



Dear Agent,

We are pleased to provide you with this 2019 edition of our agent information. Please feel free to ask for clarification at any time by emailing ccordella@stgeorges.bc.ca

Summer at St. George's Boarding Program Dates for 2019

Camp	Dates	Weeks
Program A3	June 30 th – July 20 th	3
Program B3	July 7 th – July 27 th	3
Program C2	July 28 th – August 10 th	2
Intensive English	July 21 st – August 10 th	3
Intensive Bridge	July 28 th – August 10 th	2

Important notes:

Commission Policy: Commission may be offered on certain eligible programs and is payable to legitimate agents whose 10 or more students register through the agent's account and successfully complete the eligible program.

Visiting hours: Parents of boarding students are welcome to visit their children during visiting hours (9:00pm-9:30pm). Friends or relatives who would like to take a child out for an evening or a weekend must provide Mr. Ira Thomson ithomson@stgeorges.bc.ca with **48-hour notice** and written parental authorization. Parents must provide the same 48-hour notice.

Chaperones: Our staff is well-equipped to manage all our registrants. However, if requested by an agent, groups of 10 or more students may be allowed one female chaperone for their group. **The deadline for chaperone applications is May 31st and is subject to room availability.** A chaperone should speak English and (preferably) be someone who knows the students well. Agents are responsible for presenting **current criminal record checks** for their chaperone/s with the chaperone application.

Cancellations/Refunds: **Full payment** for agent registrations is **due May 15th** whereas the completion of **online student data** is **due May 1st**. **Spots reserved for which online student information is incomplete on May 1st will be released to the public and no refund will be issued for the lost spot(s).** Program fees are refundable (minus the \$300 registration fee) any time before or on June 10th. After that date there are no refunds. For students whose visa applications are denied we will refund all but a 100\$ processing fee **if we are made aware of the situation by June 10th** and only after documentation from the Canadian embassy or consulate is submitted.

Immersion Options: When an A or B Program booking is made, you will be asked to specify whether the registrant will be taking day camp courses (immersion option) or English classes during his/her stay. Please try to be as accurate as possible in selecting one or the other. Transfers may be made from English classes to immersion classes after registration but **we must have confirmation of the number of immersion students by May 31st**. Specific day camp course selections can be made at any time before or after that date and enrolment is based on course availability. (see www.summeratstgeorges.ca for day camp options). After June 10th there is a 25\$ transfer fee for any changes made to day class selections.

SENIOR CAMPUS
4175 West 29th Avenue
Vancouver, BC
Canada V6S 1V1
t 604-224-1304
f 604-224-7066

JUNIOR CAMPUS
3851 West 29th Avenue
Vancouver, BC
Canada V6S 1T6
t 604-224-1304
f 604-224-3515

w stgeorges.bc.ca

Rooming Arrangements: We do our best to accommodate all rooming requests **submitted by May 31st**. Last-minute requests will be taken into consideration at the discretion of our staff and any requests for changes after arrival will be evaluated over a period of 72 hours. Group chaperones should be made aware of the waiting period.

Use of mobile phones: Agents are responsible for **ensuring** that each **family is familiar** with our **policy regarding the use of mobile phones** during camp. PLEASE CONSULT OUR FAQs to ensure you are familiar with the latest changes to our policy.

Extra Nights: Students or groups wishing to register for an extra night must obtain confirmation of rooming availability **before** booking flights. Commission is not paid on extra nights that students stay beyond the official program dates. **Please note that as of 2018 extra nights cost 200\$ per student per night for all agent registrations.**

English Names: For registration purposes it is very important for us to have an English name to use for the duration of each student's stay. Please obtain the student's preferred English name BEFORE registering him/her. The English name should be typed in brackets next to the foreign name when registering online.

Medical Health Insurance: St. George's School provides emergency medical insurance coverage for the duration of the program while in our residences and on tour. This insurance covers students for injuries while they are in Canada. Students with pre-existing medical or mental health issues need to advise the school for special prearranged coverage. Registrants are responsible for their own medical fees if not covered by St. George's Health Insurance Policy. **Agents are responsible for students who are emotionally unable to adapt to Residential life** and are expected to cooperate by providing alternative accommodations on a temporary basis for any such students.

Student Behaviour: Agents and/or chaperones are expected to cooperate fully with disciplinary measures deemed necessary by boarding staff. Should a student have to be dismissed early due to violent or dangerous behavior, his/her agent will be responsible for arranging to send the student home and covering travel expenses.

Age Restriction:

Any student who wishes to register for a Boarding Program must be **10 years old** by July 1st, 2019 (born on or before July 1st, 2009). **There will be no allowances for under-aged registrants.** Intensive English is for students ages 12-16 years only.

Payment Methods:

Since a spot can only be held with a deposit or a payment, agents are strongly encouraged to make deposits **by credit card as their students confirm.** Once a deposit has been made by credit card, the remaining amount owed must be paid by cash, cheque, or wire transfer by May 15th.

GST on Commission:

Agents who are registered for GST must provide a copy of the registration letter (from the CRA) indicating the registration date and an official invoice indicating the GST amount.

Thank you for your attention to the above details, we wish you a great year and hope to hear from you soon!

Cala Cordella
Summer at St. George's
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