achieve these important social and political objectives, they observe regulations and follow procedures more willingly than most. Perhaps this is one reason why most Canadians are kind and gentle people.

Being on Time

Time is very valuable in the lives of most Canadians. In a fast-moving society, everything seems to compete for a person's time, so time is precious. To succeed in Canada, you must manage your time wisely. Important activities always start on time. You will show respect by being on time. You will give added importance to an activity by being a few minutes early. Your classes and all your program activities are important, so always be on time (or a few minutes early).

Dating in Canada

If you are the same age or close to the same age as someone you are dating, it is fine. Canada has child abuse laws and if you are over the age of 19 and have an intimate relationship with someone under the age of 16, it is illegal and you are breaking the law. This can have severe legal consequences.

Driving in Canada

In Canada you must have a provincial driver's license to drive. Most people can use their own country's driver's license for the first 3 months only. After 3 months an "international driving license"

Lakehead

UNIVERSITY

INTERNATIONAL

issued in your country can be used for 3 more months. This is a special license, not your regular license. After 6 months you cannot drive without a Canadian license.

Alcohol Consumption in Canada

The age of majority varies by province. In Ontario, the legal age to consume alcohol is 19 years old. It is illegal to purchase or provide alcohol for anyone under the age of 19. It is also illegal to consume alcohol in public places, such as streets or parks.