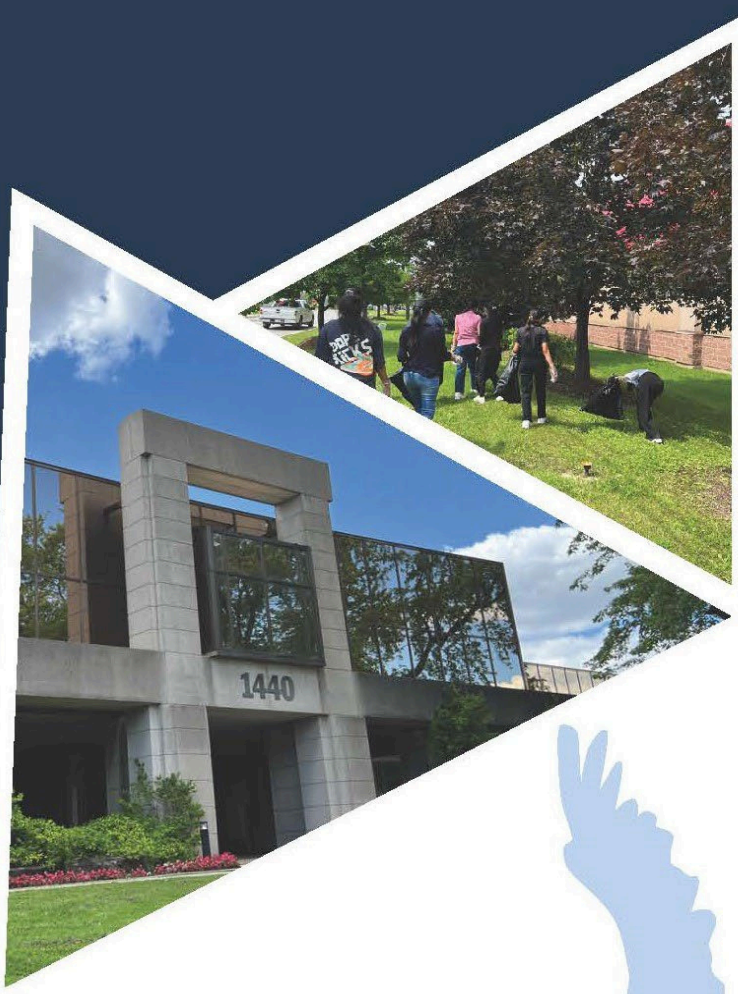
Ace Acumen Academy



Student Handbook

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In order to assist international students with their transition to life in Canada, Student Services Officers from Acumen assist students with various aspects of their settlement including:

Admission and Marketing Services:

- Providing information regarding current and upcoming programs
- Assisting with registration/admission process and providing payment plans
- Tuition Fee Submission
- Program Registration guidance

Tuition Fees:

Tuition Fee Information		
Program	**Duration**	**Fee**
Application Fee (Non-Refundable)	Included in Tuition Fee	$200
ESL Entry Level	12 Weeks/Level	$3,000.00
ESL Intermediate Level	12 Weeks/Level	$3,000.00
ESL Advanced Level	12 Weeks/Level	$3,000.00
English for Academic Purposes (Level 1 – 4, In-Person)	12 Weeks/Level	$3,000.00
English for Academic Purposes (Level 1 – 4, Online)	12 Weeks/Level	$2,200.00
Summer/Winter Campus Course	One to Three Weeks	$1,500.00 - $5,000.00
Medical Insurance Fee	Per Week	$13.00
Other Fee	Optional	$150.00

***Please be sure to ask the bank to record your student name as reference.**
***All payments are transferred in Canadian Currency exclusively.**

For Admission and Marketing support please contact **Milly Li, Marketing Manager** at Ace Acumen Academy and ESL Program

Email: milly.li@canadaacumen.ca
Tel: 416-756-7227
Office Hours: Mon.-Fri. 9AM-5PM

Orientation Services:

Every semester Ace Acumen Academy provides orientation to its new students prior to the start of their new semester. During orientation, presentations are made regarding the following:

- Introduction of Ace Acumen Academy ESL Program and its staff and faculty
- Student Code of Rights and Responsibilities and other school policies
- Health insurance information (by JF Insurance Agency Inc Representative)
- Banking information (by TD Bank Representative)
- Gym information (by LA Fitness Representative)
- Campus safety and security procedures
- Homestay arrangements
- General student supports available
- On campus activities and Volunteer Opportunities

Academic Support:

- Placement Test
- Timetable/Section Change
- Exam Schedule
- In Class Attendance
- Tutoring Opportunities
- Transcript/Report Card Request
- Library Registration

For Academic Support please contact **Francisco Guevara** at Ace Acumen Academy and ESL Program

Email: francisco.guevara@canadacumen.ca
Tel: 416-756-7227
Office Hours: Mon.-Fri. 9AM-5PM

Student Policies and Procedures:

All students are required to familiarize themselves with the school's policies and procedures. The full set of student policies—including but not limited to attendance, participation, academic integrity, progression, refunds, student rights and responsibilities —are available on our website at https://canadaacumen.ca/eap/.

These policies are communicated to students prior to the commencement of their program and are consistently applied throughout their studies.

Student Services Support:

- Airport Pick-up
- Student Banking Assistance
- Accommodations Assistance
- City Introduction/Tour
- Transit Information – i.e. Public Transportation
- Mobile Phone Plan Help
- Medical Insurance (Claims Submission Support)
- On Campus Activities and Volunteer Opportunities
- Hobby Clubs Organizations
- Fitness Membership
- Enrolment Verification Letter/ Family Invitation Letters for Visa Purposes

For Student Services Support please contact **Genesis Beltran, Student Services Officer** at Ace Acumen Academy and ESL Program

Email: genesis.beltran@canadaacumen.ca
Tel: 416-756-7227
Office Hours: Mon.-Fri. 9AM-5PM

Career Centre:

For potential Ace Acumen Academy graduating students, the career center has been holding career workshops, helping students with resume writing, and developing students' interview skills. Acumen is committed to providing the resources our students need to succeed in their future careers.

- Assistance with résumé writing and cover letters
- Assistance with interview
- Preparation, including mock interview

For Career Support please contact **Genesis Beltran, Student Services Officer** at Ace Acumen Academy and ESL Program

Email: genesis.beltran@canadaacumen.ca
Tel: 416-756-7227
Office Hours: Mon.-Fri. 9AM-5PM

Embassy / Consulate Contact Information:

Listed below is the contact information of various embassies or consulates which you can contact if you need assistance. If your embassy or consulate contact information is not listed below, please contact Student Services for assistance in finding the contact information.

Country	Embassy Address	Contact Number
China	515 St. Patrick Street, Ottawa, ON K1N 5H3	(613) 7893434
China Consulate	240 St. George Street, Toronto, Ontario, M5R 2N5	(416) 964-8861
India	10 Springfield Rd, Ottawa, ON K1M 1C9	(613) 744 3751
India Consulate	365 Bloor St E #700, Toronto, ON M4W 3L4	(416) 960-0751
Philippines	130 Albert St #900, Ottawa, ON K1P 5G4	(613) 233-1121
Philippines Consulate	161 Eglinton Ave E #800, Toronto, ON M4P 1J5	(416) 922-7181
Saudi Arabia	201 Sussex Dr, Ottawa, ON K1N 1K6	(613) 237-4100
Pakistan	10 Range Rd, Ottawa, ON K1N 8J3	(613) 238-7881
Pakistan Consulate	7880 Keele Street, Unit 14, Vaughan, ON L4K 4G7,	(905) 532-0042
Iran	245 Metcalfe St., Ottawa ON K2P 2K2	(613) 235.4726
Japan	255 Sussex Dr, Ottawa, ON K1N 9E6	(613) 241-8541
Japan Consulate	Suite 3300,77 King Street West, Toronto, ON M5K 1A1	(416) 363-7038
South Korea	150 Boteler Street, Ottawa, Ontario, Canada	(613) 244-5010
South Korea Consulate	555 Avenue Road, Toronto ON, M4V 2J7	(416) 920-3809
Russia Consulate	60 St Clair Ave E, Toronto, ON M4T 1N5	(416) 962-9911

Cultural and Religious Organizations:

Listed below are the contact information of various cultural and religious organizations which are available in the Toronto community. For additional assistance finding or contacting other cultural or religious organizations according to your needs, please contact the Student Services Department.

Cultural and Religious Organizations	Address	Contact Information
Chinese Gospel Church Scarborough (Church)	2610 Birchmount Rd., Toronto, ON	(416) 498-0196
Church of Our Lady of Mount Carmel (Church)	202 St. Patrick St., Toronto, ON	(416)-598-3920
St. Basil's Catholic Parish (Church)	50 St. Joseph's St., Toronto, ON	(416) 926-7110
Immaculate Heart of Mary Church (Church)	131 Birchmount Road, Scarborough, ON	(416) 691-6968
Gur Sikh Sabha Canada (Sikh temple)	905 Middlefield Road, Scarborough, ON	(416) 691-6968
Sikh Spiritual Centre (Sikh temple)	9 Carrier Dr., Toronto, ON	(416) 746-6666
North York Sikh Temple (Sikh Temple)	2400 Finch W, North York, ON	(416) 741-5029
Madina Masjid (Mosque)	1015 Danforth Ave, Toronto, ON	(416) 465-7833
Islamic Information & Dawah Centre (Mosque)	1168 Bloor St W, Toronto, ON	(416) 536-8433
Muslim Association of Canada (Mosque)	168 Dundas St W, Toronto, ON	(416) 596-0507
Shri Hindu Vitthal Mandir (Hindu Temple)	5359, Timberlea Blvd, Unit#10, Mississauga, Ontario, Canada	(905) 290-8321
Vishnu Mandir (Hindu temple)	8460, Young St., Richmond hill, ON Canada	(416) 827-8488
Ganesh Temple (Hindu temple)	10865 Bayview avenue, Richmond hill, ON, Canada	(905) 883-9109
Punjabi Arts Association of Toronto	7050-A Bramalea Road, Unit # 11 Mississauga, ON	(416) 677-1555
Prabasi Bengali Cultural Association	140 Millwick Dr., North York, ON	(416) 691-8058

Services Description:

1) Admissions and Continuing Education
Acumen's Student Services staff can provide professional advice on program admission requirements, assist students after the successful completion of ESL program as well as help them with continuing education.

2) Student Orientation
On the first day of each semester, Ace Acumen Academy conducts an Orientation Day for all new students. The orientation session includes placement interview and testing as well as academic policies, student rights and responsibilities, staff introduction, insurance coverage, banking, emergency response procedures, gym membership and more. Students also get a chance to explore Acumen's campus facilities and communicate with the current students.

3) Medical Insurance
Every student who is enrolled at Ace Acumen Academy is entitled to health insurance coverage. Insurance packages are distributed to students at the beginning of each semester.

4) Disability Counselling
Our school is committed to help and assist students with any type of disability. Should the students be aware of such, they ought to contact Student Services in order to make special arrangements

5) Letter Requests
The following letters can be requested from Student Services and Academic Departments:

- Verification of Enrolment/ Invitation Letter
- Official Transcript
- Report Cards

6) Fitness and Health Promotion
Ace Acumen Academy provides an optional discounted membership to LA Fitness for $80 per four months. Should the students be interested in exploring this opportunity, they may sign up at Student Services.

7) Students' Settlement Assistance
Should new students require any help with their settlement in a new city, Ace Acumen Academy can always assist them with airport pick-up, housing arrangement as well as banking and much more. Students are also given an opportunity to apply for a Homestay, which can be arranged by Ace Acumen Academy staff.