



CLLC - Canadian Language Learning College Inc.

# INTERNATIONAL STUDENT HANDBOOK

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Terms & Conditions — 2026

## **Purpose of This Handbook**

This Student Handbook provides all CLLC students with clear information about their rights, responsibilities, and available support. It serves as a comprehensive reference guide to help you understand how to navigate CLLC's academic, administrative, processes.

The policies in this handbook are designed to ensure a safe, inclusive, and respectful learning environment. It includes important information about attendance, academic integrity, complaints, refunds, and student supports such as counselling. All students are encouraged to review this handbook carefully and keep a copy for future reference. By signing the Student Contract, you confirm that you have received and understood the information contained in this handbook.

All students receive a Student Contract and Student Handbook, in accordance with ISP requirements, prior to beginning their studies.

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## **1. Admissions and Academic Policies**

The Admissions and Academic Policies are available to past, current, and future international students at any time. Students receive detailed program information, including the program outline, cost breakdown, and the CLLC Student Handbook, as part of the admissions process.

### **1.1 Placement & Program Level**

Before starting classes, all students must complete CLLC's placement process. This includes a placement test and an interview with the Academic Manager. These steps ensure that each student is placed in a level appropriate to their skills and learning needs.

Placement into a level or program is based on a combination of test results, interview assessment, and overall academic readiness. This evaluation allows CLLC to match students with the level that best supports their learning and progression.

CLLC's level equivalency chart is provided for reference only and does not guarantee admission to any specific level. External language test scores may be taken into consideration to assist in level placement, however, all placements must be confirmed through our internal assessment process. Admission to any program is subject to seat availability and institutional capacity.

CLLC LEVEL	CANADIAN LANGUAGE BENCHMARK	ENTRY IELTS SCORE
General English - Level 1	3	0-3
General English - Level 2	4	3-5
General English - Level 3	5	4.0
General English - Level 4	6	4.5
General English - Level 5	6.5	5.0
General English - Level 6	7	5.5
University Pathway Program	8	6.0

### **1.2 Attendance Requirements**

Students are expected to meet the following attendance standards:

- Attend all classes regularly and arrive on time.
- Students with repeated absences or lateness may be removed from CLLC

### 1.3 Move-Up Policy (Level Progression)

To progress through the General English (GE) Program and advance to the University Pathway Program (UPP), student must:

- Complete the required number of hours
- Achieve required marks on weekly tests and assignments
- Receive a teacher recommendation

### 1.4 Standard Move-Up Process

1. At Week 8 of the General English program, students speak with their Reading & Writing teacher about writing the move-up test.
2. Teachers monitor readiness by reviewing the last four test or presentation marks (minimum 75%).
3. Students must maintain at least 85% attendance.
4. Teachers recommend move-up eligibility based on academic performance, homework completion, participation, and consistent engagement.
5. Reading & Writing and Listening & Speaking teachers communicate to assess overall performance.
6. Students without four marks above 75% remain in the current level until this requirement is met.
7. The move-up test may be scheduled at the end of Week 9.
8. To advance to the next level, students must earn:
  - 75% or higher on the move-up test, and
  - 75% or higher on the Listening & Speaking weekly test/presentation
  - Successful students move up after Week 10.

### 1.5 Academic Performance Requirements

Students must meet all academic performance and attendance expectations in order to progress through their program successfully. CLLC regularly reviews student performance to ensure that each student is receiving the support they need while also maintaining academic standards.

#### Probation and Academic Standing

Academic Standing refers to a student's overall academic performance and progress, as determined by factors including attendance, participation, completion of required coursework and assessments, academic progress, and compliance with CLLC policies and procedures.

If a student fails two consecutive months, they will be required to sign a Probationary Contract. If academic performance does not improve, CLLC may take further action, which may include:

- Repeating the current level
- Changing programs
- Withholding the completion certificate
- Dismissal from the program (refunds follow CLLC's Refund Policy)

CLLC communicates all concerns to the student in writing and provides opportunities for improvement before academic dismissal is considered.

### Certificates

Upon successful completion of all course requirements, and provided the student's account is in good standing, CLLC will issue a completion certificate within 30 days. The certificate will indicate the student's final course average and the last level successfully completed.

### Evaluation Components

Student assessment at CLLC is based on ongoing academic performance and participation. This includes weekly tests, written and oral assignments, homework, class participation, and move-up tests. Teachers and administration also review student progress through formal and informal meetings to ensure that each student is receiving appropriate academic support.

### 16 Student Advocacy (Early Move-Up Requests)

Students who believe they are ready to move up early may:

1. Request a meeting with the Academic Manager (limited to one request per level).
2. If they score 75% or higher on an early move-up test, they may enter the next level on a trial basis.
3. They must pass a weekly test in the first two weeks of the new level; otherwise, they return to their previous level.
4. Students in the Accelerated program are not eligible to make this request.

### 1.7 Move-Down Policy

Students will be assessed during their first weeks of study. If the level is deemed to be too difficult through their performance and weekly score, the student may be moved-down to a more suitable level.

## 1.8 Alternate Program Structure

If a program does not include Reading & Writing, the primary teacher assumes all responsibilities related to assessing readiness for move-up. *IELTS & Business Classes, Communication Skills*. These classes run based on student enrollment and interest.

### Accelerated Program

Students in the Accelerated Program (with daily IELTS classes):

- Follow a 6-week move-up cycle
- Must have four tests over 75%
- Take the move-up test in Week 6
- Must maintain 95% attendance
- Move up immediately after successful test results (Early move-up is not an option for this program)
- If the requirements are not met within six (6) weeks, the student will return to the Intensive schedule to complete the remaining four (4) weeks.

## 1.9 Underperformance Guidelines

If a student scores:

- 65%–74%: requires at least one extra week in the current level
- 55%–64%: requires two extra weeks and potential tutoring
- Below 55%: must repeat more coursework and may require academic intervention

## 1.10 Academic Integrity & Dishonesty

### Definition

Academic dishonesty includes any deliberate attempt to cheat, deceive, falsify, or gain unfair academic advantage.

### Types of Academic Misconduct

- Cheating - This occurs when students use unauthorized information or assistance from others on a test or academic assignment or when they provide others with unauthorized information or assistance. An example would be copying another student's answers or sharing answers on a test.

- Plagiarism - This occurs when students deliberately submit or present ideas or words from another source as their own (without properly acknowledging the source). Examples are word for word copying, paraphrasing, making up references or submitting another person's work as your own.
- AI Misuse — This occurs when students use artificial intelligence tools to complete assignments or assessments without permission or without properly acknowledging their use. Examples include submitting AI-generated text as original work, using AI to answer test questions, or relying on AI tools to rephrase or write assignments without personal contribution.
- Fabrication or Falsification - This occurs when students invent or counterfeit academic information or data. Falsification occurs when students deliberately change academic information or data. Examples are creating nonexistent references & altering grades.
- Multiple Submissions - This occurs when students submit work that has already earned academic credit without authorization. Submitting the same paper in different classes or twice in the same class to receive two separate grades is an example.
- Sabotage - This occurs when students deliberately try to stop others from doing or completing their work.

#### Procedure & Consequences

- First offense → meeting with instructor + redo assignment or rewrite test
- Repeat offenses → reduced grade, zero grade, written warning in student file
- Continued misconduct → meeting with Academic Manager or Director, which may lead to dismissal

## **2. Conduct and Behaviour Policies**

CLLC is committed to providing a safe, respectful, and inclusive learning environment. All students are expected to behave in a manner that supports the well-being of the school community and maintains the academic integrity of our programs. The following policies outline the standards of conduct required of all students throughout their studies at CLLC.

### 2.1 General Code of Conduct

Students are expected to act in a respectful, considerate, and responsible manner at all times. This includes:

- Treating all staff, students, and community members with courtesy and professionalism
- Following all CLLC policies and procedures
- Respecting cultural differences and maintaining a positive learning environment
- Using appropriate language and behaviour in classrooms and common areas

Failure to meet these expectations may result in warnings, suspension, or dismissal depending on the severity of the behaviour.

## 2.2 English-Only Policy

To support language development and promote an immersive learning environment, CLLC follows an English-Only Policy during class time and in designated common areas. Students are expected to communicate in English with teachers, staff, and classmates. Students who repeatedly disregard this policy may receive a warning or additional guidance from instructors or administration.

## 2.3 Attendance and Lateness Expectations

Students must arrive on time and attend all scheduled classes. Excessive lateness or absenteeism disrupts learning and may affect academic progression. Repeated lateness or absences may lead to:

- Academic consequences
- Probation or dismissal from CLLC

Full details are provided in the Attendance Requirements section of this handbook.

## 2.4 Scent-Free and Smoke-Free Environment

CLLC maintains a smoke-free learning environment. Students must:

- Refrain from smoking while attending online classes and events
- Violations may result in warnings or disciplinary action.

## 2.5 Drug and Alcohol Policy

The possession, use, or distribution of illegal substances is strictly prohibited. Students must not attend classes under the influence of drugs or alcohol. Serious violations of this policy may result in immediate dismissal from CLLC.

## 2.6 Respectful Behaviour and Anti-Bullying Policy

CLLC is committed to a learning environment free from bullying, harassment, discrimination, and intimidation. Unacceptable behaviours include:

- Verbal or physical aggression
- Cyberbullying

- Threatening or disrespectful behaviour
- Harassment based on race, gender, ability, religion, or any protected ground

Any student engaging in these behaviours may face disciplinary action, including possible dismissal.

### 2.7 Classroom Expectations

To maintain a productive learning environment, students must:

- Participate actively and respectfully
- Follow teacher instructions
- Avoid disruptive behaviour
- Refrain from using phones or electronic devices without permission

Teachers may ask students to leave the classroom if behaviour interferes with learning.

### 2.8 Consequences for Misconduct

CLLC applies consequences fairly and consistently, taking into account the nature and seriousness of the behaviour. Possible outcomes include:

- Verbal or written warnings
- Meetings with instructors or administration
- Behavioural contracts or probation
- Suspension
- Dismissal from the program

Refunds, if applicable, follow CLLC's Refund Policy.

### 2.9 Reporting Concerns

Students who witness or experience inappropriate behaviour are encouraged to report their concerns to any staff member they feel comfortable approaching. All reports are handled confidentially and respectfully in accordance with CLLC's Complaint Procedure.

## **3. Complaint Procedure**

CLLC is committed to providing all students with a fair, respectful, and transparent process for resolving concerns. Students have the right to raise issues without fear of retaliation, and CLLC will ensure that every

complaint is handled promptly, confidentially, and in accordance with ISP Requirements. The Complaint Procedure consists of two stages: informal resolution and formal written complaint.

The complaint procedure at CLLC is available to past, current, and future international students at any time.

### 3.1 Informal Resolution

Before submitting a formal complaint, students are encouraged to attempt an informal resolution. The goal of this stage is to resolve concerns quickly and collaboratively.

Students may speak directly with any of the following:

- Their instructor
- The Academic Manager
- The Campus Director

During the informal process:

- Students may explain the concern verbally
- Staff will listen, clarify details, and attempt to resolve the issue
- The concern will be addressed promptly
- All parties should agree that the matter has been resolved

If the student does not feel the concern was resolved informally, or if the issue is too serious to resolve informally, the student may proceed to the formal complaint stage.

### 3.2 Submitting a Formal Complaint

A formal complaint must be submitted in writing and include:

- A detailed description of the concern
- The date(s) of the incident(s)
- The names of any individuals involved (if applicable)
- Any supporting documentation (emails, screenshots, notes, etc.)

Formal complaints must be submitted to the Campus Director within two weeks of the incident or the latest occurrence.

Complaints submitted after this timeframe will not be accepted unless the student demonstrates *extraordinary circumstances*, in which case an extension may be granted at the discretion of the Campus

Director. The Campus Director will acknowledge receipt of the complaint and guide the student through the next steps of the process.

### 3.3 Review and Preparation for the Hearing

After receiving the written complaint, the Campus Director will:

1. Review the information provided
2. Determine whether the complaint meets the requirements for a formal hearing
3. Decide if the matter should be brought to the Complaints Committee
4. Notify the student of the decision
5. Provide the student with the date, time, and location of the hearing

The Complaints Committee Hearing will take place within one week of the student submitting their formal complaint, unless an extension is required for fairness or scheduling.

### 3.4 Complaints Committee Hearing

The Complaints Committee is responsible for reviewing and deciding on formal complaints. The student has the following rights during the hearing:

- The right to attend the hearing
- The right to make oral submissions
- The right to bring another person for support
- The right to have that person speak on their behalf, as permitted under Section 15.2(d)(iii)2 of the 2015 Requirements for Designation
- The right to review any information the Committee considers in making its decision

During the hearing:

- The Committee will review the student's written complaint
- The Committee may ask questions or request clarification
- The Committee will discuss the case privately before making a decision

CLLC ensures that all hearings are conducted respectfully, fairly, and without bias.

### 3.5 Decision and Notification

Within 7 days of the hearing, the Campus Director will provide the student with a written decision, which will include:

- The Committee's findings

- Any actions or remedies
- The reasons supporting the decision
- Any next steps (if applicable)

The decision is final. A copy of the complaint and the outcome will be stored in the student's file in accordance with CLLC's privacy and record-keeping policies.

### 3.6 Protection From Retaliation

CLLC prohibits retaliation against any student who makes a complaint in good faith. Students will not face academic or administrative consequences for initiating a complaint. Any retaliation or intimidation will result in disciplinary action.

### 3.7 Confidentiality

All complaints—informal and formal—are handled confidentially. Information is shared only with individuals directly involved in resolving the matter.

### 3.8 Additional Support and Assistance

Students may request assistance at any stage of the complaint process. Staff involved in receiving or reviewing complaints will:

- Provide clear explanations of the process
- Answer questions
- Ensure the student has the opportunity to present their case fully
- Accommodate language support needs when possible

The Complaint Procedure is available to past, current, and future international students at any time.

### 3.9 Student Records

CLLC maintains academic records, including transcripts, attendance history, level progression, certificates, and final grades for a minimum of 25 years. Students may request copies of their academic records at any time by submitting a written request to their Campus Director or Administration Office. Official transcripts may take up to 30 days to process. CLLC may release records to government or regulatory bodies when required by law.

#### 4. Fees, Refunds & Damage Policies

CLLC has established clear and transparent policies regarding tuition fees, refunds, and program breaks. These policies ensure fairness for all students and full compliance with ISP requirements. Students are responsible for reviewing these terms before and during their studies.

Program	Price / Week
Semi-Intensive General English (15 hrs. / Week)	\$150 CAD / Week
Intensive General English (25 hrs. / Week)	\$240 CAD / Week
Accelerated English (35 hrs. / Week)	\$360 CAD / Week
University Pathway Program (25 hrs. / Week) 10 Weeks	\$360 CAD/Week
IELTS Preparation Program (15 hrs. / Week)	\$150 CAD / Week
English Foundation (7 hrs. / Week)	\$80 CAD / Week
Business English & Workplace (4 hrs. / Week)	\$35 CAD / Week
English Conversation (4 hrs. / Week)	\$35 CAD / Week
Junior Program (4 hrs. / Week)	\$35 CAD / Week
One-on-One Tutoring	\$55 CAD / Hour

##### Fee Schedule (Mandatory Fees)

Fee Type	Amount	Notes
Application Fee	\$50, \$75, or \$100 CAD (fee dependent on program)	Non-refundable
Digital Resources	\$75 - \$150 CAD / Level (fee dependent on program)	Each level is 10 weeks

##### 4.1 General Fee Conditions

- Tuition fees are calculated weekly. If a student arrives or departs in the middle of a week, the full week's tuition is charged.
- Refunds may take up to 30 days to be processed.
- No refunds are issued due to closures caused by severe weather, fire, flood, local or national holidays, or other unforeseen circumstances.

- CLLC may adjust tuition or service fees without prior notice.
- Students must purchase a new digital resource for each level.
- If a national holiday falls on a Monday, classes will begin on Tuesday; no refund or credit is offered for the missed day.

#### 4.2 Refund Eligibility Requirements

To request a refund:

- Students must submit a written notice of withdrawal.
- Refunds will be issued through the original payment method or as determined by management.
- CLLC does not refund tuition paid through agents; students must contact their agent directly.
- Students dismissed permanently for serious misconduct are not eligible for a refund. Dismissal causes include:
  - Illegal drug or alcohol use
  - Possession of weapons
  - Verbal, physical, or sexual misconduct
  - Illegal activities

All dismissal processes follow fair “Due Process,”

#### 4.3 Refund Policy Before First Day

- Withdrawal for any reason (14+ days before start): 80% refund of tuition fees
- Withdrawal for any reason (13 days or less before start): 60% refund of tuition fees

#### 4.4 Refund Policy On or After First Day

- Up to 10% of program completed: 50% of remaining tuition fees
- 11% – 30% of program completed: 30% of remaining tuition fees
- More than 31% completed: No refund

#### 4.5 Returning Students (Breaks, Re-Enrollment & Fees)

##### Application Fee Discounts (Within 90 Days)

If a student returns to CLLC within 90 days of graduation or withdrawal:

- They pay 30% of the Application Fee. No placement test is required.

### Breaks From Study (Up to 24 Months)

- Students may return and complete the remaining portion of their program if they return within 24 months of the original start date.
- After 24 months, the course is cancelled and no refund is issued.

### Payment of Fee Differences

If tuition fees increase during the student's absence, the student must pay the difference to continue.

### Returning After 90 Days or More

- 100% of the Application Fee is required
- A placement test will be required
- The student will be placed according to updated language proficiency
- Students must purchase any new digital resources introduced

### 4.6 Unexpected Leaves (With Time Remaining)

If a student takes an unexpected leave of over 90 days, the policies in Section 4.8 apply in full (application fees, placement test, and digital resources)

## **5. Withdrawals, Dismissals & Record Retention**

CLLC is committed to maintaining clear, transparent processes for students who choose to withdraw from their program, who may be dismissed due to policy violations, or who wish to access academic or behavioural record history.

### 5.1 Withdrawal Requests

Students may withdraw from their program at any time. To withdraw, the student must submit written notice to CLLC administration or their Campus Director. A withdrawal meeting may be scheduled to review next steps, refund eligibility, and available support.

Refund eligibility is determined according to the *Refund Policy* outlined in Section 4 of this Handbook.

Once processed, withdrawals are recorded in the student file.

### 5.2 Withdrawal Procedure

1. Students submit a written withdrawal request (email or letter).

2. Administration reviews the request and confirms the effective withdrawal date.
3. Refund eligibility (if applicable) is calculated according to Section 4.
4. A withdrawal confirmation is issued in writing to the student.
5. A record of the withdrawal is stored in the student file.

### 5.3 Dismissal Procedure

Students may be dismissed from CLLC for:

- repeated or serious misconduct
- academic non-compliance (including probation non-improvement)
- safety or behavioral concerns
- violation of major policies (see Section 3 — Conduct & Behaviour)

Dismissals are reviewed by Campus Management before a decision is made. Students will be notified of dismissal in writing, and refund eligibility (if any) will follow Section 4.

1. Concern is documented by staff or instructors.
2. Administration reviews behaviour, academic history, and previous warnings.
3. Students may be asked to participate in a meeting before a final decision.
4. Campus Management issues a final decision in writing.
5. The student file is updated with dismissal documentation.
6. Refund processing follows Section 4.

### 5.4 Records Retention & Access

CLLC maintains documentation of all formal complaints, withdrawals, dismissals, and resolutions as part of the student's official record. Files are stored securely and maintained for a minimum of 25 years in accordance with ISP requirements. Students may request access to their record at any time through a written request to campus administration.

## **6. Student Supports**

CLLC is committed to supporting students academically, socially, and personally throughout their studies.

### 6.1 Student Contact Information Update Process

CLLC maintains an internal process to ensure student contact information remains accurate throughout the student's studies. Student contact information is reviewed and updated at the following stages: program intake, mid-program review, and program completion.

All contact information is stored and maintained in our CRM as the official student record. Campus staff must update any changes directly in Classter to ensure consistency across campuses. Students are responsible for informing CLLC of changes immediately. Once notified, CLLC updates the information in the student file to maintain accuracy for communication, safety, and documentation purposes. Students are responsible for informing CLLC of any changes immediately, and CLLC records these updates in the student file.

## **6.2 Academic Counselling**

### **Academic Counselling**

CLLC's academic staff provide guidance to support each student's learning and long-term goals. Academic counselling includes assistance with English language progression, understanding level expectations, scheduling, developing academic skills, long-term educational planning, and meeting university and college pathway requirements.

## **7. Privacy & Confidentiality**

CLLC is committed to protecting the privacy and personal information of all students. Information collected during the admissions process, placement, enrolment, academic progression, is used only for educational, administrative, or safety purposes.

Student information may include application details, contact information, attendance records, academic results, behavioural notes. CLLC will not share personal information with third parties without the student's consent, except where required by law, government authorities, or the institution's regulatory obligations. Student records are securely stored and retained according to provincial and federal requirements. Students have the right to request access to their personal information and to ask questions about how their information is used or protected.

The Privacy & Confidentiality Policy is available to past, current, and future students at any time.

## **8. Safety & Emergency Procedures**

CLLC prioritizes student safety and follows clearly defined emergency procedures across all campuses.

Students receive safety information during orientation and are expected to follow all instructions provided by staff during emergencies.

### 8.1 Medical Emergencies

If a student becomes ill or injured, staff will respond promptly and contact my emergency contact person.

Students should inform staff immediately if they feel unwell or have a medical emergency.

### 8.2 Severe Weather & Closures

Announcements will be made through official communication channels. No refunds or credits are issued for closures due to weather, safety advisories, or unforeseen emergencies.

### 8.3 Incident Reporting

Students should report safety concerns, accidents, or unusual behaviour to any staff member. All reports are handled respectfully and confidentially.

*The Safety & Emergency Procedures are available to past, current, and future students at any time.*

## **9. Technology & Online Use Policy**

CLLC provides on-campus and online learning environments that require responsible and respectful use of technology. Students are expected to use all digital tools in a manner that supports learning and protects the safety and privacy of the school community.

Students must:

- Use technology, computers, and Wi-Fi responsibly
- Avoid accessing inappropriate, harmful, or illegal websites or content
- Respect intellectual property and copyright
- Refrain from recording staff or students without permission
- Use school systems only for academic purposes
- Maintain professional communication standards in online classes or platforms
- Protect their login information and not share passwords

Improper use of technology may result in restricted access, academic consequences, or disciplinary action, including possible dismissal in cases involving serious misuse.

*The Technology & Online Use Policy is available to past, current, and future students at any time.*

## **10. Vacation, Study Breaks & Academic Calendar**

Students must request vacation in advance through campus administration.

### 10.1 National Holiday Closures

CLLC follows federal and provincial holiday closures. Classes are not held on statutory holidays and no refunds are issued for holiday closures.

### 10.2 Academic Calendar Availability

CLLC publishes an annual academic calendar outlining session start dates, holidays, breaks, and closures. The calendar is available to past, current, and future students at any time through the Student Handbook or the CLLC website.

### 10.3 Force Majeure

In cases of weather, emergency, or operational disruption, program delivery may be modified or rescheduled in accordance with CLLC's Force Majeure Policy.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CLLC Administration Signature: \_\_\_\_\_

Date: \_\_\_\_\_