



ENGLISH  
LANGUAGE  
CENTRE  
Student Handbook



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## WELCOME TO ACADIA UNIVERSITY

Dear Students,

My name is Sharon Churchill Roe, and I'm the Manager of the English Language Centre at Acadia University. On behalf of all the staff and instructors, I would like to welcome you to Acadia University and congratulate you on choosing our program. Coming to a new country and studying English is a very big decision in your life. I know that your studies with us will be challenging and rewarding, and that you will bring away new skills, knowledge, and memories.

To make your studies with us as successful and enjoyable as possible, we've put together lots of information that you will need. However, do not hesitate to approach the English Language Centre staff or your instructors for help with any questions that you have. You'll find everyone here very happy to help you.

Most importantly, enjoy yourself. During your studies, you will have the opportunity to learn new things every day. Take advantage of these opportunities as much as you can by meeting new people and enjoying the activities that Acadia, Wolfville, and Nova Scotia have to offer.

Good luck in your studies.

Sharon Churchill Roe  
Manager, English Language Centre  
[sharon.churchill@acadiu.ca](mailto:sharon.churchill@acadiu.ca)  
<http://elc.acadiu.ca>

## PART 1: GENERAL PROGRAM INFORMATION

### ENGLISH LANGUAGE CENTRE STAFF CONTACTS

Name	Title	Phone	Email
Sharon Churchill Roe	Manager	902-585-1471	<a href="mailto:sharon.churchill@acadiu.ca">sharon.churchill@acadiu.ca</a>
Susanne Campbell	Head Instructor	902-585-1437	<a href="mailto:susanne.campbell@acadiu.ca">susanne.campbell@acadiu.ca</a>
Chad Warren	ELC Program Coordinator	902-585-1171	<a href="mailto:chad.warren@acadiu.ca">chad.warren@acadiu.ca</a>

### LEVEL PLACEMENT

New students will be evaluated on their English language ability using a certified second language placement test (APT). Returning students can also advance levels by taking the certified placement test which is offered at the beginning of each term. CAEL, IELTS and TOEFL scores will also be accepted. Students' level placements are determined based on the sub-scores from a single test, not a combination of tests. To qualify for direct entry via the Acadia Placement Test (APT), all sub-test scores must be above 65. Students must meet the minimum scores listed below to be accepted into the English Language Program. If a student does not meet this requirement, they will be directed to one of our partner institutions.

EAP 500	EAP 1000	EAP 2000	EAP 3000 + Bridging Pathway	University
CAEL 30	CAEL 40	CAEL 50	CAEL 60	CAEL 70
iBT 49-58	iBT 59-68	iBT 69-78	iBT 79-89	iBT 90
IELTS 4.5	IELTS 5.0	IELTS 5.5	IELTS 6.0	IELTS 6.5
APT 35-44	APT 45-54	APT 55-64	APT 65-74	APT 75+

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## PART 2: THE EAP PROGRAM

### EAP TERM SCHEDULE

The EAP Program is divided into four terms. Each term is 10 weeks long. At the end of each term, students who have successfully completed the level will move to a higher level of the program.

- Fall: October to December
- Winter: January to March
- Spring: March to June
- Summer: June to August

## SAMPLE EAP CLASS SCHEDULE

Classes are held Monday to Friday with a total of 22.5 hours per week. If classes are taken virtually, the schedule is the same. Please note, virtual classes are not available from May to August.

AST/ADT (UTC-3/-4)	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-11:00	Core Class	Core Class	Core Class	Core Class	Core Class/ EAP Workshop 9:00-11:30 AND/OR Culture Class
11:00-12:00	Focus Class	Focus Class	Focus Class	Focus Class	
12:00-1:00	Lunch	Lunch	Lunch	Lunch	
1:00-3:00	Core Class	Core Class	Core Class	Core Class	

Please refer to the website for term dates.

To pass a level, you must complete all components of the EAP program with no final mark lower than 65% in Reading and Writing, Speaking and Listening, and Focus Classes, and with an overall average of B (72.5%) or more.

## EAP EVALUATION

Your final program mark will be calculated as follows:

- Reading and Writing Final Mark 45%
- Listening and Speaking Final Mark 45%
- Focus Class Final Mark 10%

Upon successful completion of the level, you will receive a Final Report with grades and a Certificate of Completion within five days of final exams.

## EAP FEES

Please visit [our website](#) for a list of current fees.

## PART 3: THE EPP PROGRAM

### EPP TERM SCHEDULE

The EPP Program is divided into three terms. Each term is 10-15 weeks long. At the end of each term, students who have successfully completed the level will move to a higher level of the program.

- Fall: September to December
- Winter: January to March
- Spring: April to June

### EPP SAMPLE WEEK SCHEDULE:

Classes are held Monday to Friday with a total of 20 hours per week.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-11:00	Core Class	Core Class	Core Class	Core Class	English in Action (9am – 11pm) AND/OR Culture Class
11:00-12:00	Focus Class	Focus Class	Focus Class	Focus Class	
12:00-12:45	Lunch	Lunch	Lunch	Lunch	
12:45-2:15	English in Action	English in Action	English in Action	English in Action	

Please refer to the website for term dates.

## EPP EVALUATION

You will receive a final grade for each class that you take each term. Your final term grade will be calculated using the scheme below:

- English in Action 1: 45%
- Core Class (RW or LS): 45%
- Focus 1: 5%
- Focus 2: 5%

Upon successful completion of the level, you will receive a Final Report with grades and a Certificate of Completion within five days of final exams. If you cannot pick up your certificate in person, it can be mailed or stored in your student file in the English Language Centre Office.

## EPP FEES

EPP Tuition and Fees (37 weeks)	\$12,950
Medical Insurance	\$1.70/day (single) \$4.05/day (family)

## PART 4: COURSE CONTENT

### CORE CLASSES

There are two different Core Classes in the EAP/EPP programs: Reading & Writing (RW) and Listening & Speaking (LS). Each core class is offered for two hours per day Monday to Thursday. Most Fridays, students will attend a Core Class from 9:00-11:30 taught by TESOL practice teachers.

Students in the EAP Program at the Bridging Level will take one selected academic credit course while they complete the EAP program.

Level	Reading and Writing	Listening and Speaking
EAP 500	The objective of this course is to improve academic reading and writing skills. The focus will be on comprehension of short graded academic texts and reproduction of academic language in paragraph and basic essay form.	The purpose of this course is to prepare you for listening and speaking tasks required for university success. You will practice speaking tasks such as group discussion, short presentations, and social conversational skills. You will develop your listening skills through a variety of exercises including listening to short academic lectures.



EAP 1000	The main objective of this course is to improve your academic reading and writing skills. The focus of the course will be on comprehension of short authentic and graded academic texts and reproduction of academic language in basic essay form.	The main objective of this course is to practice basic speaking and listening requirements within a university setting. You will listen to short academic lectures and find the main ideas and details. You will practice speaking tasks common to first year university classes including group discussions and presentations.
EAP 2000	The main objective of this course is to develop academic reading and writing skills. You will read academic texts on a variety of topics and practice critical reading and research. You will strengthen your academic writing skills. Development of grammar and vocabulary skills is also a primary focus of this course.	The main objective of this course is to practice basic speaking and listening requirements within a university setting. You will listen to short academic lectures and find the main ideas and details. You will practice speaking tasks common to first year university classes including group discussions and presentations.
Bridging	The main objective of this course is to refine academic reading, writing, listening, and speaking skills that will be needed for first-year university classes. In this course, you will sharpen your research, academic writing, referencing, presentation, discussion, note-taking and critical thinking skills.	The main objective of this course is to practice basic speaking and listening requirements within a university setting. You will listen to short academic lectures and find the main ideas and details. You will practice speaking tasks common to first year university classes including group discussions and presentations.

In the typical term, you could expect one to two assessments per week in either Core Class. In each term, you would be required to write a minimum of two skill tests and two reading or listening tests in each level. You will complete at least one major writing assignment and one major presentation per term and will complete regular minor writing and speaking assessments. Exams are written on the last day of term.

Reading and Writing:		Listening and Speaking:	
Class participation & Attendance	5%	Class participation & Attendance	5%
Skills Tests	20%	Skills Tests	20%
Reading Tests	20%	Listening Tests	25%
In-Class/Minor Writing Assignments	20%	Group Discussion	10%
Major Writing Assignment	15%	Presentations	20%
Final Exam	20%	Final Exam	20%

## ENGLISH IN ACTION

Students in the EPP program will take the English in Action class. English in Action helps learners develop the skills needed for interacting in social and professional settings. New language is



practiced in the context of conversations or real-life situations. These classes are offered to a grouping of mixed-level students within the English for Parents Program.

Each module, the class will focus on a different topic, such as Canadian laws, health care, culture, and education, based on the needs and interests of the learners. Learning will take place inside the classroom through lessons, trips on campus and within the community, and visits from guest speakers.

## FOCUS CLASSES

Students in both the EAP and EPP programs will be registered in two focus classes per ten-week session. Focus classes are one-hour long courses offered Monday to Thursday in addition to core classes. In some terms, they may be incorporated into core class time.

These courses offered may vary from term to term, but the following topics are usually covered:

Focus Class Name	Description
Reading Skills	Students will read various texts to enhance reading comprehension skills. This course will also build students' vocabulary and grammar skills.
Academic Research Skills	This course is designed to help students use their free time in a more productive way. It also discusses methods of studying and gives the students skills so that the student can be more successful.
Communication Skills	This course is designed to improve the student's ability to communicate better in English. Students practice skills to allow them to be more confident speakers and, thus, use the language more often.
Listening Skills	This course gives students the opportunity to practice listening and note-taking skills. Students will develop their skills by listening to various academic lectures and talks, which will prepare them for future academic study in credit courses.
Grammar	This course is designed to teach specific grammar so that students will understand the organization of the language better and, as a result, be a more accurate speaker and writer.

## CULTURE CLASS

Culture Class is a day of activities outside the classroom. The class is held every other week, usually on Fridays. In Culture Class, you will do fun things with other students in other classes, talk with your teachers, and learn about Canadian culture by visiting different places in the valley and province. Culture Class activities vary depending on the season. For example, during the summer, students may take trip to the beach and visit local tourist spots. In winter, students get introduced to winter sports such as skating, skiing, and hockey.

**PLEASE NOTE:** English is the only language allowed during Culture Class.

## PART 5: PROGRAM POLICIES

### ACCESSIBILITY POLICY

Accessible Learning Services staff at Acadia University are committed to providing a supportive, inclusive, and welcoming on-campus environment. Our main goal is to facilitate access to support and resources for students with disabilities that will maximize opportunities for a successful and meaningful experience at Acadia University.

For more information visit [Accessible Learning Services](#).

### MEDICAL INSURANCE POLICY

All International Students in Canada are required to have medical insurance. You may purchase your own, or we can assist you in purchasing medical insurance through our insurance partner, Student VIP.

### TUITION PAYMENT POLICY

Tuition and student fees must be paid at the beginning of each term before classes start. Pay your tuition at Student Accounts in University Hall.

Tuition can be paid by:

- Cash
- Certified check from the bank
- Visa/MasterCard
- Telegraphic transfer
- Western Union Wire Transfer

For a list of fees, [please check our website](#).

### WITHDRAWAL AND REFUND POLICY

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.

If you withdraw one week before the program begins or after the start of the program, the following refunds will be issued:

0-10% of program completed	50% of unused tuition fees
11-20% of program completed	30% of unused tuition fees
20%+ of program completed	no refund

EAP Application fees and Tuition Deposits are non-refundable. Withdrawal forms can be found on our website. If you are eligible for a refund, it will be processed within 10 days. Refunds are processed by the method you paid, or by credit on your student account.

#### **Condition A**

Students who withdraw before the withdrawal deadline may receive a refund of their fees, provided that:

- Students have admission to another Canadian Designated Learning Institution;

- A student who does not have admission to another college/university at the time of withdrawal may defer their fees paid until they have received a letter of admission to another college/university (within four months of arrival in Canada).

When a copy of a Letter of Acceptance from another college or university is received and authenticated by Acadia, a refund of fees will be authorized.

*OR*

### **Condition B**

Students who withdraw before the deadline may receive a refund of their fees, provided that:

- The student relinquishes their status as an international student in Canada and returns to their home country. In this case the student will be required to provide Acadia with proof of return home (e.g., a copy of a one-way airline ticket with confirmed travel dates).

Application fees and tuition deposits are non-refundable. Withdrawals must be requested by emailing [elc@acadiau.ca](mailto:elc@acadiau.ca).

## RETURNING STUDENTS POLICY

Students who have missed four or more consecutive terms of the EAP program must be re-tested with the Acadia Placement Test or provide an updated IELTS or TOEFL score to determine the best level for them to study in.

Per Acadia's admission policies, IELTS or TOEFL scores must be no more than one year old at the time of registration to be accepted. Students can be placed at a lower EAP level than the level they completed when they left the program.

Students who miss four or more EAP terms must also reapply to EAP and pay the EAP application fee.

## REGULATIONS

The English Language Centre at Acadia University is licensed by the Province of Nova Scotia to provide language training to international students. It is bound by the rules and regulations established by the province of Nova Scotia, Labour and Advanced Education. For specific information, please follow the links below.

**Language Schools Act:** [http://nslegislature.ca/legc/bills/61st\\_5th/1st\\_read/b057.htm](http://nslegislature.ca/legc/bills/61st_5th/1st_read/b057.htm)

**Language School General Regulations:**

<http://www.novascotia.ca/just/regulations/regs/langschgen.HTM>

**Language School Accreditation and Accountability Regulations.:**

<http://www.novascotia.ca/just/regulations/regs/langaccred.htm>

## PROBLEM RESOLUTION POLICIES

General complaints regarding the program or life at Acadia may be brought to the attention of a student's instructor, EAP Liaison Office, Safety and Security Officer, Student Services, the Head Instructor or Program Manager, depending on the nature of the complaint. In any case, the complaint will be dealt with promptly and respectfully in reference to university policies and the needs of the student.

If your problem is not resolved in a satisfactory way, you may contact Languages Canada, as per the Dispute Resolution Policy.

Acadia's Non-Academic Judicial Student Code of Conduct is a document that outlines individual and community expectations regarding student actions and behaviour and the process for handling violations of the Code of Conduct when they arise. The Code of Conduct defines that students are responsible for acting in a manner that respects others and promotes their well-being and safety within the community. The Code is complemented by other policies, including the Sexual Violence Policy, and the Discrimination/Harassment Policy.

To [file a complaint](#), receive an **explanation of charges** you are facing, obtain an Acadia University Non-Academic Judicial Student Code of Conduct Incident Report form, or ask questions about the Non-Academic Judicial Student Code of Conduct process, please contact the Coordinator of Student Conduct and Community Support. We also encourage you to [read and review the Code \(PDF\)](#).

## STUDENT RECORDS

Personal information, such as name, address, birthdate, and academic records are kept in a secure location. Any physical paper copies are kept in a locked filing cabinet and destroyed five years after you have completed the EAP program. Electronic copies of documents are stored in an encrypted, password protected system, and are deleted after two years.

It is your responsibility to keep contact information up to date in your profile in myAcadia. This information includes changes to name, address, and emergency contact information. To access your Personal Information:

- Go to [myacadia.acadiau.ca](http://myacadia.acadiau.ca)
- Log into Colleague Self Service using your Acadia Username and Password
- In the main menu, select **User Options > User Profile**
- Make any updates as needed

## ACADEMIC POLICIES

### ATTENDANCE

1. Regular and punctual attendance is expected of all students.
2. If a student misses a core class, this is counted as an **absence**. No excuses will be given for missed classes.
3. Students who sleep in class will be given an **absence**. One warning will be given per term.
4. If a student is late (1 minute past the start time), this will also be recorded. Three lates equal an absence. If a student is more than one hour late, they will be marked as **absent**. Half a point will be deducted from the Attendance and Participation score for each infraction.
5. Students who are absent due to illness will be allowed to make up a missed assessment or be given a blank score **ONLY** if a medical note is submitted to the instructor. The medical note must be submitted within **ONE** week of the missed class. The missed class will still be marked as an absence. No late medical excuses will be accepted.

Please note:

**You must attend at least 80% of all classes to complete the term.** There are no excused absences. If you do not meet your attendance requirements for a given semester,

- You may not be able to sit the final exam.
- You may automatically receive grades of "F" in your courses.

- You may be dismissed from the program.
- You may lose access to university resources including network access.
- You may have to leave University Residence

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## HOMEWORK

1. Students must come prepared for class each day. Students must bring their completed homework, laptop, books, and supplies to each class. Being unprepared for class will result in half-point deductions from a student's participation mark.
2. Students must pass in assignments on time. 5% will be subtracted from the final assignment mark each day it is late.
3. Assignments more than 10 calendar days late will not be accepted.

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## CHEATING

1. During a quiz, test, or exam, if any paper/ information not given by the teacher is found in a student's possession, it will be considered cheating.
2. A student will be given a mark of 0 for any assessment on which they cheat.
3. Students caught cheating will be required to meet with the Program Manager to discuss the incident.

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## PLAGIARISM

1. Plagiarism is using words or ideas that are not your own, without giving credit to the original source. This could be in the form of copied or computer-generated sentences or ideas.
  - a. Having a friend write a paper for you or using someone else's as your own.
  - b. Submitting a paper or assignment for more than one class.
  - c. Downloading or buying a term paper from the web.
  - d. Using unauthorized aids to create assignments in whole or in part.
2. Plagiarism may be deliberate or unintentional
  - a. Deliberate: "the copying of another's paper with the intention of representing it as one's own
  - b. Unintentional: "careless paraphrasing and citing of source material such that improper or misleading credit is given"
3. Detecting plagiarism
  - a. If it is believed that a student did not write the paper he or she submitted, the student may be asked to explain the meaning of specific sections of the text that the teacher believes has been plagiarized. If students are unable to provide a clear explanation, the work will be considered plagiarized.
  - b. Turn-it-in will be used for the submission of major assignments. If Turn-it-in detects that a substantial portion of a paper has been copied or improperly cited, the work will be considered plagiarized.
4. Students may be asked to resubmit work that has been plagiarized or computer-generated. Penalties for plagiarism are based on the severity and occurrence of plagiarism and may include deductions in marks for that assignment.

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## ENGLISH-ONLY POLICIES

1. English should be the only language used in class.
2. No electronic translators will be permitted.
3. Monolingual (English-English) dictionaries should be used in class.
4. English is the only language to be used on laptop computers in class.
5. Students must conduct research for class assignments in English. Materials cited must always be English sources.

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## PARTICIPATION POLICY

For every core class, students will be given a participation mark of 5%. Half-points are deducted for infractions of the above policies.

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## RE-READ PROCEDURE

If a student feels that an exam (midterm or final) or major essay has been marked unfairly, they should first discuss this with their instructor. If the student is still dissatisfied, he or she may request a re-read for a fee of \$10. This request must be made within 3 days of the exam or essay being returned to the student. Please note: The re-read grade is final. The original grade is forfeited when a re-read is requested.

- A photocopy of the exam or clean copy of the major essay should be taken to the Program Manager with a written request explaining
- The reason for the re-read request
- An explanation of why the mark should be changed
- The instructor will provide the Program Manager with a copy of instructions for the assignment, marking criteria, and copies of other students' work (if necessary).
- The Program Manager will arrange for an Outside Reader to review the work.
- The student's name and original mark will remain confidential.
- Within 5 days of receiving the request for a re-read, the Outside Reader will submit a report stating whether the mark should be revised or stay the same.

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## REPEATING LEVELS

If a student fails a level one time, they will be placed on Academic Probation. While on Academic Probation, the student will be required to meet with his or her assigned probation supervisor on a weekly basis to report on progress in the level. If the student fails the same level a second time, he or she may be dismissed from the program. Dismissal from the program may be appealed to a panel of adjudicators from the English Language Centre. However, if a student has failed to meet with his or her supervisor on a weekly basis, the request for an appeal will be rejected.

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## CLASSROOM EXPECTATIONS

Our program offers a strong EAP curriculum that will prepare you for academic study at Acadia or any English-speaking university. While you are a student in our program, we expect you to follow our guidelines and policies surrounding your studies. Policies apply equally to all students without exceptions.

It is your responsibility to attend all classes, participate in classroom activities and discussions, complete all quizzes, tests, exams, and in-class assignments, and submit all assignments on the dates they are due. Doing this will enable you to be successful in our program.

## BRIDGING POLICIES

### ATTENDANCE

Attendance in EAP classes is mandatory. There are no excused absences. In the Bridging Program, if a student misses **more than 5 classes**, they will be unenrolled from the program and receive a grade of F in all EAP courses.

### WITHDRAWAL FROM ACADEMIC CREDIT BRIDGING COURSE

All students are required to take the Academic Credit Bridging Course. No withdrawals are allowed except for students in the following circumstances:

- Students have already received credit for an equivalent course either through previous terms of EAP or through transfer;
- Students are not eligible to receive credit towards their degree for the credit course (e.g. Graduate student, special program requirements);
- Students have already completed a term of EAP Bridging and have passed the accompanying credit course.

## PART 6: ACCOMMODATION

There are three options for accommodation:

### RESIDENCE

All students may choose to live in Residence on campus at Acadia University. Living in residence on campus at Acadia University is a great way to meet students from Canada and all around the world! Students who live in residence often become involved in campus activities. Students who live in residence are only minutes away from their classrooms and other important buildings on campus such as the library, and the Acadia Athletic Complex.

Contact the Residence Life Office if you have any questions about your residence room or meal plan.

Website: <http://www.acadiau.ca/studentaffairs/residencelife/>

Email: [residencelife@acadiau.ca](mailto:residencelife@acadiau.ca)

Phone Number: 902-585-1417

Residence Life Office: 2<sup>nd</sup> Floor Old SUB

You will find a copy of the [Residence Life Handbook online](#). Please read it carefully and make sure you understand all the rules.

	How much?	When do I pay?
Residence:	Room (per term): \$5500- \$9000 Residence deposit: \$200 Program fee: \$40	Fees for one term due on first day of classes.
Meal plans: (Sept-April)	\$4500- \$5200	Fees for one term due on first day of classes.



Students must complete a Residence Life withdrawal form from the Residence Life Office and return this to the Residence Life Office when you plan to leave residence. These requirements apply at any time of the year, regardless of the reason for withdrawal or if the student is registered for one or two terms.

If you choose to withdraw from residence before the end of the school year, very high withdrawal fees will apply.

For complete policies and information please go to the [Residence Life Website](#).

#### EXPECTATIONS IN RESIDENCE:

If you decide to live in residence, please be aware that there are rules and regulations that you must follow. You will have access to the **Residence Life Handbook** so that can learn about these regulations. Each floor in a residence has an RA (Resident Assistant) who can help students understand the rules and educate students on the various resources available on campus. Please be aware that there are specific rules against underage drinking, drunk and disorderly behavior, storing alcohol in your rooms, smoking in your room, and so on. You will be expected to always follow these rules.

#### OFF-CAMPUS HOUSING

If you wish to live in an apartment off-campus you are responsible for finding your own accommodation. [Check out this website for off-campus living options near Acadia.](#)

You must have a place to live before you arrive at Acadia University.

If you are living off-campus, be sure to think about the hidden costs such as heat, electricity, damage deposit, telephone, Internet, cable costs, and the upfront cost of purchasing furniture. The cost of heat can be well over \$200 per month during the winter months. Costs can vary from approximately \$600 - \$1000 with all expenses included.

#### HOMESTAY

Living with a Canadian family is a great way to practice speaking English and to experience Canadian culture. This program is available to students while they are taking the Language Studies Program. Our students have enjoyed wonderful homestay experiences and many still correspond with their families! Our homestay families are carefully chosen for you and are in Wolfville or towns nearby. You will have your own room in your family's home, and all your meals are provided.

Students must stay in their Homestay for a minimum of one term. After one term, students may continue to stay with their Homestay family or find their own accommodations.

Please note: There is a limited number of homestay spots available.

How much?	When do I pay?
Placement Fee: \$250 Last Month Deposit: \$950 Cost per month: \$950 Extra night fee: \$32 per night	<ul style="list-style-type: none"> <li>• <b>Placement Fee</b> paid to Student Accounts before arrival.</li> <li>• <b>Last Month Deposit</b> paid to Student Accounts before arrival.</li> <li>• <b>Monthly rent</b> paid to Homestay family on the first day of each month.</li> <li>• <b>Extra night fee</b> should be paid immediately to Homestay family upon arrival if arriving after the first day of a calendar month.</li> </ul>

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## HOMESTAY POLICIES

Please refer to the Homestay Manual.

Please contact Ted Salmon with any questions or concerns regarding homestay.

Contact: Ted Salmon [tsalmon43@gmail.com](mailto:tsalmon43@gmail.com)

## PART 7: LIFE ON CAMPUS

### ACADIA STUDENT ID CARD

Your student ID is a card that has your picture and student ID number on it. Please memorize your student ID number. Students use their ID card to enter the gym and library, etc. You should always carry it with you.

### CAMPUS FACILITIES

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## STUDENT ACCOUNTS AND THE REGISTRAR'S OFFICE

Student Accounts and the Registrar's Office are located on the Ground Floor of University Hall. They can help you with many things:

- Pay your fees
- Register or withdraw from academic credit courses
- Request transcripts and enrollment letters

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## DEPARTMENT OF SAFETY & SECURITY

The Department of Safety and Security is located on the upper floor of the SUB or Student Union Building. The Department of Safety and Security at Acadia University strives to maintain a safe, secure, and healthy campus for students, faculty, staff, and visitors by developing partnerships within the university community to effectively address concerns. We work closely with local law enforcement and community response teams to ensure an environment in which we all feel safe to work, live, learn and play. (Contact Safety & Security at 902-585-1813 or use the red or blue phones)

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## WONG INTERNATIONAL CENTRE

The Wong Centre is located on the corner of Acadia Street and Highland Avenue. Here are some of the things they can help you with:

- Study Permit
- Information about life in Wolfville
- Problems with your apartment

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## STUDENT RESOURCE CENTER (COUNSELLING SERVICES)

The Counselling Center is in the Old SUB. The Centre provides the opportunity to discuss, in a private and relaxed atmosphere, any personal, career, or academic concern. Counselling is available

for supportive or problem-solving assistance for academic, vocational, emotional, personal, or social concerns. Common counselling issues include anxiety, depression, relationship difficulties and academic challenges. ([counselling@acadiau.ca](mailto:counselling@acadiau.ca))

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## LIBRARY

The Acadia Library is located on the campus and is a quiet place to do research, study, and work on assignments. It is open late, and the hours vary. Check the library website for the different services they offer to students and times when it is open (<http://library.acadiau.ca/>)

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## TECHNOLOGY SERVICES

[Technology Services](#) is in the basement of the BAC building. It has knowledgeable and qualified staff that can help you with any questions or problems that you may have with your computer, Moodle or other online resources. Contact them in person, or email [helpdesk@acadiau.ca](mailto:helpdesk@acadiau.ca) or by phone 902-585-4357 or 1-888-609-3330

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## RECREATIONAL FACILITIES

Your student ID card allows you to go to the main gym, swimming pool, fitness rooms, and ice arena. These places will be open for student use at specific times during the year. Check the Acadia website for details. Equipment such as basketballs or badminton equipment can be signed out and returned when you are finished. Student ID is required.

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## ASU STUDENT CENTRE / STUDENT UNION BUILDING (“THE SUB”)

The SUB is a place where

- Students go to work on their computers, meet friends or watch TV.
- Students go to have a drink or get a small lunch such as pizza or a sandwich.
- There is a post office and a shop that sells clothing with Acadia's name on it.

The Axe Handle Grill in the SUB is a place where students go to eat casual food and drink alcohol. Students must be 19 years old and have with them a valid Acadia ID card to show at the door.

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## HEALTH FACILITIES

Check out the [Health Services website](#) for information on local health facilities.

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## ACADIA CAMPUS STORE

The Acadia Campus Store is located on the Ground Floor of Wheelock Hall (Dining Hall). Here you can buy textbooks for your credit courses, Acadia clothing and gifts, and school supplies.

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## GETTING HELP

Please talk to any of these people if you have questions. They can help you find the answers you need.

<b>Name</b>	<b>Title</b>	<b>Location</b>
Sharon Churchill Roe	Manager	Fountain Commons 106
Susanne Campbell	Head Instructor	Fountain Commons 209
Chad Warren	Program Coordinator	Fountain Commons 139
	International Student Advisor	Wong International Centre
Your Instructors		Fountain Commons
Ted Salmon	Homestay Coordinator	<a href="mailto:Tsalmon43@gmail.com">Tsalmon43@gmail.com</a>

## CAMPUS POLICIES AND GUIDELINES

### ACADIA UNIVERSITY IS A NO-SMOKING CAMPUS

Please note that smoking is not permitted on campus at Acadia University. You must smoke next to the street in designated smoking areas.

Smoking off the Acadia Campus is not allowed in any public buildings, stores, restaurants, etc. It is only allowed in personal living spaces or outside.

### ACADIA UNIVERSITY IS A SCENT-FREE CAMPUS

Please be aware that wearing products like perfume, cologne, aftershave, and hairspray can bother people who have allergies or who are sensitive to smells. Acadia University encourages all students, faculty, and staff to not wear scented products.

## PART 8: LIVING IN WOLFFVILLE

Wolfville is a small town that has many facilities. Acadia University is in the town of Wolfville, so the shops off the campus are easy to reach. It has many restaurants, two banks (RBC and BMO), a grocery store, a post office, a public library and many coffee and pizza shops. Go to the town of Wolfville website at <https://www.wolfville.ca> for more information.

### BANKING INFORMATION

There are two banks in Wolfville (RBC and BMO) and several in New Minas and Kentville. It is a good idea to open a bank account at a Canadian Bank and choose one of the plans most suitable for you. Most of the banks in Canada collect a monthly fee to provide the service. If you withdraw money from a bank machine other than your own bank, you will also be charged a fee for doing this. Usually it's \$1.50 for cross-bank transactions.

## TRANSPORTATION

### FREE SHUTTLE BUS

Acadia's Department of Safety and Security provides a free "Acadia U-Hall" on/off-campus shuttle service from 7 p.m. to 1 a.m. The shuttle will pick up students on or off-campus and take them to where they need to go on or off-campus. For more information and to view the shuttle schedule and the routes the shuttle will travel, please visit the Acadia Safety and Security website at:

[http://security.acadiau.ca/Shuttle\\_bus.html](http://security.acadiau.ca/Shuttle_bus.html)

**Note:** The shuttle bus only runs during the academic year (September to April).

### PUBLIC BUS SERVICE

Kings Transit Authority is a municipally operated hourly service. Four buses are in operation throughout the daytime peak travel times. Service operates from Monday to Saturday. There is no service on Sundays or Holidays. The bus goes to the Valley Regional Hospital (Kentville), Malls in New Minas, Greenwich, and Acadia University. Information about bus fares, bus stops and schedule/times are available at:

<http://www.kingstransit.ns.ca> or see the SUB info desk for the bus schedule.

Bus stops can be found at various locations in Wolfville. There are a few on campus and near the University and at the Baptist Church on Highland Avenue.

If you are a frequent traveler or live outside of Wolfville and need to commute every day you can purchase a bus pass at the Information Desk in the SUB or directly from the bus driver with cash. The student cash fare is \$2.25 for each ride. (Exact change only!) Bus passes give you a better deal on ticket prices.

### LOCAL TAXI SERVICES

The cost for taking a taxi from Wolfville to New Minas varies from \$9.00 to about \$12.00, depending on the size of car as well as the number of people traveling.

Some taxi phone numbers are

Wolfville - CJ's Taxi	902-670-6700
New Minas - M&G Taxi	902-691-2500

### TO HALIFAX

**Maritime Bus** is a chartered bus service that runs from Wolfville to Halifax. Buy your ticket at the Information Desk in the ASU Building.

### HALIFAX AIRPORT

The cost per ride from Wolfville to Halifax Airport is about \$175.00 per person one way.

[List of transportation to and from airport](#)

## RECYCLING

According to provincial and municipal regulations you must sort your waste into recyclables, compostables and garbage. You can be fined up to \$500 if you do not follow these rules.

**Compostables** such as food waste, go in the Green Cart. Plastic (including plastic bags), metal and glass never go in a green cart.

**Recyclables** go in clear bags. All paper products go in a bag together; all other recyclables (bottles, cans, plastic bags, etc) go in a separate clear bag. Recyclables must be clean and dry.

**Garbage** goes in clear garbage bags. Garbage items that are too large to fit in a garbage bag will only be collected during spring and fall special “clean-up” days.

## OTHER SERVICES

Many other services are provided for you on campus and in Wolfville. Refer to the links below for more information or ask the English language Centre for guidance.

- You can get **financial advice** [here](#).
- If you are a full-time student, you can get **legal advice** [here](#).
- **Tutoring support** is available through the [Academic Support Centre](#).
- Information about **childcare services** can be found [here](#).
- On campus **medical resources** are found [here](#).
- Here you can find information about [housing](#).
- If you have questions about your **personal safety or lost valuables**, please contact [safety and security](#).
- After you are finished EAP, you can find information about **medical insurance** [here](#).
- Information about local **places of worship** can be found [here](#).
- If you have questions about alcohol, Cannabis and drugs you can find information [here](#).
- You can find information about **Academic Counselling** [here](#).
- Information about **immigration** can be found at the Wong International Centre or [here](#).

## PART 9: LIVING IN CANADA

### LAWS IN CANADA

#### ALCOHOL LAWS

The legal drinking age is 19 years old in Nova Scotia. You might be able to drink anywhere in public places in your own country, but it's different in Canada. Alcohol is controlled by the government, and you are only allowed to drink alcohol in a bar, some restaurants, or your house, but not outside in public such as on the beach or on the street. You must have a Nova Scotia ID or legal government document showing a photo to get into a bar in Nova Scotia. At the bar on campus, The Axe, you may use your Acadia ID.

You are responsible for your own behaviour when drinking alcohol. If you drink too much alcohol and behave inappropriately in public, you may be arrested by the police.

#### DRIVERS' LICENSES

**You must have a recognized driver's license to drive a car in Canada.** If you own a car, you must have registration and insurance. [Check out this website for more information.](#)

### CANADIAN CULTURE

It is normal to feel upset and confused when you move to a new country. This is called “Culture Shock”. There are many people on campus you can talk to if you feel like this. The [Acadia Counselling Center](#) is a good place to go to if you are feeling culture shock.

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#### STUDENT RESOURCE CENTER (COUNSELLING SERVICES)

The Counselling Center is in the Old SUB. The Centre provides the opportunity to discuss, in a private and relaxed atmosphere, any personal, career, or academic concern. Counselling is available for supportive or problem-solving assistance for academic, vocational, emotional, personal, or social concerns. Common counselling issues include anxiety, depression, relationship difficulties and academic challenges. ([counselling@acadiau.ca](mailto:counselling@acadiau.ca))

[Learn all about Culture Shock.](#)

#### IMMIGRATION INFORMATION

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#### A BRIEF MESSAGE FROM THE GOVERNMENT OF CANADA

You must have a valid study permit to attend school in Canada. You also need a Temporary Residence Visa to enter Canada; it is also called “Entry-Visa or Visitor Visa.” [Check the Citizenship and Immigration Canada website for more information.](#)

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#### RENEWING STUDY PERMITS AND VISAS

You should apply to renew/extend your study permit at least **THREE MONTHS** before the expiry date. You should NEVER let your study permit expire over 90 days. If your study permit is expired more than 90 days, you will be without legal status in Canada. You may be asked to leave the country immediately.

You have been issued a Study Permit for the duration of your studies in the English Language Centre, for up to one year. Once you graduate from the English Language program and/or whenever your permit expires, you must apply for a new study permit if you wish to continue to a Degree Program.

For help renewing your study permit, please visit the Wong International Centre.



## PART 10: SAMPLE STUDENT CONTRACT

A **Student Contract** must be completed by all students enrolling in a language program registered with the *Language Schools Act*. This contract must be signed before you begin your classes. This contract will contain the following information:

- A list of all the fees you will need to pay
- An outline of the course content
- A copy of all the Program Policies
- Information about the Language Schools Act

A copy of this contract will be kept in your student file. Please keep your copy.

### CONTRACT BETWEEN

Your Name Here

Local address:

Local telephone  
number:

Email address:

Permanent address  
(home country):

Home telephone  
number:

AND

Acadia University, English Language Centre  
26 Crowell Drive, Wolfville, NS  
Phone: 902 585 1471  
Email: [elc@acadiau.ca](mailto:elc@acadiau.ca)

### PROGRAM INFORMATION

Name of Program:

Term:

Start Date:

End Date:

**\*Dates for future terms can be found on the website <http://elc.acadiau.ca>**

### PROGRAM PREREQUISITES

To be eligible to study in the English Language Centre, students must be 18 years of age or older. If under the age of 18, a guardian's consent must be obtained.

## FEES

**Please visit our website for current fees.**

All students enrolled in EAP 3000 Bridging are required to enroll in the credit course unless exempted by Bridging policies. See the student handbook for details.

**Payment Schedule: All fees are to be paid before classes begin for the term.**

## REFUND POLICY

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. Application fees are non-refundable.

Withdrawal forms can be found on our website. If you are eligible for a refund, it will be processed with 10 days. Refunds are processed by the method you paid or by credit on your student account.

## STUDENT HANDBOOK

Each student will receive a copy of the Student Handbook which outlines the following information:

- Program details
- Course Content
- Academic and Program Policies
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## RELEASE OF INFORMATION

Subject to the provisions of relevant legislation and University regulations, Acadia University will release students' personal information to the following:

**Annapolis Valley District Health Authority, (for billing purposes)**

AVH 15 Chipman Drive, Kentville NS B4N 3V7

Tel: 902 365-1701, Ext. 3417 Fax: 902 365-1722

**Department of Labour and Advanced Education**

Private Career Colleges Division,

PO Box 697 Station Central, Halifax, NS, B3J 2T8

Tel: 902 424 5636, Fax: 902 424 6656

**The Federal Department of Citizenship and Immigration**

**The Canada Border Services Agency**

## PROVINCIAL RULES AND REGULATIONS

The English Language Centre at Acadia University is licensed by the Province of Nova Scotia to provide language training to international students. It is bound by the rules and regulations established by the province of Nova Scotia, Labour and Advanced Education. For specific information, please follow the links below.

**Language Schools Act:**

[http://nslegislature.ca/legc/bills/61st\\_5th/1st\\_read/b057.htm](http://nslegislature.ca/legc/bills/61st_5th/1st_read/b057.htm)

**Language School General Regulations:**

<http://www.novascotia.ca/just/regulations/regs/langschgen.HTM>

**Language School Accreditation and Accountability Regulations:**

<http://www.novascotia.ca/just/regulations/regs/langaccred.htm>

DECLARATION: «FIRST NAME» «LAST NAME»

1. I certify that, prior to signing this contract, I have been provided with the following:
  - An outline of the program content
  - A list of all program fees and payment schedule
  - A copy of the program policies (Student Handbook)
  - Information about the Language Schools Act
2. I understand and agree to the terms, conditions, policies, rules, and regulations of the English Language Centre's EAP Program described in this contract and in the Student Handbook.
3. I understand that International Students are entitled to make a complaint respecting the delivery of the contracted program, to the Director of the Private Career Colleges Division, Nova Scotia Department of Labour and Advanced Education.

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

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

Date: «Orientation Date»

DECLARATION: ACADIA UNIVERSITY

1. I certify that, prior to signing this contract, the Student Applicant has been provided with the following:
  - An outline of the program content
  - A list of all program fees and payment schedule
  - A copy of the program policies (Student Handbook)
  - Information about the Language Schools Act
2. The Student Applicant has been advised of, and meets the prerequisites for admission to the accredited program.
3. The Student Contract and Student Handbook have been fully explained to the Student Applicant, and the student has acknowledged full understanding of all terms, conditions, policies, rules, and regulations of the English Language Centre's EAP Program associated with the fulfillment of all contractual obligations of both parties.
4. A program certificate will be issued to the student no later than 30 days after the International Student has completed the accredited program, met all conditions in the contract, and has an account in good standing.

Name of Acadia Representative: \_\_\_\_\_

Signature of Acadia Representative: \_\_\_\_\_

Date: \_\_\_\_\_ «Orientation Date»