



Student Handbook



**#604, 1800 Argyle Street,
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Welcome to ILI!

ILI is more than a place to learn English. It is a community where people representing many countries and cultures learn from each other in an atmosphere of positive engagement and mutual respect.

In your first few days at ILI, you will meet the Director, the Director of Studies, and the Director of Student Services. They will highlight important points about life in Canada and the ILI learning community. However, they cannot tell you everything you will need to know, and in all the excitement of your arrival, you may not remember much of what they say. We have therefore prepared this online handbook for your use. Please become familiar with its contents and consult it whenever you have questions about ILI programs, activities, or regulations.

If there is anything in the ILI Student Handbook that you do not understand, ask someone at the reception desk. If you need help with your studies, speak to your teacher or the Director of Studies. If you need personal support or help with your plan of study, make an appointment to meet with the Director of Student Services.

You are a future leader and a true ambassador of your country. We are honoured to have you as an ILI community member. We will help you achieve your educational goals.

ILI Staff and Teachers

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A. CULTURAL AWARENESS

1. Living in a New Culture

For many students, coming to Canada involves a major change in lifestyle and adjusting to a new language, new food, new climate, and new cultural values. It means interacting with other people who look and think differently. It is a time of trying new things. Some of these may create frustration and even distress. You will have to manage your time, your work, and your recreation carefully as you move toward your academic or professional goals.

2. Observing Regulations

Canadians see themselves as dedicated to peace, order, and good government. To achieve these important social and political objectives, they observe regulations and follow procedures more willingly than most. Perhaps this is one reason why most Canadians are kind and gentle people.

3. Being Polite

Whenever you ask for help or someone helps you, it is polite to say “please” and “thank you”. If you accidentally step in someone else’s way, say “pardon me” or “excuse me”. Use them for everyone: people who serve you food, store clerks, strangers you meet on the street. You cannot use these and other polite expressions too often in Canada. Using them is a basic sign of respect and will make every situation easier.

4. Meals

Part of your experience living in Canada will be trying new foods. You may be hesitant to try them but ask someone to tell you what is in it and try a small portion of the new dish. You may have found a new favourite meal.

5. Dressing Appropriately

Canadians dress casually for most occasions, even wearing sports clothes and sandals on the street. You are not expected to follow a strict dress code at ILI other than to be clean, be modest, look nice, and represent your country and family well. Jeans are fine to wear to classes and during program activities. During warm summer days, shorts are OK. During the winter, wear warm coats, hats, and gloves or mittens that will keep you warm in temperatures that can drop to below minus 10 degrees Celsius.

6. Being on Time

Time is very valuable in the lives of most Canadians. In a fast-moving society, everything seems to compete for a person’s time, so time is precious. To succeed in Canada, you must manage your time wisely. Important activities always **start on time**. You will show respect by being on time. You will give added importance to an activity by being a few minutes early. Your classes and all your program activities are important, so always be on time (or a few minutes early).

7. Addressing Your Teacher

Teachers at ILI are very approachable, and we encourage you to speak your mind. However, this does not mean that you should speak in a confrontational manner. Confronting someone in front of others only makes everyone uncomfortable. If you want to talk to your teacher about her/his teaching methods, or your own personal progress, do it after class.

8. Choosing the Right Word

Before you use slang, make sure that the words are socially acceptable. Not everything you hear on TV is OK to say. If you are not sure of the meaning of a word or when to use it, ask your teacher.

9. Bathroom Etiquette

Bathroom etiquette differs from country to country. Do not put too much toilet paper in the toilet. Flush the toilet more often. Use the fan if the bathroom has one. Few Canadian bathrooms have a bidet or a hose to wash yourself, so if you must use water from the sink or the shower, be careful not to splash it on the walls or floor. There are usually towels for hand use and towels for bath and shower use.

Try to conserve water. Spend only as much time in the shower as you need to wash yourself. Always clean up after yourself and leave the bathroom in the same condition as you found it.

10. Halifax Weather

In Nova Scotia, people often say, "If you do not like the weather, wait five minutes. It will change." Halifax itself boasts a moderate climate which is due to our oceanside location. This results in less extreme temperature variances than other places in Canada. The average temperature for the summer is 25 degrees Celsius and for the winter the temperature averages 0 degree Celsius.

11. Temperatures in Canadian Homes

The climate in Canada is colder than most other parts of the world, and Canadians generally keep their homes between 18 and 20 degrees Celsius during the winter. These temperatures are comfortable for Canadians. If they are uncomfortable for you, you might consider wearing a sweater and slippers. Also, keep in mind that Canadians usually try to conserve energy.

12. Severe Weather Closings

In Canada, winter snowstorms are normal, and Canadians expect to encounter occasional difficulties traveling to school. In Nova Scotia, from time to time, we also get hurricanes or the remnants of hurricanes. As a result, there might be high winds and a lot of rain. ILI students should make a diligent effort to come to school during adverse weather conditions. However, in the event ILI closes school due to adverse weather conditions, a notice will be placed before 7 am, on ILI's Facebook page www.facebook.com/ILICanada and on the ILI website www.ili.ca. In the event the school closes, classes are not made up, and students are not eligible for any refund of any cancelled classes.

13. Alcohol, Drugs, Illegal Activities

Please do not participate in illegal activities!

Alcohol and recreational drugs or illegal drugs are **strictly prohibited** on campus. Purchasing and/or using non-prescription or illegal drugs is prohibited. Students suspected of being in possession of these materials will result in expulsion from the school without refund.

Illegal activities include drinking or buying alcohol under the age of 19 in Nova Scotia and drinking in public places.

It is illegal for someone to buy cigarettes or cannabis under the age of 19. It is also illegal to smoke inside public places or within 10 m of an entrance to a public building.

In Canada, the police will fine you if you ride in a car without wearing a seatbelt or use your cell phone while driving. You will incur heavy fines for speeding. In Nova Scotia, if you go more than 50 km/h over the speed limit, the police will seize and impound your car right away and suspend your driving license to drive for a week or more. You will be fined \$2,422.50, and you will lose six points on your driver license. It is like that for many provinces.

You must wear a helmet if you are riding a bicycle in Halifax, or elsewhere in Nova Scotia.

At no time are knives, toy guns, other weapon-like or real weapons, or hazardous chemicals allowed at school. If there is a question as to whether an item is defined as a weapon, management will have the final say in deciding its appropriateness at school. Violators of this policy may be subject to immediate suspension or expulsion without refund.

13. Personal Property

While Canada is considered a safe country, ILI would like to remind students to always be aware of their possessions on campus and throughout the city. Students must assume responsibility for personal property (cellphones, electronics, passports, jewelry, etc.) throughout the day including break times and the lunch hour. ILI strongly advises students to not bring large amount of money or valuable personal items such as iPods, MP3 players, mobile phones or expensive objects to the school. Any item brought to the school is solely the student's responsibility.

14. Dating in Canada

Please note that there are some laws you need to be aware of. If you are the same age as someone you are dating, it is fine. We have sexual interference laws in Canada, and if you are over the age of 18 and have an intimate relationship with someone who is under the age of 16 years old, it is illegal and you are breaking the law. There are a few more rules about that also in the law.

B. ADMISSION AND REGISTRATION

1. Authorization to Study in Canada

ILI is a Designated Learning Institution (DLI) under federal and provincial regulations (DLI # O19126582122). This designation qualifies ILI to issue Letters of Acceptance (LoAs) to international students for long-term study in Canada and **requires ILI to report student attendance and performance to government officials**. Under these same regulations, it is your responsibility to ensure that you have appropriate authorization from Immigration, Refugee, Citizenship Canada (IRCC) for your entire period of study in Canada and that **you are actively pursuing a course or program of study at a Designated Learning Institution**. If you have any questions about your legal status in Canada, see one of the staff members at the Director office. Depending on the situation, we might refer you to an immigration consultant.

2. Offer of Admission

Accepting ILI's Offer of Admission confirms that you also accept the terms and conditions stated on the ILI Application Contract and that you agree to abide by the rules and regulations printed in this Handbook.

3. Extending Your Period of Study

All tuition at ILI is paid in advance, and you are eligible to study at ILI for the period covered by your tuition. If you wish to extend your period of study and require a letter of enrolment to renew your authorization to study in Canada, you must follow through with your study plan. There is no refund on pre-paid tuition that serves as the basis for renewed authorization to study in Canada.

4. Health Insurance

All students must always have valid health insurance. **It is mandatory.** ILI can arrange health insurance for you easily and at very reasonable rates. If you decline health insurance through ILI, you must provide proof of alternate coverage (an official document from the insurance provider, document that includes your name, policy number and dates of coverage). If you have insurance coverage from a provider other than ILI, it is your responsibility to ensure that your coverage does not expire. Contact your insurance provider in advance of your policy's expiry date if you need an extension. **You will not be permitted to attend classes or go on social activities without proof of health insurance coverage.**

5. Enrollment Categories

a. General programs

ILI provides full-time, half-time, and part-time enrollment options in the general programs:

- i. **Full-time program:** students receive 24 hours of instruction each week.
- ii. **Half-time program:** students attend morning classes only and receive 15 hours of instruction each week.
- iii. **Part-time program:** students attend afternoon classes only and receive 9 hours of instruction each week.

b. U-PP (University-Pathway Programs)

This program is only full-time: students receive 24 hours of instructions each week. Students need to do the full program and pass every skill before graduating from it.

c. Parents program

ILI supplies only full-time option for this program.

All categories of enrollment require students to enroll for a minimum of 4 weeks.

6. Changes in Registration Status

You can change your registration status at the end of any term (for example, from full-time to part-time) if you have completed at least two full terms (8 weeks) of full-time study. In order to change, you must submit the appropriate form at the reception desk by Friday, at least one month before the start of the term that the change affects. You can then apply your pre-paid, unused tuition to your new status. Students sometimes refer to this as "stretching" their tuition.

You will be permitted to "stretch" your tuition only **once** while studying at ILI.

You will not be permitted to "stretch" your tuition if ILI has issued a letter on your behalf for the purposes of renewing your authorization to study in Canada.

7. Refunds Before You Begin Studies at ILI

- a. You qualify for a full refund of your pre-paid tuition only if you have been denied authorization to study in Canada and provide documentation from the proper Canadian authority stating that your application to study in Canada was denied for non-personal reasons.

Non-personal reasons include:

- i. “As stipulated in subsection 216(1) of the IRPR, the purpose of the applicant’s visit which is not met.”
 - ii. “As stipulated in subsection 216(1) of the IRPR, the applicant’s personal assets and financial status which is not met.”
 - iii. “As stipulated in subsection 216(1) of the IRPR, the government does not believe that you will leave Canada at the end of your stay.”
- b. For any other reasons, no refunds

These refunds apply to tuition only. If you have paid ILI directly, ILI will take care of your refund. If you used an ILI agent, and you paid the ILI fees to your agent, contact the agent first to get your refund. ILI does not refund the discounted portion of tuition pre-paid to an agent. In all cases, Application Fees are non-refundable.

8. Refunds On and After You Begin Studies at ILI

- a. The UP-Pathway program (U-PP), which includes 600AP and 700UP, is non-refundable.
- b. Application fees are non-refundable. All other fees are non-refundable.
- c. For up to 10% of completion of a program (except UP), 50% of unused tuition fees is refundable
- d. For 11% to 30% of completion of a program (except UP), 30% of unused tuition fees
- e. For 31% or more of completion of a program (except UP), no refund is given. To be eligible for a refund,
 - 1. You must give a written notice at least two weeks in advance
 - 2. If you used an ILI agent and you paid the ILI fees to your agent, contact the agent directly.

9. You do not qualify for a refund if

- a. You have been put on probation by the Director of Studies, or
- b. You are required to withdraw from ILI for reasons of inappropriate, unacceptable, or aggressive personal behaviour, or
- c. ILI has issued a letter on your behalf for the purposes of renewing your authorization to study in Canada, or
- d. You have missed or have been late for classes numerous times, and you have been warned many times and these absences and lateness are for reasons that are within your control, including cultural adjustment, or
- e. You brought alcohol and/or recreational drugs or illegal drugs on ILI premises or during school activities, or
- f. You were in possession of firearms, toy guns, knives or any other deadly weapons or hazardous chemicals on the ILI campus or during school activities, or
- g. You have cheated on any work, tests, quizzes, or exams.

10. Changes in Class Electives or Levels

If you feel you have been placed in the wrong level (your class is too easy or too difficult), please talk to the Director of Studies (DoS). The DoS is responsible for all level placements. Do not move to another class without the approval of the DoS.

11. Changes in Coordinates

In Canada, we refer to your street address, email address, and telephone numbers as your “coordinates”.

If you move to a new location or change your email address or telephone number, please inform someone at the reception desk. It is important that we are able to contact you at all times.

12. Re-Registration

If you want to extend your study period at ILI, you must register at least 2 weeks before the end of your current registration. You must pay your extension tuition fees and any other fees owing (i.e. health insurance) at this time and prior to starting classes.

C. IMPORTANT-OFFICES

1. ILI Director/Registrar

The Director is responsible for ILI operations (academic and non-academic). The Director of Studies, Director of Student Services, and Social Activities Coordinator, all report to the Director. The Registrar is responsible for processing student applications, registrations, payments and textbook sales, keeping all records relating to these functions, issuing reports on student attendance and performance, advising students on non- instructional matters, and providing general information at the reception desk.

2. Director of Studies

The Director of Studies (DoS) is available to meet with you and offer advice and assistance on issues related to academic, cultural, social, behavioural, and personal concerns. ILI’s DoS promotes an open- door policy and offers you a supportive environment where you can openly express concerns or worries you may have and receive guidance on dealing with your situation. Get to know the Director of Studies. He/she can help you in many ways.

3. Director of Student Services

The Director of Student Services is the person you will see if you want papers sent to a college or university. He/she will also help you with your registration at one of our associated universities or colleges. He is also responsible for the Student’s ID cards.

4. Social Activities Coordinator/Assistant Registrar

One of the best ways to learn a language, learn a culture, and enjoy your experience in another country is to become involved in social activities. Many students comment that their most memorable ILI experiences were in organized evening or weekend social activities with ILI students. ILI has a rich program of social activities organized and conducted by the ILI Social Activities Coordinator. Don’t be shy. Get involved.

D. STUDENT SERVICES

1. [Academic and Personal Advising](#)

The Director of Studies can help you with many of the personal, academic, or social adjustments that you may have to make living in a new culture. You can schedule an appointment at the Director's office or discuss issues informally in the student lounge or on ILI social activities.

2. [Airport Pickup Service](#)

If you request airport pickup, an ILI representative will meet you at the airport upon arrival and take you to the place you will be living. There is no adjustment to this fee if you make alternate arrangements for airport pickup.

3. [Extra Help](#)

If you are enrolled in a regular class and need additional help you can speak to your teacher to arrange for a lunchtime, or after-school help session. There is no charge for this extra help.

4. [Formal One-on-One Tutoring](#)

If you are not enrolled in a regular class or if your need for extra help is extensive, a formal plan of one-on-one tutoring can be arranged through the Director of Studies. Additional fees for formal tutoring will apply. ILI teachers are not permitted by contract to offer tutoring services to ILI students off school premises. Please see the Director of Studies for details.

5. [Social Activities](#)

ILI offers a popular program of social activities. These activities will help you to learn about Canadian culture and lifestyle and give you an opportunity to meet new friends. While your tuition covers a portion of these activities, you may have to pay an additional fee to cover the cost of some activities. You may pay for activities at the Director's office

ILI takes care to ensure that school-sponsored trips and activities are safe. Students who participate in ILI trips and activities are expected to behave in a mature and sensible manner and are fully responsible for their own behaviour. ILI is in no way responsible for accidents or injuries that may occur on school-sponsored trips or activities, and you **must** have health insurance to participate.

6. [Proof of Registration/Payment Letters](#)

The Registrar's Office will produce letters to confirm your registration or proof of payment upon request. Once you have completed your studies at ILI, fees for this document will apply. Please see the reception desk for details.

7. [Student ID Cards](#)

ILI provides an initial student ID card to registered students for the duration of their pre-paid study period. Please see the reception desk for details.

8. [Follow ILI on social media.](#)

ILI posts information, comments, and photographs every day on Facebook, Instagram, and Twitter. You can keep abreast of many school activities by checking these sites regularly.

E. REGULATIONS

1. Good Standing

You are in **good standing** at ILI when you

- (a) follow your program of studies diligently.
- (b) maintain a positive attitude toward your work
- (c) attend at least 80% of your classes (90% if you are in UP-English)
- (d) complete your assigned work on time
- (e) receive fewer than three “English Only” violations
- (f) work to the best of your ability
- (g) pass your class level each 8-week semester
- (h) observe school regulations, policies, and procedures
- (i) maintain respectful and supportive working relationships with your classmates, teachers, and school staff

2. A Higher Standard for UP-English

UP-English is a special course that satisfies your English requirement for admission to undergraduate programs at ILI’s associated universities and colleges. If you are enrolled in this course, you must perform and behave at a higher standard than ordinary “good standing”. You are one of ILI’s “elite” students and are expected to lead others by your good example. For more information, see Sections F and G of this Handbook.

3. Smoking

ILI is a smoke-free environment. You may not smoke anywhere on the ILI premises, and Halifax laws prohibit smoking within 10 meters of the entrance of any public building (that includes ILI). If you must smoke between classes, you must go outside and be 10 meters from any entrance to smoke.

4. Cell Phones

You may use your cell phone in all common areas of the school, but cell phones must be turned off in the classroom. Please remember, ILI’s “English Only” policy is always in effect on school premises, even when you are using your cell phone. In addition, using your cell phone in class shows a lack of respect for the teacher and other students.

5. Textbooks

You must purchase textbooks for your morning and afternoon classes within three days of the start of your first class at each level. If you are progressing at the normal rate, you can expect to change levels and purchase new books at the end of every eight-week term. If you do not have your own unmarked copy of a required textbook, you will not be permitted to attend class.

6. Controlled Substances

ILI has a “zero tolerance” for students who use or are under the influence of a controlled substance on school premises. You will be considered under the influence of a controlled substance if there is

evidence of you having consumed an alcoholic beverage or a controlled substance (such as marijuana). Although cannabis is legal as of October 17, 2018, it is not allowed to be used on campus. Evidence of use may include the odor of alcohol or drugs on your breath or person, other physical signs of consumption (dilated eye pupils), or the testimony of a reliable witness stating that you consumed the substance before coming to school or while on school premises. If you use or are under the influence of a controlled substance on school premises, you will be suspended or dismissed from ILI with no credit for missed classes or tuition refund.

7. Severe Weather Closings

ILI will cancel classes only if weather conditions create unreasonable hardship or risk to students and staff that must travel in these conditions. Cancelled classes are not made up and there is no tuition refund for weather-related cancellations.

Do not wait to call the school after it opens at 8:30 a.m. If there is no announcement on the radio, television, or ILI website, please assume that ILI is open. If ILI closes and electricity is available, notices are posted on the **ILI Facebook** site (www.facebook.com/ILICanada) and the **ILI website** (www.ili.ca).

8. Scent-Free Environment

ILI is a scent free environment. Please **do not wear** any scented products (perfume, cologne, hairspray, and the like) to school. Many people have allergies to scented products, and ILI wants to create a safe learning environment for everyone. If you forget or ignore this, you will be asked to leave, and you may return once you have removed the scent.

9. Recycling and Conservation

At ILI, we care about the environment and follow a specific plan for recycling and conservation. All waste (food, garbage, paper, bottles, etc.) must be disposed of according to posted guidelines. Clearly marked receptacles can be found in the student lounge and kitchen.

10. Student Feedback

ILI values and acts upon student feedback. You can give us your ideas, suggestions, or complaints in several ways. You can:

- (a) talk to your teacher about ways to improve your classes,
- (b) talk to the Director of Studies about ways that ILI can improve its programs,
- (c) talk to the person in the Director's office about ways that ILI can improve its services, and/or
- (d) carefully complete the ILI exit survey.

You must complete your exit survey before your last week at ILI. The Director will not issue your Certificate of Achievement or Academic Transcript unless you have submitted your survey.

11. Complaints

All complaints will be dealt with at the lowest possible level and will be resolved with reference to written ILI policies, academic regulations, student agreements, etc.

Academic matters should first be brought to the appropriate teacher. If the teacher cannot resolve the matter, it should be brought to the Director of Studies. The Director of Studies will

- (a) discuss the matter with the student's teacher, and
- (b) determine a corrective course of action.

If the teacher is to be involved in the remedy, the Director of Studies will offer the teacher whatever support is possible.

Non-academic matters should first be brought to the Director. If the Director cannot resolve the matter, you should make an appeal.

12. Appeals

If a complaint is not resolved to the complainant's satisfaction, the complainant may file an appeal by writing to the Director (johanne.dupuis@ili.ca). The Director will call a meeting of the ILI Quality of Work Committee, which serves as ILI's Appeals Committee. The Quality of Work Committee will report its decision within 10 working days. The Committee's decision is ILI's final position.

As a condition of membership in Languages Canada, the language training industry's accrediting body, members agree to abide by a Code of Ethics Dispute Resolution Policy in managing serious disputes. If you believe that the ILI Appeals Committee has erred, you may ask Languages Canada to adjudicate your claim. The Languages Canada Dispute Resolution Policy and procedures may be found at

https://www.languagescanada.ca/web/default/files/LC_Dispute_Resolution_Policy_2015_logo.pdf.

13. Excessive Behaviour

If you are on your own for the first time and tempted to do things that you normally would not do in your own country (for example: gamble, drink excessively, skip school, talk back to your teachers, go to bed very late, not go home until the very early hours of the morning, and the like), our advice is simply **DON'T**. Excessive behaviour is a serious matter. If ILI becomes aware of such excessive behaviour, you will receive a written warning of misconduct and you may be placed on probation, suspended, or permanently dismissed from ILI with no refunds possible.

14. Aggressive Behaviour or Attitude

ILI has "zero tolerance" for verbally or physically aggressive or abusive behaviour. There is no toleration for harassment, intimidation, or discrimination at ILI. ILI is a learning community based on respect, courtesy, and hospitality. If someone cannot do what you want, or holds a view that is different from yours, show respect, listen to what they have to say, and try to understand. Force is never a correct option. If a teacher or member of the ILI staff tells you that your words or actions are aggressive, consider it to be an oral warning (see Item 15 below).

15. Notice of Misconduct

You will receive an **oral warning** if you do not follow school rules or are in danger of losing your Good Standing (see Section 5-B above). An oral warning is a sign that you are 'slipping' and must improve your performance or behaviour.

You will receive a written warning and may be placed on probation or suspended for a specified period for a second violation of a rule that you have been warned about before or if for some reason you are no longer in Good Standing. Decisions concerning academic probation and suspension (including the length of suspension) rest with the Director of Studies and/or the Director. If you are suspended, missed classes count as absences.

16. Probation, Suspension, and Dismissal

You can be placed on **probation** if

- (a) your attendance drops below 75%,
- (b) you receive more than three “English Only” violations in one semester,
- (c) you have been academically dishonest (see Academic Policies, section G, items 11 and 12)
- (d) you are a legal minor and disregard your guardian’s regulations, or
- (e) you act aggressively (either verbally or physically) towards another ILI student, teacher, or staff member.

You can be **suspended** or **dismissed permanently** from ILI without prior warning. Credit for missed classes, or tuition refund if

- (f) you act with violence towards another ILI student, teacher, or staff member,
- (g) you use or distribute controlled substances to others on the school premises,
- (h) you repeat any action for which you have been placed on academic probation, or
- (i) you are a legal minor and disregard a guardian’s regulations or are known to have used alcohol or a controlled substance.

If you are **suspended** or **dismissed permanently** from ILI,

- (j) you are no longer eligible for a stretch, or to make any changes in your registration dates,
- (k) you are no longer eligible for a refund, and
- (l) you are not allowed to participate in any ILI social activities.

17. Notification of Others

In the event of any infraction involving written notice, probation, suspension, or permanent dismissal, the Registrar and/or Director of Studies may send reports to others as may be appropriate to the situation:

- (a) If you are a minor, your parents and homestay guardian will also be notified either by telephone, email, or conventional mail,
- (b) If your tuition is being paid by a sponsor, ILI will notify your sponsor,
- (c) If you come to ILI through an agent, ILI will notify the agent if the Registrar and / or the Director of Studies deem it appropriate, or
- (d) If you are in Canada on a visitor’s or study visa, ILI will notify the appropriate governmental authorities (e.g. the student’s embassy, the office of Immigration, Refugee, and Citizenship Canada (IRCC), etc.)

F. ACADEMIC PROGRAM

1. ILI’s Learning Environment

ILI is accredited by Languages Canada. ILI’s teachers are one of its great strengths. All teachers are university graduates, speak English as their mother tongue, have professional certification as English language teachers and have experience teaching in other cultures. They have been

carefully chosen because of their training, personality, and commitment to learning in a pleasant, respectful, and mutually supportive environment. ILI teachers will work hard to help you improve your English at your fastest rate of learning. However, they cannot learn for you. Your motivation, cooperation, and hard work are required.



2. Courses and Terms

Programs at ILI follow an 8-week, 6-semester academic calendar. The following chart illustrates the terms:

Semester 1		Semester 2		Semester 3		Semester 4		Semester 5		Semester 6	
8-Weeks		8 Weeks		8 Weeks		8 Weeks		7-8 Weeks		7-8 Weeks	
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Courses at ILI last the full length of each semester with two exceptions:

- i. the UP-English course is taught as three, stand-alone 4-week courses, and
- ii. courses in one semester during the year last for 10 weeks, normally the first one.

3. Start Dates

While this structure supports ILI's academic programs, you may still register on the first day of any week throughout the year and study for as many weeks as you wish. If you leave before you have completed a level, ILI will indicate the level at which you were working on your Academic Transcript.

4. Course Levels

The ILI curriculum has 10 levels (plus a Literacy Level). The first level is for beginners; the 10th level is for very advanced students. The levels conform to international standards set by Cambridge ESOL, the British Council, and the Common European Framework of Reference (CEFR). Each stage of the CEFR has one or more courses. A detailed description of the 10 levels may be found in Appendix A of this handbook. While many factors affect the rate at which adults learn English, you should complete a level each eight- week term.

5. Literacy Level

ILI also offers a Literacy course to help students with very low levels of English prepare for its regular program. This course is designed to teach such skills as letter formation and writing words and phrases.

6. Placement in a Level

When you arrive at ILI, you will take a standardized placement test to determine your current level in relation to CEFR standards. You must then complete your current level to move on to the next level.

7. Typical Class Timetable

		Monday	Tuesday	Wednesday	Thursdays	Fridays
Mornings (15 hours)	9:15-12:30 with a 15 minutes break	English (integrated skills)	English (integrated skills)	English (integrated skills)	English (integrated skills)	English (integrated skills)
Lunch	12:30-1:00	Lunch	Lunch	Lunch	Lunch	Lunch
Afternoons (9 hours)		English Integrated skills	English Integrated skills	English Integrated skills	English Integrated skills	Social Activities

8. Morning Classes

Morning classes make up ILI's core curriculum and define your current level. You move from level to level by passing your morning class.

9. Afternoon Classes

Afternoon classes supplement morning classes and focus on individual skills, special topics, or exam preparation. They have three objectives:

- to help you pass your current level
- to help you work on weak areas
- to help you develop special interests

If you are weak in a certain skill, your afternoon classes may be at a lower level than your morning class. This is OK. It is quite acceptable to work at a lower level as this will help to improve your weaker skills. You will need to improve all four skills in order to pass from one level to the next.

10. Pathway program

Level 600AP and level 700UP are the University/College Preparatory Program, and it has a special place in the ILI curriculum. It is the equivalent level course for students planning to enter university/college, and there is a module offered every term (please contact the registrar's office for exact dates). Completing this course with a score of 75% on the program and passing all the skills in the program satisfies the English requirement for admission to undergraduate programs at ILI's associated universities or colleges. Some universities insist on an IELTS score of 7 for admission to graduate programs.

The level 700UP is now offered as three terms courses. To pass the full **700UP** course and satisfy the English admission requirement of ILI partner universities or colleges, you must take the three-term course and demonstrate the academic skills covered in each term. Therefore, it is not only the scores on tests and quizzes that are important, students must also demonstrate the academic skills at a satisfactory level.

The three half courses are offered on a continuous basis throughout the year to make it easier for you to complete your university/college admission requirements in a timely manner. If you are unable to demonstrate all the required skills after taking both half courses (**UP-A** and **UP-B** and **UP-C**), you can take another four-week course term. This course will be offered every term and will

focus on the required skills that the students enrolled in the class have not yet demonstrated.

UP-English A or B or C	Pass & all required skills have been demonstrated
UP-English A or B or C	Incomplete--some skills have not yet been demonstrated
UP-English A and B and C	Pass and all required skills have been demonstrated

The level 600AP is offered as a two terms course. In order to go up in the level 700UP, you need to pass the level 600AP with an average of 75%. The requirements for level 600AP are the same as for level 700UP: it is not only the scores on tests and quizzes that are important, **students must demonstrate the academic skills at a satisfactory level.**

11. [Prerequisite to Enter U-PP-English](#)

You must complete the 500 level with a mark of 75% to be able to go to level 600AP. Then to go from 600AP to level 700UP, you need to have a mark of 75%, and a pass in all the required skills (writing, presentations, speaking) or a minimum overall IELTS score of 6.0 and a minimum of 6.0 in both the reading and writing components of the IELTS test or successfully pass a “Challenge Test” to qualify for UP-English. (See F-Academic Policy #9 below for information concerning the Challenge test.)

12. [IELTS Preparation Classes](#)

It is not in your best interest to do an exam preparation class prematurely. Your course materials all reference CEFR standards and are designed to prepare you for international tests. Therefore, you will be getting a wide range of practice in the types of questions you can expect to see on the IELTS exam. When you have completed Level 400, or if you have already achieved an IELTS score of at least 4.5, then you will qualify for ILI’s first IELTS preparation course, which is a mid-intermediate or 500-level course. ILI offers a full-time IELTS preparation course as well as courses at the 400 and 600 level in both the mornings and afternoons.

13. [Evaluation \(except in the U-PP program\)](#)

You will be evaluated in every course for which you are registered [see item 14 below]. Every morning course has two major tests: a Mid-Term test in the fourth week and a final exam in the last weeks of the semester. In addition to the Mid-Term and Final Exam, your teachers will give weekly quizzes, homework, or other activities to evaluate your progress.

The Mid-Term Test indicates your progress and becomes a part of your academic record. The Final Exam indicates if you have passed your current level and qualifies you to move on to the next level. To pass a level, you must earn an average of 60% on both the Final Exam and your total work in the course.

Grades on quizzes, activities, or assignments in your afternoon classes will not appear on your Academic Transcript, but the Director of Studies may take them into consideration if you come just short of passing your level. Your participation in afternoon classes will be an important factor in determining if you are qualified to take your morning Mid-Term Test and Final Level Test. Afternoon classes are an important part of your instructional day, so failure to attend these afternoon sessions could result in failing your level. You should keep a file of all your work in every

course so that if any issues arise regarding your grade or your placement in the next level, your teacher or the Director of Studies can review clear evidence of your work.

14. Grades

You will receive a percentage grade for your performance in each of the courses for which you are registered.

- In the morning course, your successful completion will be based on participation, quizzes, and homework, Mid-Term Test, and the Final Level Test.
- In the afternoon skills courses and the enriched writing course, your grade will be based 100% on your task production and participation.
- In the U-PP-English course, your grade will be based on reading/listening note taking, oral presentations, written essays, and quizzes and exams. However, you also have to satisfy all the skills requirements to pass.

15. Academic Transcripts

At the end of each term, you will receive an Academic Transcript that summarizes your performance for the term. The transcript indicates the level you have just completed, your final grade, your attendance, and whether you have moved up to the next level. It also identifies your level of listening, speaking, reading, and writing skills with reference to CEFR standards, and the scores of any standardized tests you may have taken. Finally, it provides comments from your teacher on your performance.

However, you will not get your final report and certificate from ILI as long as you owe money to ILI. You will get your documents only after you have paid 100% of your balance on your account.

G. ACADEMIC POLICIES

1. Use Only English

You must use English and only English at all times at ILI. If another student speaks to you in your native language, reply, "English only, please!" If a member of staff hears you speaking any language other than English, you will receive an "English Only Violation" and be required to report to the Director of Studies office that day to complete an extra English learning exercise. If you receive repeated violations or do not complete your assigned extra work you can incur probation or suspension [see Regulations, section E, items 16, 17, and 18 above].

2. Assessment

Your progress will be assessed as detailed below. This assessment system was developed to motivate and encourage you to participate actively in all components of your English language course in order to more effectively meet the learning outcomes of each level. Should you have any questions, please speak with your teachers or the Director of Studies.

The morning class is worth 65% of your term mark and each term will be evaluated as detailed on the first day of class by the teacher. The final mark is an average of your first and second term marks. To pass a level, you will need a minimum average of 65%. UP students need an average of 75% in the three components of UP to meet the passing requirements. Students whose attendance falls below 80% within a term will be permitted to write the term exam, however, 10% will be deducted from their exam score. If attendance falls below 70%, 15% will be deducted and 20% will be deducted if attendance falls below 60% (and so on).

The afternoon class is worth 35% of your term mark and will be evaluated as detailed in the table below.

3. Required Attendance for General and Pathway Programs

Learning a language requires your active participation. Class attendance is required. If you miss or are late for class, or if you leave class for any reason once it has begun, you not only miss something you may need to pass your level, you disturb the teacher's instruction, and you affect the learning of others.

Level Courses, Skills courses, and Exam Preparation Courses

- To qualify to take your Mid-Term Test without penalty, you must have an overall attendance average of 80% in the first three weeks (four weeks in the final semester of the year) of the term. If your attendance average falls below 80%, a percentage will be deducted from your test results. The amount deducted will depend on your overall attendance percentage. For the Pathway levels (600AP and 700UP), your attendance should be 90%.
- To qualify to take your Final Level Test without penalty, you must have an overall attendance average of 80% in the first three weeks (four weeks in the final semester of the year) of the term. If your attendance average falls below 80%, a percentage will be deducted from your test results. The amount deducted will depend on your overall attendance percentage.
- Each exam is worth 30% of your morning class mark, and your morning class mark is worth 65% of your final mark. Because participation, writing assignments, quizzes and presentations also make up your final mark, it is mathematically possible to pass a level without taking an exam, however it is unlikely. You are strongly encouraged to participate in all aspects of your course in order pass the level.

U-PP-English

While U-PP-English (Level 600AP and Level 700UP) does not have an attendance requirement to take course tests, you must have 90% attendance to pass the course. The consequences of falling below 80% attendance is severe, since you must either pass the course or earn a qualifying score on an official IELTS test to meet your university/college entrance requirement.

4. Calculating Attendance

Classes meet three times throughout the day: (1) at 9:00 am, (2) 10:50 am, (3) 1:15 pm. Attendance is taken every day at each class meeting. Your average attendance is calculated by dividing the number of classes you attend by the number of classes for which you are registered.

5. A) Vacation/Holiday-General and Pathway programs

If you want to take a personal vacation, you must do it between levels and **not** during a level. We give vacation time per week not per day. No vacation is allowed during the U-PP program. If you choose to take personal holidays or another leave of absence during your contracted term of study, you are not eligible for a refund. If you have completed 3 consecutive terms of full-time study, and wish to take some time off, you may be eligible to "stretch" your study period at ILI.

If you want personal vacation time, you need to send your request **in writing**, and it can take 48 to 72 hours to receive your answer. You must fill in a request form at least two weeks before the term in which you wish to make the change. This form is available at the administration office. Please remember that telling your teacher, front desk staff or the DOS is not enough, and that you must fill out the appropriate form by the deadline date.

B) Students in the parents-program.

If you are in the parents' program, you already have planned vacation time according to your children's vacation schedule in the public school. Fees already paid for the vacation period will not be refunded and cannot be added at the end of the period of study. So, you cannot extend your period of studies because you took vacations. To get approval for vacation, a request must be made in writing to the Director of Studies at least two weeks before the start of the vacation.

6. Late Arrivals

Late arrivals disrupt classes. If you are more than 15-minutes late, you will be considered absent. Do not go into the classroom until after the next break. Instead, go to the student lounge and prepare for your next class.

7. Leaving Classes

Leaving a class once it has begun is impolite and disrupts the class. Prayer breaks must be taken between classes. If you must leave a class for a bathroom break and you are not back within five minutes, your teacher will mark you absent for that class. If you are not back in time, your teacher will not accept you in the class until next break.

8. Missed Tests and Exams

You can make up missed tests and exams only for serious illness or exceptional circumstances beyond your control. You must present a doctor's note or other reliable documentation to the Director of Studies to re-schedule your test or exam. As a courtesy, also please notify the Reception Desk by telephone or email to report your illness or explain your emergency. The telephone number is 902-404- 8880. The email address is study@ili.ca.

9. Excused Absences

The reason for any absence does not matter. The ILI attendance policy allows for a percentage of absences to accommodate circumstances beyond your control. Manage this allowance wisely. Expect the unexpected to happen, especially in the last weeks of a course. If you have already used your allowable absences and you get sick or something unexpectedly happens, you will not be allowed to take your tests and you will not pass your level.

10. The 700UP-English Challenge Test

You can take a standardized "Challenge Test" to accelerate your entry to level 700UP-English. You can only take the Challenge Test after you have completed the 5th Level. If you do not pass the Challenge Test, you will have to complete the Level 600AP or present an official IELTS score (overall score of 6.0 with a minimum score of 6.0 in both the reading and writing component) before you can take Level 700UP-English. The Challenge Test is optional at your expense. Please see someone at the reception desk for current fees.

11. No Penalty for a Late Start

Since you can begin your program of studies at ILI on any Monday, ILI will not penalize you if you have not had the benefit of at least 60% of your course instruction. If you enroll in a course after the 3rd week of a term (4th week in Term 6) and meet your attendance requirement but do not pass your level, your test scores for your first term will not become a part of your Academic

Transcript. However, if you have been enrolled in at least 60% of your course and do not pass your level, your test score will be recorded. Attendance is always a matter of record.

12. Academic Honesty

Honesty is an important standard of personal behaviour and is central to a person's character and reputation. All members of the ILI community are responsible for maintaining ILI's character and reputation by observing commonly accepted principles of academic honesty and by refusing to participate in or tolerate academic dishonesty.

Teachers practice academic honesty by explaining principles of academic honesty to their students, minimizing opportunities for cheating in their courses, confronting students suspected of dishonesty in a way that respects their privacy, and assigning grades fairly on the basis of evidence of the student's work.

Students practice academic honesty principally by using their own thoughts and materials in writing papers and taking tests, by refusing to participate in any form of academic dishonesty with others, and by reporting any instances of academic dishonesty that they may observe.

ILI practices academic honesty by giving students the right to appeal any disputes to disinterested parties for hearing and resolution, protecting the anonymity of any student reporting an incident of academic dishonesty to the extent permitted by due process, and keeping and reporting accurate records of every student's performance.

The following are commonly regarded dishonest student practices. There are many others.

- Copying from others or allowing others to copy from them during a test
- Using unauthorized materials, prepared answers, or concealed notes during a test
- Disclosing information about a test to a student who has not yet taken the same test
- Sharing answers for a take-home test or assignment unless specifically authorized by the teacher
- Taking an examination for another student or having another student take an examination for them. Stealing or attempting to steal an examination or answer key from the instructor
- Tampering with a test after it has been corrected, then asking the teacher for more credit
- Offering another person's work as their own
- Intentionally disrupting the educational process in any manner
- Allowing others to research and write an assignment (including purchasing an assignment from a commercial term-paper company)

13. Plagiarism

Plagiarism is a common form of intellectual dishonesty. It involves using the intellectual work of another without giving that person appropriate credit. Plagiarism takes three main forms:

- Passing off as one's own ideas, words, images, or other creative works of others, and
- Using someone else's ideas, words, images, or other creative works—even in small parts—without referencing its source.
- Re-using your own materials is also considered plagiarism, it is called self-plagiarism. To be able to use your own material, you need to have the permission of the teacher.

Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole or in part), in one's own words, and for information that is not common knowledge. Your teachers in the UP- English Course will help you to understand how to avoid plagiarism and how properly to use and give appropriate credit for the ideas, words, images, or creative works of others.

14. Penalties for Academic Dishonesty

Penalties for academic dishonesty are governed by Regulation section E, items 16, 17, and 18 above, but because dishonesty is so serious, a first instance would produce a written warning, probation, and possible suspension. A second instance of academic dishonesty of any kind would result in mandatory suspension and possible permanent dismissal. If a student is suspended, missed classes count as absences.

H. MINOR STUDENTS

1. The Legal Adult Age

The legal adult age in Nova Scotia is 19 years, and young people who have not yet reached their 19th birthday are referred to as minors. Nova Scotia law requires special care and protection of minors. ILI requires that all minor students have appointed guardians.

2. Guardians

ILI requires that minors live and follow a program of full-time study in the care of a guardian. The guardian will be appointed by ILI and is usually a chaperone or a member of ILI staff. **ILI will release minors from guardianship for minors only upon receipt of**

- a) the completed ILI Guardian Release Form, signed and notarized by the student's parent, requesting that they child be permitted to make their own living arrangements and absolving ILI from appointing a legal Guardian and all responsibility of the minor's care outside of school hours or,
- b) Receiving a signed and notarized Custodianship Form from an alternate and qualified guardian. A qualified guardian must be a permanent resident of Canada over that age of 21.

3. Qualifying as a Guardian

The designated guardian confirms in writing that he or she is willing to serve as guardian providing a notarized Custodianship form.

4. The Role of a Guardian

The role of guardian of a minor student enrolled at ILI is

- I. to supervise the student's behaviour with respect to the standards described in Item 4-E below,
- II. to help the student obtain professional care if he or she becomes sick or has an accident, and
- III. to inform the ILI Registrar or Director of Studies promptly of any situations or activities that involve unacceptable behaviour, that might affect the welfare of the student, or that might affect their exercising their responsibilities as a guardian.

5. Minor Standards of Behaviour

ILI students who have not yet reached their 19th birthday must sign an ILI agreement that commits them to the following standards of behaviour:

- I. to follow their program of studies diligently,
- II. to participate in all classes and complete assigned school work,
- III. to observe all school regulations,
- IV. to discuss any difficulties they may have with their teacher,
- V. to obtain permission before going anywhere on their own,
- VI. to obtain permission before inviting friends to visit,
- VII. to observe announced curfews,
- VIII. to go to bed at a reasonable hour,
- IX. to keep wholesome friendships,
- X. to spend money wisely,
- XI. to dress appropriately, and
- XII. to use no alcohol, tobacco or illegal drugs.

6. Breach of the Minor Standards of Behaviour

Minor students who do not observe the standards of behaviour described in Item 8-E above receive the same notices of misconduct as other ILI students and are subject to probation, suspension, or dismissal. In the extreme case that dismissal becomes necessary,

- (a) the student must promptly return to his home country at the expense of his or her parents,
- (b) the student forfeits any claim to prepaid tuition, fees, or accommodation expenses, and
- (c) ILI will report the dismissal to Immigration, Refugee, Citizenship Canada (IRCC) and Canadian Border Services Agency (CBSA) Control.