



Inter-Dec College



LANGUAGES
ACROSS BORDERS



LaSalle College
Montréal



LCI EDUCATION
NETWORK

REGISTRATION FORM FOR ACCOMMODATION SERVICES

IDENTIFICATION

Family name at birth: _____ Given name: _____

Date of birth: (Day-Month-Year) _____ - _____ - _____ Sex: M F

PERMANENT ADDRESS

Street: _____ Apartment: _____

City: _____ Postal Code: _____

Province/State: _____ Country: _____

Phone (Residence): _____ Office: _____

E-mail: _____ Fax: _____

MOTHER TONGUE: _____ COUNTRY OF CITIZENSHIP: _____

STATUS IN CANADA: Canadian citizen Landed immigrant Student visa Visitor Other

ACCOMMODATION

Home stay 0 meal per day Student House Downtown Residence (Shared)
 2 meals per day Downtown Residence (Private)
 3 meals per day

Smokers? yes 0 no Are you a smoker? yes 0 no

Children? yes 0 no Are you vegetarian? yes 0 no

Pets? yes 0 no Do you have any allergies? yes 0 no

Please indicate any specific dietary needs or any medical concerns: _____

DURATION Start Date _____ End Date _____ Number of Weeks _____

AIRPORT PICK-UP AND DROP-OFF

Would you like us to pick you up on your arrival at the airport? yes no Date of Arrival _____

Time of Arrival _____ Airline and Flight Number _____

Would you also like to include the Drop-Off service? yes no

TYPE OF PAYMENT Cash Check Bank Transfer

Credit Card: Visa MasterCard Number: _____

Date of issue: _____ Expiry Date: _____

I hereby declare that all the information I have provided is true and correct. I attest to having understood and accepted the conditions for admission of the Montreal International Language Centre (see back for details).

Candidate or parent/guardian signature: _____ Date: _____

FEES (For administrative use only)

Acc. Placement Fees: \$ _____

Accommodation Fees: \$ _____

Airport Transfer: \$ _____

TOTAL (a): \$ _____

Payment (b): \$ _____

Balance (a - b): \$ _____

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<http://www.lasallecollege.com/futur-students/housing>

The following regulations and guidelines are for students living in one of our home stay families or student residences.

Regulations

- Students will pay the Accommodation Services Office a placement fee of \$200.00. This fee is non-refundable.
- Cancellations should be submitted in writing to the Accommodation Services Office at least two weeks prior to cancellation date. If the student wants to stay in the home stay or student residence after the end of their term, he or she needs to give notice in writing at least two weeks prior to contract end date.
- Students will pay the accommodation fee directly to Accommodation Services Office using the rates indicated in its price list for the service provided.
- Airport pick-up and fees for guardianship are not included in the accommodation fee and need to be paid separately.
- Days that a student overstays his agreed upon term are calculated pro-rata and are payable to the Montreal International Language Centre.

Guidelines

The Student agrees to:

- Show consideration and tolerance to all people living in the house and to house guests.
- Respect house rules and exercise consideration and good judgment.
- Invite guests to the home or residence only with the knowledge and permission of the owner.
- Consult the owner before using household appliances or equipment and use them in ways approved by the host.
- Use the telephone for reasonable lengths of time, make long distance calls using collect calls or a calling card.
- Clean up after him- / herself in the home or residence and keep his / her room neat and tidy.
- Promptly reimburse the owner if he / she causes any damage in the home.
- Not to enter other bedrooms, private rooms, or the bathroom when it is occupied.
- Only use his / her own laundry powder and toiletries (soap, toothpaste, shampoo, etc.)
- Not borrow money from the host and family.
- Not resort to abusive, aggressive or inappropriate behavior. Never initiate or participate in a sexually- oriented discussion with family members.
- Never participate in the viewing of sexually explicit photographs, written materials, films, or Internet sites in the home.
- Always be suitably clothed and covered when in the presence of people living in the house and house guests.
- Never touch people living in the house or house guests in an inappropriate manner.
- Arrange for his / her own transportation from the house to the school.
- Abide by the laws of Canada and Quebec including the Criminal Code and Human Rights Code.

(For home stays only)

- Share the costs when participating in family holidays, travel or any extracurricular activities where costs are incurred. (If the student chooses not to participate in the activity, the home stay parents and the student must make alternate arrangements that are acceptable to all parties.)

- Help him- / herself to food only with the knowledge and permission of the host family.
- Inform the host family if he / she will not be home for a meal, will arrive home late in the evening, or stay out overnight.

Services provided

The student will get:

- A single room (unless otherwise agreed upon between the student and Accommodation Services Office).
- A room in which the furniture includes: a bed, a pillow, pillow case, bed sheets and a blanket, a towel, a desk with a desk lamp, a chair and a suitable storage area for clothes such as a closet or a dresser.
- A room with a window and a door that can be closed securely.
- A key to access the house.
- Access to the kitchen, bathroom, refrigerator and laundry facilities, etc. all shared with the other people in the house.
- Appropriate supervision and proper notification by the accommodation provider of any plans to be absent from the home during the period of the contract.
- Information to help him / her adjust to life in Canada, use the phone, local transportation, etc.
- **Note:** Internet and computer access is optional and varies from house to house, although most houses provide it. Access to computers and the Internet is made available to students at the school.

(For home stays only)

- Zero, two or three meals a day (in accordance to the services paid for), seven days a week, with breakfast and lunch ingredients to be provided and dinner to be prepared by the home stay provider.
- An English, French or bilingual (depending on the service purchased) environment.

Refund Policy

Cancellations should be submitted in writing to Accommodation Services Office at least two weeks prior to the cancellation date.

- The registration fees are not refundable.
- Before the beginning of the first 4-week period, a penalty of 25% will be applied to the total price agreed upon for the services.
- After the beginning of the first 4-week period and for each subsequent 4-week period, Accommodation Services Office will withhold 100% of the fees for the 4-week period during which the cancellation is received. As for the remaining period, a penalty of 25% will be applied to the total price agreed upon for the services.



ACCOMMODATION CONTRACT



Placement Conditions

The Accommodation Services Office reserves the right to ask a student to leave the home stay or student residence at any time if the student’s behavior in the home is unreasonable or unacceptable, or if the student fails to comply with the Regulations or Guidelines.

The student is asked to discuss complaints with the home stay or student residence provider. If no suitable solution can be found, the student is asked to discuss the issue with Montreal International Language Centre, who will try to resolve the issue with the provider. The student may ask for a transfer to an alternative home stay or student residence if no solution can be found.

Agreement

I understand that the Accommodation Services Office reserves the right to move me from a home stay or student residence without notice if a situation is unsatisfactory or if problems cannot be resolved between family members and myself. If I am asked to leave, because of my own fault, I understand that I may not be given a refund of accommodation fees and may have to assume costs for other accommodation.

I have read the above-stated Regulations, Guidelines, Refund Policy, Services provided and Conditions of Placement of the Accommodation Services Office and agree to abide by them. I understand that if I do not fulfill this commitment I may be asked to leave the home stay or student residence and may not receive a refund of my accommodation fees.

Name of student

Date

Signature of student

Date

Signature of Parent if student is under 18

Date
