



2023 INTERNATIONAL SUMMER ACADEMY

Registration Form Copies

How to Use This Packet

This packet is designed for your agency use only to collect your students’ information and is a copy of all the forms on our application portal. This form will not be accepted as an application. **All applications must be submitted through our online [registration portal](#) to be considered and any applications submitted using this form will be returned.**

If you have any questions about the process, please contact our team at summeracademy@utoronto.ca.

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NOT AN APPLICATION

ALL APPLICATIONS MUST BE COMPLETED ON THE INTERNATIONAL PROGRAMS REGISTRATION PORTAL

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A: General Information

A1: Account Information (Household Form)

Note: this form will have terminology such as “parent” or “household.” You should view this form as your account information. As such, the main contact for the registration process should be listed as “First Parent/Guardian” as all communications will be sent to this email. **There will be space to add the student’s parent and emergency contacts in other forms.**

“First Parent/Guardian” (Main Contact)

First Name		Last Name	
Title		Pronouns	
Email Address <i>(Same as your account email)</i>		Phone Number(s)*	

*May include more than one

“Second Parent/Guardian” (Secondary Contact) (Optional)

First Name		Last Name	
Title		Pronouns	
Email Address <i>(Same as your account email)</i>		Phone Number(s)*	

*May include more than one

A1.1: Mailing Address

Note: this will be the address that will be listed in your students’ invoices. We recommend you add your office’s address as you can only list one address for all students. If any of your students require a specific address on their individual invoice, please contact our team at summeracademy@utoronto.ca and we’ll be happy to change that for you.

Street Address			
City		State/Province	
Zip/Postal Code		Country	

A1.2: Additional information

Agency	
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How did you hear about our programs?

	Website
	School
	Friend
	Family Member
	Education Fair
	Social Media – Instagram/Facebook
	Social Media – Google Ad
	Agent/Representative
	I am a returning student

REFERENCE ONLY

B: 2023 Youth International English Program Forms

B1: Student General Information

First Name		Middle Name <i>(optional)</i>	
Last Name			
Date of Birth			
Gender		Pronouns <i>(optional)</i>	

B2: Course Selection

Session 1 (July)

Mandatory Course Selection

	Course	Age	Duration	Start Date	End Date	Fee (CAD)
	General English Course (Morning)	13-18	3 Weeks	July 1, 2023	July 21, 2023	\$4,850
			4 Weeks	July 1, 2023	July 28, 2023	\$6,300
	Academic Preparation Course (Morning)	15-18	4 Weeks	July 1, 2023	July 28, 2023	\$6,600

Optional Add-On Courses

	Course	Age	Duration	Start Date	End Date	Fee (CAD)
	Intensive English Course (Afternoon)	13-18	3 Weeks	July 1, 2023	July 21, 2023	+\$600
			4 Weeks	July 1, 2023	July 28, 2023	+\$800
	IELTS Preparation Course (Afternoon)	15-18	4 Weeks	July 1, 2023	July 28, 2023	+\$1,000

Session 2 (August)

Mandatory Course Selection

	Course	Age	Duration	Start Date	End Date	Fee (CAD)
	General English Course (Morning)	13-18	3 Weeks	July 30, 2023	Aug 19, 2023	\$4,850
			4 Weeks	July 30, 2023	Aug 26, 2023	\$6,300
	Academic Preparation Course (Morning)	15-18	4 Weeks	July 30, 2023	Aug 26, 2023	\$6,600

Optional Add-On Courses

	Course	Age	Duration	Start Date	End Date	Fee (CAD)
	Intensive English Course (Afternoon)	13-18	3 Weeks	July 30, 2023	Aug 19, 2023	+\$600
			4 Weeks	July 30, 2023	Aug 26, 2023	+\$800
	IELTS Preparation Course (Afternoon)	15-18	4 Weeks	July 30, 2023	Aug 26, 2023	+\$1,000

B3: Additional Services

Item	Fee (CAD)
Notarized Custodianship Form (non-refundable)	\$100
International Wire Transfer Fee* (non-refundable)	\$50 per transfer

*A service fee applies for wire transfer payments. There are no fees for credit card payments

B4: Student Information Form

Nationality	
Has your student attended our programs before? (Y/N)	
If yes, which year?	

B4.1: Academic Information

Current Grade/Year (2022-2023 Academic Year)	
School (School your student is currently attending in your home country)	
Is this student planning to apply to University in the future?	No
	Yes, in student's home country
	Yes, in Canada
	Yes, internationally (not in Canada)

B4.2: Room Sharing

If you know someone who is in the same program that you would like to share with, please indicate their name below.

Student Name	
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Please note that while we will try our best to accommodate your request based on room availability, we cannot guarantee that every room request will be fulfilled.

B5: Terms & Conditions

I have read and understood the expectations from the [General Rules and Code of Conduct](#) as outlined on the International Programs Website and in the Pre-Arrival Guide. I also understand that any disregard for these rules, or the directions of the program staff, will result in my immediate expulsion from the program. I therefore agree to abide by the terms set out in this General Rules and Code of Conduct.

I acknowledge that possession and/or consumption of alcohol or illegal drugs are forbidden throughout the duration of the program and that violation of this policy may result in my immediate expulsion from the program. I further accept that if I am found to be in possession of alcohol or illegal drugs that police may be involved and criminal charges laid.

I understand that any costs incurred as a result of my expulsion from the program, including but not limited to transportation home, will be solely my responsibility and that no refund of program fees will be given.

Lost Key Policy

I have read and understood that if I lose my residence keys during the program or fail to return them on the last day of the program, my signature below authorizes the International Programs to charge a mandatory lost key fee of CAD \$25.00 the day after the key is reported lost by our front desk staff.

Informed Consent Agreement

By signing below, I/WE acknowledge that certain RISKS OF INJURY are inherent to participation in the Youth International English Program. These types of injuries may be minor or serious and may result from one's own actions, or the actions of others, or a combination of both. I/WE understand that the RULES AND REGULATIONS are designed for the safety and protection of participants and hereby undertake that my child will abide by these rules and regulations.

I/WE hereby warrant that my/our child is physically able to participate and understand that the choice to participate brings with the ASSUMPTION OF THOSE RISKS AND RESULTS which are part of the Youth International English Program. I/WE agree that the GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO, their directors, officers, employees, agents, and volunteers, SHALL NOT BE LIABLE for any injury to my child or loss or damage to my child's personal property arising from, or in any way resulting from, his/her participation in those activities, UNLESS such injury, loss, or damage is caused by SOLE NEGLIGENCE of the University, their directors, officers, employees, agents, and volunteers, while acting within the scope of their duties.

I/WE agree to allow my/our child to receive basic first aid/medical care from staff certified in first aid or trained medical professionals if necessary. I/WE declare having read and understood the above INFORMED CONSENT AGREEMENT in its entirety and hereby consent to participate acknowledging all the foregoing.

Free Time Permission

By granting permission and signing below, I/WE acknowledge that students will be allowed to sign out for FREE TIME and leave campus. By granting permission, I/WE acknowledge and understand that my/our child will be unsupervised during this time, but staff will be available to contact in case of

emergencies. This permission is only for the allocated FREE TIME. All other times, students are not permitted to leave campus on their own.

Permission

	I/We GRANT permission for my/our child to sign out to leave campus during the allocated Free Time
	I/We DO NOT GRANT permission for my/our child to sign out to leave campus during the allocated Free Time

Signatures

Do you agree?

	I understand and agree to all terms outlined in the General Rules and Code of Conduct, Lost Key Policy, Informed Consent Agreement, and Free Time Permission above.
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Digital Signature		
Relationship to Student		Parent/Guardian
		Agent
Date (MM/DD/YYYY)		

B6: Financial Agreement Form

In order to secure a space in your program of choice, you are required to pay a **non-refundable Deposit or Registration Fee**. Please refer to the table below for your particular program:

Program	Fee Type	Amount (in CAD)
Youth IEP	Deposit (Deposits are included in program fees)	\$500.00
Pre-University Programs	Deposit (Deposits are included in program fees)	\$600.00
International English Programs	Registration Fee (this fee is in addition to the program fees)	\$190.00
	Residence Deposit – required only if you request to stay in Residence (This fee goes towards the total Residence Fee)	\$150.00

Please include your initials below to show you have read and understood the Deposit Policy.

Initials		
Relationship to Student		Parent/Guardian
		Agent

Cancellation Policy

If you decide to cancel your registration, please refer to the refund deadlines as listed in the table below. All program fees are refundable, less the Deposits and/or Registration Fees

After the 50% Refund Deadline, all program fees are non-refundable.

Please include your initials below to show you have read and understood the Cancellation Policy.

Initials		
Relationship to Student		Parent/Guardian
		Agent

Refund Policy

Program Session	Session 1 (July)	Session 2 (August)
Final Payment Deadline	Sunday, May 21, 2023	Sunday, June 18, 2023
Full Refund Deadline*	Sunday, May 21, 2023	Sunday, June 18, 2023
50% Refund Deadline*	Sunday, June 4, 2023	Sunday, July 2, 2023

*Less the non-refundable deposit or registration fee

If you cancel before the final payment deadline, all Program Fees (less the non-refundable Deposit or Registration fee) will be returned to the original method of payment. If you have paid your fees via credit card, the refund must be made to the same credit card. If your fees were paid by wire transfer, you will receive your refund via wire transfer, and to the same account. Please note that international wire transfers may take 3 weeks to be processed.

Visa Refusals:

In case of a visa refusal, we can provide a full refund (excluding the deposits and/or registration fees) regardless of the deadlines, upon receiving a copy of the official visa refusal letter from the Canadian immigration office (IRCC). All refund requests must be submitted by September 1st, 2023. After this date, no refunds for visa refusals will be honoured.

Please include your initials below to show you have read and understood the Refund Policy.

Initials		
Relationship to Student		Parent/Guardian
		Agent

Acknowledgment/Signature

<input type="checkbox"/>	I have read and agreed to the Financial Agreement Policy detailed above.
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Digital Signature		
Relationship to Student		Parent/Guardian
		Agent
Date (MM/DD/YYYY)		

B7: Student Emergency Contact Form

**Parent (Mandatory)
Emergency Contact #1**

First Name		Last Name	
Phone Number 1		Phone Number 2 <i>(Optional)</i>	
Email			

**Toronto Contact (Optional)
Emergency Contact #2**

First Name		Last Name	
Phone Number 1		Phone Number 2 <i>(Optional)</i>	
Email			

**Alternative Contact (Optional)
Emergency Contact #3**

First Name		Last Name	
Phone Number 1		Phone Number 2 <i>(Optional)</i>	
Email			

B8: Notarized Custodianship Form

We will prepare the custodianship form for you and notarize the first page. Once notarized, we will send a scanned version of the form to you by email.

Page 1 will be notarized by our office. Page 2 must be notarized in your country of residence.

Parent 1

Family Name	
Given Name	
Date of Birth (YYYY-MM-DD)	

Home Address	
Telephone Number	

Parent 2

Family Name	
Given Name	
Date of Birth (YYYY-MM-DD)	
Home Address	
Telephone Number	

B9: Youth IEP Arrival/Departure Form

ONLY SUBMIT THIS FORM AFTER YOUR STUDENT’S TRAVEL PLANS ARE BOOKED

This form should be completed and returned to the program office as soon as your child's travel plans to and from Toronto have been finalized.

It is recommended that any travel plans you make be refundable. The International Programs Office is not responsible for travel plan changes or cancellations for any reason.

We MUST receive their flight/arrival information at least four (4) weeks before the start of the program. Otherwise, we cannot guarantee their pick-up and drop-off service.

We do not offer airport service to/from locations other than our residence.

Additional Fees May Apply

Extra day fees will be applied to your invoice if your child need to stay extra days at the program.

Extra day Fees are CAD \$250.00 per extra day. Airport Services are not included in the Extra Day Fees. Alternate Transfer Fees are \$75.00 per way.

Alternate Transfer Fees will be applied to your invoice if your child arrives on a different day than the specified arrival day of Saturday July 1, or departs on a different day than the specified departure days of Friday July 21 (for three-week programs) or Friday July 28 (for four-week programs).

B9.1: Arrival Information

Will Your Child Require Airport Pick-Up?

Yes	Go to B9.12: Yes, I would like for my child to be picked up from the airport or station.
No	Go to B9.11: No, I will arrange for my child's own transportation to the University of Toronto.

B9.11: No, I will arrange for my child's own transportation to the University of Toronto

Contact Name <i>Please indicate the name of the person dropping your child off at the University of Toronto</i>	
Relationship to Student	
Phone Number	
Alternative Phone Number (Optional)	

Arrival Date

Students arriving directly to our program are expected to arrive on the start date of their program.

For the Youth International English Program, this date is Saturday, July 1 or Sunday, July 30. Students should arrive at the University of Toronto between 3pm and 5pm.

Arriving before this date will result in additional fees being added to your account.

Please confirm your arrival date:

Please confirm your arrival date:	
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B9.12: Yes, I would like for my child to be picked up from the airport or station.

My child will be arriving at:

	Toronto Pearson International Airport (YYZ)
	Billy Bishop Toronto City Airport (YTZ)
	Toronto Union Bus Terminal
	Toronto Union Station

Arrival Date

Arrival Date	
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Please note that if your student is arriving on a different day than the start date of the program, additional fees may apply. These additional costs will be determined after you have submitted your student's arrival information on the registration portal (Refer to the Additional Fees section above).

If arriving at Toronto Pearson International Airport

City of Origin		Connecting City (If Any)	
Airline		Flight Number	
Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>		Terminal	
Will your child be travelling with Unaccompanied Minor Service?* (Yes/No)			

*Note: If you selected Yes, we will give you the name of the counsellor who will be there to receive your child closer to their arrival date. Please DO NOT give the airline the name of one of our staff members without telling us. It will cause a lot of trouble for your child’s release to our programs and delay their pick-up at the airport. The name of the custodian (if applicable) is never the person to pick-up your child.

If arriving at Billy Bishop Toronto City Airport

City of Origin		Connecting City (If Any)	
Airline		Flight Number	
Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>			

If arriving at Toronto Coach Terminal

City of Origin		Bus Company	
Bus Number		Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

If arriving at Toronto Union Station

City of Origin			
Train Number		Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

Arrival Notes (optional)

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B9.2: Departure Information

Will your child require Airport Drop-Off?

Yes	Go to B9.22: Yes, I would like for my child to be dropped off at the airport or station.
No	Go to B9.21: No, I will arrange for my child to be picked up from the University of Toronto.

B9.21: No, I will arrange for my child to be picked up from the University of Toronto.

Contact Name <i>Please indicate the name of the person picking up your child off from the University of Toronto</i>	
Relationship to Student	
Phone Number	
Alternative Phone Number (Optional)	

Departure Date

Students departing from our programs without departure service are expected to depart on the end date of their program.

For the Youth International English Program, this date is Friday, July 21, Friday, July 28, Saturday August 8, or Saturday, August 26, depending on your selected program.

Students should be picked up from the University of Toronto between 10am and 12pm.

Departing later than this date will result in additional fees being added to your account. Please confirm your departure date:

Please confirm your departure date:	
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Please note that if your student is arriving on a different day than the start date of the program, additional fees may apply. These additional costs will be determined after you have submitted your student's arrival information on the registration portal (Refer to the Additional Fees section above).

B9.22: Yes, I would like for my child to be dropped off at the airport or station.

My child will be departing from:

	Toronto Pearson International Airport (YYZ)
	Billy Bishop Toronto City Airport (YTZ)
	Toronto Coach Terminal
	Toronto Union Station

Departure Date

Departure Date	
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Please note that if your student is departing on a different day than the end date of the program, additional fees may apply. These additional costs will be determined after you have submitted your student's departure information on the registration portal (Refer to the Additional Fees section above).

If departing from Toronto Pearson International Airport

Destination City		Connecting City (If Any)	
Airline		Flight Number	
Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>		Terminal	
Will your child be travelling with Unaccompanied Minor Service?* (Yes/No)			

*Note: If you selected Yes, we will give you the name of the counsellor who will take your child to the airport closer to their departure date. Please DO NOT give the airline the name of one of our staff members without telling us. It will cause a lot of trouble with your child’s release to the UM Service Provider and delay their drop-off at the airport. The name of the custodian (if applicable) is never the person to drop-off your child.

If departing from Billy Bishop Toronto City Airport

Destination City		Connecting City (If Any)	
Airline		Flight Number	
Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>			

If departing from Toronto Coach Terminal

Destination City		Bus Company	
Bus Number		Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

If departing from Toronto Union Station

Destination City			
Train Number		Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

Departure Notes

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B10: Medical Form

B10.1: Allergies & Dietary Restrictions

Does your child have any allergies? If yes, please provide details

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Does your child require an EpiPen? Please provide details

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Please indicate any allergies your child may have:

Food Allergies	
Drug Allergies	
Environmental Allergies	

Does your student have any dietary restrictions? If yes, please provide any details

--

B10.2: Medications & Other Restrictions

Does your child have any restrictions on activity? If yes, please explain what activities must be restricted and list any special accommodations that should be made.

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Will your child need any medications during the program? If yes, please list the medication and for what reason.

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B10.3: Medical Waiver

Please note that the International Programs Office is not responsible for your child’s medication or the self-administration of their medication. Your child must have the knowledge and skills needed to safely carry and self-administer their medication while attending the program.

Please email us at summeracademy@utoronto.ca if your child has any medication that requires to be refrigerated or has needles. We can provide a mini-fridge (approx. \$60) and/or needle disposal box.

<input type="checkbox"/>	Checking this box confirms that you have read the medical waiver, that you understand it and that you agree to be bound by it.
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Digital Signature (Full Name)	
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B11: Documents

1) Student Photo (Mandatory)

Upload a picture of yourself!

Here are a few guidelines:

- Please ensure that your face is visible (no sunglasses, hats, masks etc)
- Please ensure that you're close enough that we can see you!

2) Passport Scan (Mandatory)

Your Passport Photo Page Copy will help us identify you in case there are any issues with your registration upon your arrival to the program

3) Wire Transfer Receipt (If Applicable)

If you have chosen to pay by International Wire Transfer, please attach a copy of your wire transfer here so that we may track the payment. Please ensure that the writing in the receipt is clear and legible.

C: 2023 Pre-University Programs Forms

C1: Student General Information

First Name		Middle Name <i>(optional)</i>	
Last Name			
Date of Birth			
Gender		Pronouns <i>(optional)</i>	

C2: Program & Course Selection

C2.1: Advanced Academic Program

Choose a morning **and** an afternoon course in C2.11 & C2.12.

	Session	Age	Start Date	End Date	Fee (CAD)	
	Session 1 (July)	15-18	July 9, 2023	July 29, 2023	International	\$5,475
					Canadian	\$4,475
	Session 2 (August)	15-18	July 30, 2023	Aug 19, 2023	International	\$5,475
					Canadian	\$4,475

C2.11: Morning Course Selection

	World Economics	3 Weeks, Morning
	Language & Literature	3 Weeks, Morning

C2.12: Afternoon Course Selection

	Film & Cinema Studies	3 Weeks, Afternoon
	Critical Thinking in Statistics	3 Weeks, Afternoon
	Law, Ethics & Society	3 Weeks, Afternoon

C2.2: Global Citizenship Program

	Session	Age	Start Date	End Date	Fee (CAD)	
	Session 1 (July)	15-18	July 9, 2023	July 29, 2023	International	\$5,475
					Canadian	\$4,475
	Session 2 (August)	15-18	July 30, 2023	Aug 19, 2023	International	\$5,475
					Canadian	\$4,475

C3: Optional Add-ons

Item	Fee (CAD)
Notarized Custodianship Form (non-refundable)	\$100
International Wire Transfer Fee* (non-refundable)	\$50 per transfer
Airport Service (Canadian students only**)	\$100 per way
Health Insurance (Canadian students only**)	\$650 for 3 weeks

*As service fee applies for wire transfer payments. There are no fees for credit card payments

**These fees are automatically included in international student fees. If Canadian students would like to add on these services, they can include it here.

C4: Student Information Form

C4.1: Student Information

Student Email Address Please provide a student email address. This should be an address that the student uses and checks regularly – we will use this to provide information directly to them.	
Nationality	
Has your student attended any Pre-U Programs before? (Y/N)	
If yes, which year?	

C4.2: English Proficiency Information

Have you been studying in an English language institution for 2 years or longer?

Yes
No

You may need to submit English test scores. If you currently have an English test result (IELTS, TOEFL, etc.) please upload a copy onto your portal. For a list of accepted test scores, please visit our [website](#).

If you do not have an English test score, we recommend that you take the [Duolingo English test](#).

If you have any concerns, please do not hesitate to email us at summeracademy@utoronto.ca.

Depending on your child's school's educational system, we may still require an English Proficiency Test. If required, our team will be in contact with you.

C4.3: School Information

Current Grade/Year (2022-2023 Academic Year)	
School (School your student is currently attending in your home country)	

Is this student planning to apply to University in the future?	No
	Yes, in student's home country
	Yes, in Canada
	Yes, internationally (not in Canada)

C4.4: Room Sharing

If you know someone who is in the same program that you would like to share with, please indicate their name below.

Student Name	
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Please note that while we will try our best to accommodate your request based on room availability, we cannot guarantee that every room request will be fulfilled.

C5: Terms & Conditions

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I acknowledge that possession and/or consumption of alcohol or illegal drugs are forbidden throughout the duration of the program and that violation of this policy may result in my immediate expulsion from the program. I further accept that if I am found to be in possession of alcohol or illegal drugs that police may be involved and criminal charges laid.

I understand that any costs incurred as a result of my expulsion from the program, including but not limited to transportation home, will be solely my responsibility and that no refund of program fees will be given.

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I have read and understood that if I lose my residence keys during the program or fail to return them on the last day of the program, my signature below authorizes the International Programs to charge a **mandatory lost key fee of CAD \$25.00** the day after the key is reported lost by our front desk staff.

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I/WE hereby warrant that my/our child is physically able to participate and understand that the choice to participate brings with the ASSUMPTION OF THOSE RISKS AND RESULTS which are part of the Pre-University Programs. I/WE agree that the GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO, their

directors, officers, employees, agents, and volunteers, SHALL NOT BE LIABLE for any injury to my child or loss or damage to my child’s personal property arising from, or in any way resulting from, his/her participation in those activities, UNLESS such injury, loss, or damage is caused by SOLE NEGLIGENCE of the University, their directors, officers, employees, agents, and volunteers, while acting within the scope of their duties.

I/WE agree to allow my/our child to receive basic first aid/medical care from staff certified in first aid or trained medical professionals if necessary. I/WE declare having read and understood the above INFORMED CONSENT AGREEMENT in its entirety and hereby consent to participate acknowledging all the foregoing.

Free Time Permission

By granting permission and signing below, I/WE acknowledge that students will be allowed to sign out for FREE TIME and leave campus. By granting permission, I/WE acknowledge and understand that my/our child will be unsupervised during this time, but staff will be available to contact in case of emergencies. This permission is only for the allocated FREE TIME. All other times, students are not permitted to leave campus on their own.

Permission

	I/We GRANT permission for my/our child to sign out to leave campus during the allocated Free Time
	I/We DO NOT GRANT permission for my/our child to sign out to leave campus during the allocated Free Time

Extended Free Time Permission

The Pre-University Programs will offer students the opportunity to sign out of the program from 6:00pm to 10:00pm on scheduled days.

In order for students to have access to Extended Free Time, the following criteria must be met: This signed and completed Extended Free Time Permission Form must be submitted by the parent/guardian

- Students must provide us with a working contact number for when they are signed out
- Students must stay in groups of two or more
- Students must respond to our check-in call or text during sign-out
- Students must inform counsellors what they intend to do during Extended Sign Out

Extended Free Time will give students the opportunity to have more structured break time in the program. Rather than attending the evening activity, students will be able to leave residence to revisit Toronto sights, explore local neighbourhoods, or stay in residence to work on coursework and final presentation materials. Activities will still happen as planned for students who wish to stay instead of signing out.

Our staff will be on site and available during the entire duration of Extended Free Time. If a student needs to contact us for any reason, they will be able to call the Emergency Line printed on their program wristband.

Extended Free Time is a privilege that we allow the students who have permission, and complete the criteria we require.

Extended Free Time will only be available on certain days due to the requirements of our activities, and failure to abide by the rules of the program may result in loss of this privilege.

By granting permission and signing below, I/WE acknowledge that on some evenings, students will be allowed to sign out for an extended time and leave campus. By granting permission, I/WE acknowledge and understand that my/our child will be unsupervised during this time and that certain risks of injury are inherent during Extended Free Time. This permission is only for the allocated Extended Free Time. All other times, students are not permitted to leave campus on their own.

	I/We GRANT permission for my/our child to sign out to leave campus during the allocated Extended Free Time
	I/We DO NOT GRANT permission for my/our child to sign out to leave campus during the allocated Extended Free Time

Signatures

Do you agree?

	I understand and agree to all terms outlined in the General Rules and Code of Conduct, Lost Key Policy, Informed Consent Agreement, Free Time Permission and Extended Free Time Permission above.
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Digital Signature		
Relationship to Student		Parent/Guardian
		Agent
Date (MM/DD/YYYY)		

C6: Financial Agreement Form

In order to secure a space in your program of choice, you are required to pay a **non-refundable Deposit or Registration Fee**. Please refer to the table below for your particular program:

Program	Fee Type	Amount (in CAD)
Youth IEP	Deposit (Deposits are included in program fees)	\$500.00
Pre-University Programs	Deposit (Deposits are included in program fees)	\$600.00

International English Programs	Registration Fee (this fee is in addition to the program fees)	\$190.00
	Residence Deposit – required only if you request to stay in Residence (This fee goes towards the total Residence Fee)	\$150.00

Please include your initials below to show you have read and understood the Deposit Policy.

Initials		
Relationship to Student		Parent/Guardian
		Agent

Cancellation Policy

If you decide to cancel your registration, please refer to the refund deadlines as listed in the table below. All program fees are refundable, *less* the Deposits and/or Registration Fees

After the 50% Refund Deadline, all program fees are non-refundable.

Please include your initials below to show you have read and understood the Cancellation Policy.

Initials		
Relationship to Student		Parent/Guardian
		Agent

Refund Policy

Program Session	Session 1 (July)	Session 2 (August)
Final Payment Deadline	Sunday, May 21, 2023	Sunday, June 18, 2023
Full Refund Deadline*	Sunday, May 21, 2023	Sunday, June 18, 2023
50% Refund Deadline*	Sunday, June 4, 2023	Sunday, July 2, 2023

*Less the non-refundable deposit or registration fee

If you cancel before the final payment deadline, all Program Fees (less the non-refundable Deposit or Registration fee) will be returned to the **original method of payment**. If you have paid your fees via credit card, the refund must be made to the *same* credit card. If your fees were paid by wire transfer, you will receive your refund via wire transfer, and to the same account. Please note that international wire transfers may take 3 weeks to be processed.

Visa Refusals:

In case of a visa refusal, we can provide a full refund (excluding the deposits and/or registration fees) regardless of the deadlines, upon receiving a copy of the official visa refusal letter from the Canadian

immigration office (IRCC). All refund requests must be submitted by September 1st, 2023. After this date, no refunds for visa refusals will be honoured.

Please include your initials below to show you have read and understood the Refund Policy.

Initials		
Relationship to Student		Parent/Guardian
		Agent

Acknowledgment/Signature

	I have read and agreed to the Financial Agreement Policy detailed above.
--	--

Digital Signature		
Relationship to Student		Parent/Guardian
		Agent
Date (MM/DD/YYYY)		

C7: Student Emergency Contact

Parent (Mandatory)

Emergency Contact #1

First Name		Last Name	
Phone Number 1		Phone Number 2 <i>(Optional)</i>	
Email			

Toronto Contact (Optional)

Emergency Contact #2

First Name		Last Name	
Phone Number 1		Phone Number 2 <i>(Optional)</i>	
Email			

Alternative Contact (Optional)

Emergency Contact #3

First Name		Last Name	
Phone Number 1		Phone Number 2 <i>(Optional)</i>	

Email	
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C8: Notarized Custodianship Form

We will prepare the custodianship form for you and notarize the first page. Once notarized, we will send a scanned version of the form to you by email.

Page 1 will be notarized by our office. Page 2 must be notarized in your country of residence.

Parent 1

Family Name	
Given Name	
Date of Birth (YYYY-MM-DD)	
Home Address	
Telephone Number	

Parent 2

Family Name	
Given Name	
Date of Birth (YYYY-MM-DD)	
Home Address	
Telephone Number	

C9: Pre-U Arrival/Departure Form

ONLY SUBMIT THIS FORM AFTER YOUR STUDENT'S TRAVEL PLANS ARE BOOKED

This form should be completed and returned to the program office as soon as your child's travel plans to and from Toronto have been finalized.

It is recommended that any travel plans you make be refundable. The International Programs Office is not responsible for travel plan changes or cancellations for any reason.

We MUST receive their flight/arrival information at least four (4) weeks before the start of the program. Otherwise, we cannot guarantee their pick-up and drop-off service.

We do not offer airport service to/from locations other than our residence.

Additional Fees May Apply

Extra day fees will be applied to your invoice if your child need to stay extra days at the program.

Extra day Fees are CAD \$250.00 per extra day. Airport Services are not included in the Extra Day Fees.

Alternate Transfer Fees will be applied to your invoice if your child arrives on a different day than the specified arrival day of Sunday July 9, or departs on a different day than the specified departure days of Saturday August 19.

Alternate Transfer Fees are \$75.00 per way.

C9.1: Arrival Information

Will Your Child Require Airport Pick-Up?

Yes	Go to B9.12: Yes, I would like for my child to be picked up from the airport or station.
No	Go to B9.11: No, I will arrange for my child's own transportation to the University of Toronto.

C9.11: No, I will arrange for my child's own transportation to the University of Toronto

Contact Name <i>Please indicate the name of the person dropping your child off at the University of Toronto</i>	
Relationship to Student	
Phone Number	
Alternative Phone Number (Optional)	

Arrival Date

Students arriving directly to our program are expected to arrive on the start date of their program.

For the Pre-University Programs, this date is Sunday, July 9 or Sunday July 30. Students should arrive at the University of Toronto between 3pm and 5pm.

Arriving before this date will result in additional fees being added to your account.

Please confirm your arrival date:

Please confirm your arrival date:	
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C9.12: Yes, I would like for my child to be picked up from the airport or station.**My child will be arriving at:**

	Toronto Pearson International Airport (YYZ)
	Billy Bishop Toronto City Airport (YTZ)
	Toronto Union Terminal
	Toronto Union Station

Arrival Date

Arrival Date	
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Please note that if your student is arriving on a different day than the start date of the program, additional fees may apply. These additional costs will be determined after you have submitted your student's arrival information on the registration portal (Refer to the Additional Fees section above).

If arriving at Toronto Pearson International Airport

City of Origin		Connecting City (If Any)	
Airline		Flight Number	
Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>		Terminal	
Will your child be travelling with Unaccompanied Minor Service?* (Yes/No)			

*Note: If you selected Yes, we will give you the name of the counsellor who will be there to receive your child closer to their arrival date. Please DO NOT give the airline the name of one of our staff members without telling us. It will cause a lot of trouble for your child's release to our programs and delay their pick-up at the airport. The name of the custodian (if applicable) is never the person to pick-up your child.

If arriving at Billy Bishop Toronto City Airport

City of Origin		Connecting City (If Any)	
Airline		Flight Number	
Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>			

If arriving at Toronto Union Bus Terminal

City of Origin		Bus Company	
Bus Number		Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

If arriving at Toronto Union Station

City of Origin			
Train Number		Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

Arrival Notes (optional)

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C9.2: Departure Information**Will your child require Airport Drop-Off?**

Yes	Go to B9.22: Yes, I would like for my child to be dropped off at the airport or station.
No	Go to B9.21: No, I will arrange for my child to be picked up from the University of Toronto.

C9.21: No, I will arrange for my child to be picked up from the University of Toronto.

Contact Name <i>Please indicate the name of the person picking up your child off from the University of Toronto</i>	
Relationship to Student	
Phone Number	
Alternative Phone Number (Optional)	

Departure Date

Students departing from our programs without departure service are expected to depart on the end date of their program.

For the Pre-University Programs, this date is Saturday, July 29 or Saturday August 19.

Students should be picked up from the University of Toronto between 10am and 12pm.

Departing later than this date will result in additional fees being added to your account. Please confirm your departure date:

Please confirm your departure date:	
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Please note that if your student is arriving on a different day than the start date of the program, additional fees may apply. These additional costs will be determined after you have submitted your student's arrival information on the registration portal (Refer to the Additional Fees section above).

C9.22: Yes, I would like for my child to be dropped off at the airport or station.

My child will be departing from:

	Toronto Pearson International Airport (YYZ)
	Billy Bishop Toronto City Airport (YTZ)
	Toronto Coach Terminal
	Toronto Union Station

Departure Date

Departure Date	
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Please note that if your student is departing on a different day than the end date of the program, additional fees may apply. These additional costs will be determined after you have submitted your student's departure information on the registration portal (Refer to the Additional Fees section above).

If departing from Toronto Pearson International Airport

Destination City		Connecting City (If Any)	
Airline		Flight Number	
Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>		Terminal	
Will your child be travelling with Unaccompanied Minor Service?* (Yes/No)			

*Note: If you selected Yes, we will give you the name of the counsellor who will take your child to the airport closer to their departure date. Please DO NOT give the airline the name of one of our staff members without telling us. It will cause a lot of trouble with your child's release to the UM Service Provider and delay their drop-off at the airport. The name of the custodian (if applicable) is never the person to drop-off your child.

If departing from Billy Bishop Toronto City Airport

Destination City		Connecting City (If Any)	
Airline		Flight Number	
Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>			

If departing from Toronto Union Bus Terminal

Destination City		Bus Company	
Bus Number		Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

If departing from Toronto Union Station

Destination City			
Train Number		Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

Departure Notes

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C10: Medical Form

C10.1: Allergies & Dietary Restrictions

Does your child have any allergies? If yes, please provide details

--

Does your child require an EpiPen? Please provide details

--

Please indicate any allergies your child may have:

Food Allergies	
Drug Allergies	
Environmental Allergies	

Does your student have any dietary restrictions? If yes, please provide any details

--

C10.2: Medications & Other Restrictions

Does your child have any restrictions on activity? If yes, please explain what activities must be restricted and list any special accommodations that should be made.

--

Will your child need any medications during the program? If yes, please list the medication and for what reason.

--

C10.3: Health Insurance (For Canadian Students only)

Canadian Provincial Health Card Information

Province	
Health Card Number	
Expiry Date	

C10.4: Medical Waiver

Please note that the International Programs Office is not responsible for your child's medication or the self-administration of their medication. Your child must have the knowledge and skills needed to safely carry and self-administer their medication while attending the program.

Please email us at summeracademy@utoronto.ca if your child has any medication that requires to be refrigerated or has needles. We can provide a mini-fridge (approx. \$60) and/or needle disposal box.

	Checking this box confirms that you have read the medical waiver, that you understand it and that you agree to be bound by it.
--	--

Digital Signature (Full Name)	
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C11: Documents

1) Student Photo (Mandatory)

Upload a picture of yourself!

Here are a few guidelines:

- Please ensure that your face is visible (no sunglasses, hats, masks etc)
- Please ensure that you're close enough that we can see you!

2) Passport Scan (Mandatory)

Your Passport Photo Page Copy will help us identify you in case there are any issues with your registration upon your arrival to the program

3) Wire Transfer Receipt (If Applicable)

If you have chosen to pay by International Wire Transfer, please attach a copy of your wire transfer here so that we may track the payment. Please ensure that the writing in the receipt is clear and legible.

D: 2023 International English Program Forms

D1: Student General

First Name		Middle Name (optional)	
Last Name			
Date of Birth			
Gender		Pronouns (optional)	

D2: Program & Course Selection

D2.1: Date Selection

Session	Duration	Start Date (First Class)	End Date (Last Class)
Session 1 (July)	3 Weeks	July 3, 2023	July 28, 2023
Session 2 (August)	3 Weeks	July 31, 2023	August 25, 2023

D2.2: Course Selection

Course	Class time	Hours/week	Course Fee (CAD)
General English Course	Morning	15 hours/week	\$1,900
English for Global Business	Morning	15 hours/week	\$1,900
Academic English Course	Morning	15 hours/week	\$1,900
IELTS Preparation Course	Afternoon	15 hours/week	\$1,900
Speaking & Society	Afternoon	10 hours/week	\$1,500

D3: Optional Add-ons

D3.1: General Fees

	Item	Fee (CAD)
✓	Registration Fee (non-refundable, mandatory)	\$190
	International Wire Transfer Fee (non-refundable) <i>A service fee applies for wire transfer payments. There are no fees for credit card payments.</i>	\$50 per transfer
✓	Cultural Activities	Pay-As-You-Go

D3.2: Health Insurance (Mandatory)

	Item	Fee (CAD)
✓	Health Insurance (4 Weeks)	\$150 per session

D3.3: Accommodation

	Residence Dates	Fee (CAD)
	Session 1 Default check-in/check-out dates: Sunday, July 2, 2023 – Saturday, July 29, 2023	\$980
	Session 2 Default check-in/check-out dates: Sunday, July 30, 2023 – Saturday, August 26, 2023	\$980

D3.4: Meal Plans

	Meal Plan Option	Fee (CAD)
	4-weeks: Breakfast Only	\$260
	4-weeks: Breakfast & Lunch	\$570
	4-weeks: Breakfast, Lunch & Dinner	\$980
	8-weeks: Breakfast Only	\$520
	8-weeks: Breakfast & Lunch	\$1,140
	8-weeks: Breakfast, Lunch & Dinner	\$1,960

D3.5: Airport Service

	Service Option	Fee (CAD)
	Airport Pick-Up Service	\$100
	Airport Drop-Off Service	\$100

D4: Student Information Form

Student's Personal Email Address Please provide a personal email address for the student. This should be an address that the student uses and checks regularly – we will use this to provide information directly to them.	
Nationality	
Has your student attended our programs before? (Y/N)	
If yes, which year?	

D4.1: Employment/Education Form

What is your current occupation? Please select all that apply from the list below.

<input type="checkbox"/>	Student
<input type="checkbox"/>	Self-Employed
<input type="checkbox"/>	Employed
<input type="checkbox"/>	Currently not working
<input type="checkbox"/>	Retired

If you are currently studying:

University/College/School Name	
What is your program of study? <i>Please list your current major/academic focus</i>	

If you are currently working:

In which industry do you work? <i>e.g. Finance, Education, Healthcare, Sales & Marketing, Legal etc.</i>	
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D5: Terms & Conditions

I have read and understood the expectations from the [General Rules and Code of Conduct](#) as outlined on the International Programs website and in the Pre-Arrival Guide. I also understand that any disregard for these rules, or the directions of the program staff, will result in my immediate expulsion from the program. I therefore agree to abide by the terms set out in this General Rules and Code of Conduct.

I acknowledge that possession and/or consumption of alcohol or illegal drugs are forbidden throughout the duration of the program and that violation of this policy may result in my immediate expulsion from the program. I further accept that if I am found to be in possession of alcohol or illegal drugs that police may be involved and criminal charges laid.

I understand that any costs incurred as a result of my expulsion from the program, including but not limited to transportation home, will be solely my responsibility and that no refund of program fees will be given.

Lost Key Policy

I have read and understood that if I lose my residence keys during the program or fail to return them on the last day of the program, my signature below authorizes the International Programs to charge a **mandatory lost key fee of CAD \$25.00** the day after the key is reported lost by our front desk staff.

Signatures

Do you agree?

<input type="checkbox"/>	I understand and agree to all terms outlined in the General Rules and Code of Conduct and the Lost Key Policy above.
--------------------------	--

Digital Signature	
Date (MM/DD/YYYY)	

D6: Financial Agreement Form

In order to secure a space in your program of choice, you are required to pay a **non-refundable Deposit or Registration Fee**. Please refer to the table below for your particular program:

Program	Fee Type	Amount (in CAD)
Youth IEP	Deposit (Deposits are included in program fees)	\$500.00
Pre-University Programs	Deposit (Deposits are included in program fees)	\$600.00
International English Programs	Registration Fee (this fee is in addition to the program fees)	\$190.00
	Residence Deposit – required only if you request to stay in Residence (This fee goes towards the total Residence Fee)	\$150.00

Please include your initials below to show you have read and understood the Deposit Policy.

Initials	
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Cancellation Policy

If you decide to cancel your registration, please refer to the refund deadlines as listed in the table below. All program fees are refundable, *less* the Deposits and/or Registration Fees

After the 50% Refund Deadline, all program fees are non-refundable.

Please include your initials below to show you have read and understood the Cancellation Policy.

Initials	
-----------------	--

Refund Policy

Program Session	Session 1 (July)	Session 2 (August)
Final Payment Deadline	Sunday, May 21, 2023	Sunday, June 18, 2023

Full Refund Deadline*	Sunday, May 21, 2023	Sunday, June 18, 2023
50% Refund Deadline*	Sunday, June 4, 2023	Sunday, July 2, 2023

*Less the non-refundable deposit or registration fee

If you cancel before the final payment deadline, all Program Fees (less the non-refundable Deposit or Registration fee) will be returned to the **original method of payment**. If you have paid your fees via credit card, the refund must be made to the *same* credit card. If your fees were paid by wire transfer, you will receive your refund via wire transfer, and to the same account. Please note that international wire transfers may take 3 weeks to be processed.

Visa Refusals:

In case of a visa refusal, we can provide a full refund (excluding the deposits and/or registration fees) regardless of the deadlines, upon receiving a copy of the official visa refusal letter from the Canadian immigration office (IRCC). All refund requests must be submitted by September 1st, 2023. After this date, no refunds for visa refusals will be honoured.

Please include your initials below to show you have read and understood the Refund Policy.

Initials	
-----------------	--

Acknowledgment/Signature

	I have read and agreed to the Financial Agreement Policy detailed above.
--	--

Digital Signature	
Date (MM/DD/YYYY)	

C7: Student Emergency Contact

Emergency Contact #1 (Mandatory)

First Name		Last Name	
Phone Number 1		Phone Number 2 <i>(Optional)</i>	
Email			

Toronto Contact (Optional)

Emergency Contact #2

First Name		Last Name	
Phone Number 1		Phone Number 2 <i>(Optional)</i>	
Email			

Alternative Contact (Optional)

Emergency Contact #3

First Name		Last Name	
Phone Number 1		Phone Number 2 <i>(Optional)</i>	
Email			

D8: Arrival Form

ONLY SUBMIT THIS FORM AFTER YOUR TRAVEL PLANS ARE BOOKED

This form should be completed and returned to the program office as soon as your travel plans to and from Toronto have been finalized.

It is recommended that any travel plans you make be refundable. The International Programs Office is not responsible for travel plan changes or cancellations for any reason.

We MUST receive your flight/arrival information at least four (4) weeks before the start of the program. Otherwise, we cannot guarantee your pick-up and drop-off service.

We do not offer airport service to/from locations other than our residence.

Additional Fees May Apply

Extra Night fees will be applied to your invoice if you need to stay extra days at the program.

Extra day Fees are CAD \$50.00 per extra night. Your extra night fee will be added to your invoice at a later date.

Airport Transfer Fees are \$100.00 each way.

D8.1: Arrival Information

I will be arriving at:

	Toronto Pearson International Airport (YYZ)
	Billy Bishop Toronto City Airport (YTZ)
	Toronto Union Bus Terminal
	Toronto Union Station

Arrival Date

Arrival Date	
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If arriving at Toronto Pearson International Airport

City of Origin		Connecting City (If Any)	
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Airline		Flight Number	
Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>		Terminal	

If arriving at Billy Bishop Toronto City Airport

City of Origin		Connecting City (If Any)	
Airline		Flight Number	
Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>			

If arriving at Toronto Union Bus Terminal

City of Origin		Bus Company	
Bus Number		Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

If arriving at Toronto Union Station

City of Origin			
Train Number		Arrival Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

Arrival Notes (optional)

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D9: Departure Form

ONLY SUBMIT THIS FORM AFTER YOUR TRAVEL PLANS ARE BOOKED

This form should be completed and returned to the program office as soon as your travel plans to and from Toronto have been finalized.

Due to current uncertainty, it is recommended that any travel plans you make be refundable. The International Programs Office is not responsible for any travel plan cancellations as a result of the ongoing COVID-19 pandemic.

We MUST receive your flight/arrival information at least 2 weeks before the start of the program. Otherwise, we cannot guarantee your pick-up and drop-off service.

We do not offer airport service to/from locations other than our residence.

Additional Fees May Apply

Extra Night fees will be applied to your invoice if you need to stay extra days at the program.

Extra day Fees are CAD \$50.00 per extra night. Your extra night fee will be added to your invoice at a later date.

Airport Transfer Fees are \$100.00 each way.

D9.1: Departure Information

I will be departing from:

	Toronto Pearson International Airport (YYZ)
	Billy Bishop Toronto City Airport (YTZ)
	Toronto Union Bus Terminal
	Toronto Union Station

Departure Date

Departure Date	
-----------------------	--

If departing from Toronto Pearson International Airport

Destination City		Connecting City (If Any)	
Airline		Flight Number	
Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>		Terminal	

If departing from Billy Bishop Toronto City Airport

Destination City		Connecting City (If Any)	
Airline		Flight Number	
Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>			

If departing from Toronto Union Bus Terminal

Destination City		Bus Company	
Bus Number		Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

If departing from Toronto Union Station

Destination City			
Train Number		Departure Time <i>(HH:MM) – Use 24 Hour Clock (e.g. 18:30)</i>	

Departure Notes

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D10: Medical Form

D10.1: Allergies & Dietary Restrictions

Do you have any allergies? If yes, please provide details

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Do you require an EpiPen? Please provide details

--

Please indicate any allergies you may have:

Food Allergies	
Drug Allergies	
Environmental Allergies	

Does you have any dietary restrictions? If yes, please provide any details

--

D10.2: Additional Information

Please list any other medical information you think we should be aware of (Example: Medications, Medical Conditions, Restrictions. etc.)

--

D10.3: Medical Waiver

Please note that the International Programs Office is not responsible for your medication or the self-administration of your medication. You must have the knowledge and skills needed to safely carry and self-administer your own medication while attending the program.

Please email us at summeracademy@utoronto.ca if you have any medication that requires to be refrigerated or has needles. We can provide a mini-fridge (approx. \$60) and/or needle disposal box.

	Checking this box confirms that you have read the medical waiver, that you understand it and that you agree to be bound by it.
--	--

Digital Signature (Full Name)	
--------------------------------------	--

D11: Documents

1) Student Photo (Mandatory)

Upload a picture of yourself!

Here are a few guidelines:

- Please ensure that your face is visible (no sunglasses, hats, masks etc.)
- Please ensure that you're close enough that we can see you!

2) Passport Scan (Mandatory)

Your Passport Photo Page Copy will help us identify you in case there are any issues with your registration upon your arrival to the program

3) Wire Transfer Receipt (If Applicable)

If you have chosen to pay by International Wire Transfer, please attach a copy of your wire transfer here so that we may track the payment. Please ensure that the writing in the receipt is clear and legible.