

### Admission Policy

1. Ace Acumen Academy ESL Program accepts all students, international and local, whose first language is not English and who wish to take courses in our program.
2. Ace Acumen Academy English Placement Test is prepared for the applicants who are non-native speakers of English to evaluate their English language proficiency on the orientation/first day.
3. Overseas applicants must pay fees in full in order to be eligible for acceptance. The Application Fee and Tuition Fee must accompany the Application Package. CAD\$200 Application Fee is non-refundable and is a part of a tuition fee. Fees must be paid in full by certified cheque, bank draft, and wire-transfer or in cash only. Make your payment payable to:  
Beneficiary Name: **ACE ACUMEN ACADEMY**  
Bank Name: **TD CANADA TRUST**  
Bank Address: **Dundas & Spadina Branch**  
**247 SPADINA AVENUE, TORONTO, ON M5T 3A8**  
Bank Transit: **13282**  
Bank Account #: **5224718**  
Bank #: **004**  
CC #: **00413282**  
Swift Code: **TDOMCATTOR**
4. Upon the receipt of full tuition and application fees, Ace Acumen Academy will issue a Letter of Acceptance and Receipt
5. **Note that there is an additional Insurance Fee of \$585.00 per year.**

### Tuition Fee Schedule 2018-2019

Course Name	Duration	Total
ESL Full-time	15 Weeks	\$4,500* Including Medical Insurance Coverage
ESL Part-time	15 Weeks	\$2,000
EBP	8 Weeks	\$3,500
IELTS Preparation	8 Weeks	\$2,000

\*Please be sure to ask bank to record your student name as reference.

\*All payments are transferred in Canadian Currency exclusively.

### Procedure for Overseas Applicants:

**Step ONE:** Complete the application and passport copy

**Step TWO:** Wait for the initial Letter of Acceptance from Acumen

**Step THREE:** Once you receive the letter, prepay the tuition fee

**Step FOUR:** Wait for the official letter/payment receipt

**Step FIVE:** Apply for a Study Permit/Student Visa\*

**Step SIX:** Contact us for an airport pick-up and accommodation arrangement

\*Since processing times for Study Permits vary significantly from one country to another, overseas applicants are advised to allow sufficient amount of time for the Canadian Embassy or VISA Office to process their applications for the Study Permit. Please note that we can assist an applicant with the preparation of Study Permit application.

### Refund Policy

1. Once a student has been accepted by the school and paid the fees in full, there will be no refund unless a student is unable to obtain a passport or a valid student visa to enter Canada. In such case, the student will receive a full refund of Tuition less CAD\$200 Application Fee.
2. In order to be eligible for a refund, the student must provide the following:
  - A. A letter in writing requesting a refund, signed by the student.
  - B. Proof of a passport or visa rejection issued by the Canadian Embassy or High Commission.
  - C. All the original documents including all the receipts issued by the school.
3. If a student is granted a student visa and decides not to study at our school, there will be no refund under any conditions.
4. If a student's visa application is denied, and he/she does not apply for a refund within 8 months from the date of admission, there will be no refund under any conditions.