



ALBERT COLLEGE

ENGLISH FOUNDATION YEAR (EFY) HANDBOOK

2011 - 2012

English Foundation Year (EFY) – Handbook

Academic Foundations

Albert College has designed a program for English as Second Language (ESL) students who need intensive support in order to develop their English Language skills. We call this the English Foundation Year Program (EFY Program) and it is designed to improve language skills through concentrated study in English as a Second Language courses that have the following objectives:

Listening and Speaking. Expectations require students to understand, interpret, and evaluate spoken English for a variety of purposes. As well, students will use speaking skills to communicate in English for a variety of classroom and social purposes.

Reading. Expectations require students to read and understand a variety of informational and literary texts for different purposes, using a range of reading strategies effectively.

Writing. Expectations require students to communicate clearly and effectively in writing in a variety of forms for a variety of purposes and audiences.

Social and Cultural Competence. Expectations require students to understand and value their own cultures, to appreciate the variety of languages and cultures in Canada, and to demonstrate social and cultural competence in a wide range of situations.

The teacher/student ratio in language courses in the EFY program is very low. This allows for very intense second language training. The program is very challenging, but it is meant to accelerate the language acquisition process.

Students can expect to earn as many as two ESL credits towards their diploma during their foundation year. This would allow them to graduate to the partial support ESL program in the school where students take mainstream courses and one separate ESL course. Advanced students may graduate into the full mainstream program and take the university preparation English courses along with university courses in other subject areas.

The program also includes the study of selected mainstream courses. Students will be assessed upon admission and may study appropriate grade-level courses in subject areas such as Mathematics, Computer Science, Visual Art, Music – instrumental or vocal and Physical Education. The primary focus will be on developing language skills, but students with the background, study skills and intellectual abilities can earn credits in these other areas as well. This will help them to earn credits towards their high school diploma and make the credit load less onerous in their graduating year.

A typical course load for an EFY student could be as follows:

- **English as a Second Language** – up to 2 credits
- **Physical Education** – 1 credit
- **Mathematics** – 1 credit
- **Instrumental or Vocal Music** – 1 credit
- **Visual Art** – 1 credit
- **Computer and Information Science** – 1 credit

Students would study all their courses at the Senior School main campus. Courses other than ESL would integrate the students in with the mainstream students. Students may not find success in these courses until they have developed their language skills to a sufficient base. A student's progress will depend upon the development of his/her learning skills and these will also be monitored and evaluated in the program.

Co-curricular Involvement

Students in the English Foundation Year will also take advantage of the College's highly developed and diversified co-curricular program to enhance healthy active living, teamwork, self-confidence and creativity. They will take part in the school's unique Arts Period where they can pursue interests in Instrumental Music, Choir, Multi-Arts, Chess, Drawing, Painting or Dance. This involvement will also include a number of opportunities to perform in front of audiences at the College, or in other venues such as Roy Thompson Hall in Toronto with the CISM if they successfully audition. They will also take part in the school's athletic program and play on teams that compete against other Conference of Independent Schools across the Southeastern part of the province of Ontario.

Travel and Cultural Component

Students will also be able to travel to various parts of Canada and possibly the United States to explore the North American culture and traditions. Students enrolled in the English Foundation Year will participate in the school's Adventure Program that includes a camping weekend in September. Students may participate in dog-sledding, canoeing, camping and skiing trips. There are also ski trips to local hills to learn the art of downhill skiing and a trip to the famous ski resort of Mont Tremblant in the Province of Quebec. They will also make a major trip to a U.S. city * such as New York or Boston (*pending U.S. visa approval).

There will also be exclusive trips that are limited to the students in the EFY program. They may travel on select weekends to explore the history and culture of Eastern Ontario. They may also travel to the nation's capital for the Winterlude Festival and to see the Parliament Buildings, the Museum of Civilization and a professional ice hockey game. They will make day trips to the city of Toronto to see musicals, museums and professional sporting events. A two-day trip to Niagara Falls will allow them to enjoy Canada's most famous natural wonder of the world. A month-by-month breakdown of some of the travel locations is set out below:

September	Algonquin Park Nature Experience Duke of Edinburgh Adventure Trip: hiking or canoeing trip
October	Eastern Ontario Trip
November	Eaton Centre Trip in Toronto for Shopping Toronto Cultural Trip to the Royal Ontario Museum and the Art Gallery of Ontario
December	Santa Claus Parade in Toronto
January	Mont Tremblant Ski Resort Trip
February	Ottawa Winterlude Trip (includes skating on the Rideau Canal (UNESCO World Heritage Site), tour of the Parliament Buildings, visit to the Museum of Civilization) overnight trip
March	Possible March Break service trip or return home
April	New York City or Boston Adventure weekend trip Duke of Edinburgh Adventure Trip: Hiking or Canoeing trip
May	Niagara Falls overnight trip

While accommodation and travel expenses are included in the tuition fees for these trips, admission to museums, shows, or events and meals are not. Extra spending money must be set aside for these activities.

There are also five long weekends during the course of the school year when the College's residences are closed. Students in the EFY program can elect a homestay to experience life in a Canadian household, or they can stay with pre-approved guardians in Canada. The homestay program does require an extra fee as set by each homestay.

Student Life

Students in the EFY program will live in our established single-gender residences. We have students from over 20 different countries residing in our residences. EFY students would live and study with the students in our mainstream program. EFY students will either have their own room or share a room with another student who does not speak the

same language. This will help them in their language acquisition. They will also eat in our dining hall with the other international students, although they will have specially designated immersion meals where they must practice their language skills in a social setting.

They will also take part in an extensive weekend program that includes athletic sporting events, performances, student dances, and the trips outlined above.

Staffing

The EFY program is staffed by a highly qualified faculty member with experience and training in ESL instruction. There will be a limited number of students chosen for the program with a maximum of ten allowed in any given year. This assures individual attention for the students and eliminates the danger of having too many students in the program with the same linguistic background.

Tuition Fees

Given the low teacher/student ratio, the specialized faculty and the extensive travel involved in this program, the fees for this program are higher than they are for the regular boarding program. A limited number of students (maximum 10 per year) are allowed into the program.

The fees for the year, including boarding, tuition and program cultural and travel trips, are \$52,000. Tuition fees cover library services, computer and technology services, basic health care, infirmary supplies, the school yearbook, tuition insurance for boarding students, and student photographs. All fees and charges are in Canadian dollars. Fees are not subject to the Ontario Harmonized Goods and Services Tax (H.S.T.).

There is a one-time Enrollment Fee of \$2,000, plus \$2,500 required for a Sundry Expense Account. All fees must be paid in full within 10 days of receiving their final acceptance letter.

Custodian Fee

Albert College requires that each international boarding student has a custodian while attending school. An international family may identify their own Canadian-based custodian for their son or daughter. The custodian must be English-speaking, over the age of 21 and must reside within Canada (preferably Ontario). A custodian could be a family member or close friend of the family. If a student does not have a custodian living in Canada they must be prepared to pay a fee to an outside agency or for the school to act as the student's custodian (\$500). Please note, proof of a Canadian custodian is required to apply for a study permit.

Enrollment Fee \$2,000

This one time non-refundable fee is payable upon acceptance of an offer of admission for new students. Receipt of the enrollment fee secures a place for a new student. This fee is not an advance payment of tuition and cannot be applied to other outstanding amounts. The fee is used to fund ongoing property and building rehabilitation. Should Albert College decide to cancel the EFY program, then the \$2,000 will be refunded.

Fee Payments

Payments should be made to Albert College by cheque, bank transfer to the Canadian Imperial Bank of Commerce (237 Front Street, Belleville, Ontario Canada K8N 2Z4, Account #10-00616, Transit # 00042, Swift Code CIBCCATT) or by Debit Card, Visa, MC or Amex. **Credit card payments are subject to a 3% administration fee.** Fees are billed 30 days in advance. Late payment charges for accounts outstanding at the time of billing are 1% per month.

Sundry Expenses and Other Charges

Personal expenses and other charges are billed monthly. Individual charges vary widely among students, due to different travel distances from the school, athletic, outdoor and cultural interests, and spending habits. Extra charges may include: text books, clothing and supplies, sundries and snacks sold in the Guild Shop, professional medical services not covered by the Ontario Health Plan, team uniforms, dry cleaning and mending services, travel to and from home and taxis to medical services, musical instrument rental, career testing and university admissions applications, private tutoring, replacement student agenda, damage charges to room, NSF cheques, and other optional events as they occur.

In order to maintain charging privileges, it is expected that the Sundry Expense Advance will be replenished as needed throughout the year. Cash advances and allowances to students processed by credit card are subject to a 3% administration fee.

Visa Students

In the event that an international student cannot obtain a student VISA prior to the commencement of the academic year and has paid the balance of tuition and boarding fees in full, or in part, the following will result if the school is advised in writing that the student did not receive their visa and will not be attending Albert prior to:

September 6, 2011	Full refund, less the application fee
After September 7, 2011	Full refund, less \$5,000

Tuition Refund Insurance

This insurance plan protects boarding parents against possible loss in case of prolonged absence or withdrawal for specific circumstances as set out in the insurance policy. There is no insurance coverage for students asked to withdraw from the College and parents are responsible for full payment of fees. Coverage varies between 0 and 85% paid on a pro-rata basis depending on the reasons for withdrawal. Claim forms are issued by our Insurance Company and must be completed and returned within 30 days of withdrawal. The cost of this insurance is included in tuition fees.

Textbooks

Textbooks are ordered on-line through the Albert College website (www.albertcollege.ca). There is a 5% discount for ordering prior to June 30, 2011. Textbooks will be delivered to Albert College. Textbook costs for credit courses other than ESL can range from \$200 to \$500 and payment is made directly to the book company by cheque or credit card. It is important to order early to ensure availability. Textbooks may be returned to the business office at the end of each academic year. They will be shipped to the book company for a credit. The credit will be returned directly to you when the books are resold by the book company. Alternately, you may ship your textbooks directly to the book company.

Musical Instrument Rentals

All students taking instrumental music, or performing in an ensemble must have an instrument for classes and rehearsals. Students may provide their own instrument, or rent one through the school's rental program. Costs for rental instruments range from approximately \$160 to \$350, depending on the instrument chosen. Rental arrangements will be made during the first week of classes and will be billed to the student's account. Throughout the year there may be charges for maintenance goods, such as reeds and oil, but all repairs (except malicious damage) are covered under the rental contract.

Personal and Medical Insurance

Albert College cannot accept responsibility for loss of, or, damage to, a student's personal property. Parents should ensure that student's personal belongings, including computers and bicycles, are insured while at school.

A copy of each student's Health Card or health insurance policy must be on file in the Health Centre prior to school opening.

International students who are not covered by private medical insurance are required to enroll in the International Student Health Insurance Plan. The plan covers prescription drugs, and other medical professional services. The premium of approximately \$800 annually is billed to your account during the first term. **Please note: If a copy of private coverage is not received prior to school opening, the student will be automatically**

enrolled in the International Plan and charges will be reflected on the monthly statement.

Student Banking

Students are encouraged to handle their own finances responsibly by having their own bank account. This is practical because the five major banks offer extended hours and have the benefit of banking machines. The school suggests a \$25 - \$35 weekly allowance to cover incidental expenses such as postage, taxis, snacks, entertainment, movies, haircuts and newspapers. Additional disbursements are controlled by the school with the co-operation of parents. Students are encouraged to plan their spending and keep only small sums of money in their possession or in their room.

Late Payment

Accounts that are outstanding at the time of billing will be subject to late payment charges at a rate of 1% per month. Monthly billings are normally mailed by the third working day of the following month. Students will not be permitted to make further purchases if the account is in arrears.

Failure to comply with the agreed terms of payment may result in the student not being admitted to the school for the subsequent term or academic year. In addition, the school may not permit students to attend classes, write exams or may withhold marks and exercise other sanctions as it deems necessary for the collection of overdue accounts. No student will be permitted to re-enroll until fees and expenses from the previous year are paid in full.