



## EDUCATIONAL REPRESENTATIVE MANUAL

August 2015

### Overview

The CultureWorks program operates on campus at 5 Ontario universities and 1 Ontario college:

- London - King's University College, Brescia University College, Western University
- Oshawa - University of Ontario Institute of Technology (UOIT) and Durham College
- Ottawa - Carleton University

All classes are taught on campus in university/college classrooms. Students have access to facilities at the university/college including sports facilities, university/college clubs, sports teams, libraries, dormitory/residence, computer laboratories, shuttle buses and cafeterias.

Academically eligible students are offered conditional acceptance to the following university/college programs through CultureWorks:

- o Undergraduate and graduate acceptance to Western University (King's, Brescia and Main Campus)
- o Undergraduate and graduate acceptance to the University of Ontario Institute of Technology
- o Diploma and post-graduate certificate acceptance to Durham College
- o Undergraduate acceptance to Carleton University

Students will receive two letters of acceptance - one from CultureWorks and a conditional offer of acceptance from the university/college.

On the first day of school, students will complete a placement test to determine their starting level in the program. ESL or undergraduate applicants can **CHOOSE** to write a placement test when applying. Graduate studies applicants **MUST** write a placement test when applying.

There are 7 levels of study at CultureWorks and each level is 8 weeks in length. There are 6 intakes per year and 28 hours per week of instruction.

The following classes are included in the CultureWorks program: Academic Listening & Speaking, Academic Reading, Academic Writing, Academic Grammar and Independent Study. All students also have Academic Support hours built into their schedule.

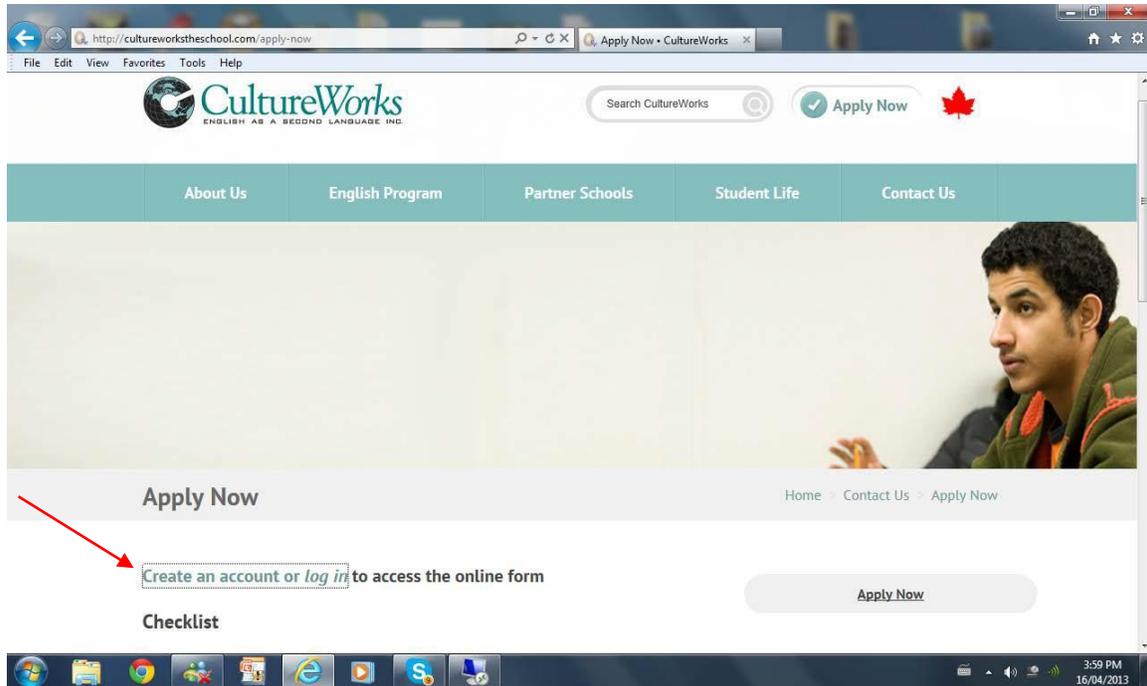
Students in levels 3-7 are also offered the opportunity to choose from a variety of elective courses.

Commission is paid on tuition at a rate agreed upon in the Educational Representative Agreement. Commission will be paid in one-term increments, for every term the student attends CultureWorks, by Friday of Week 5 of each term.

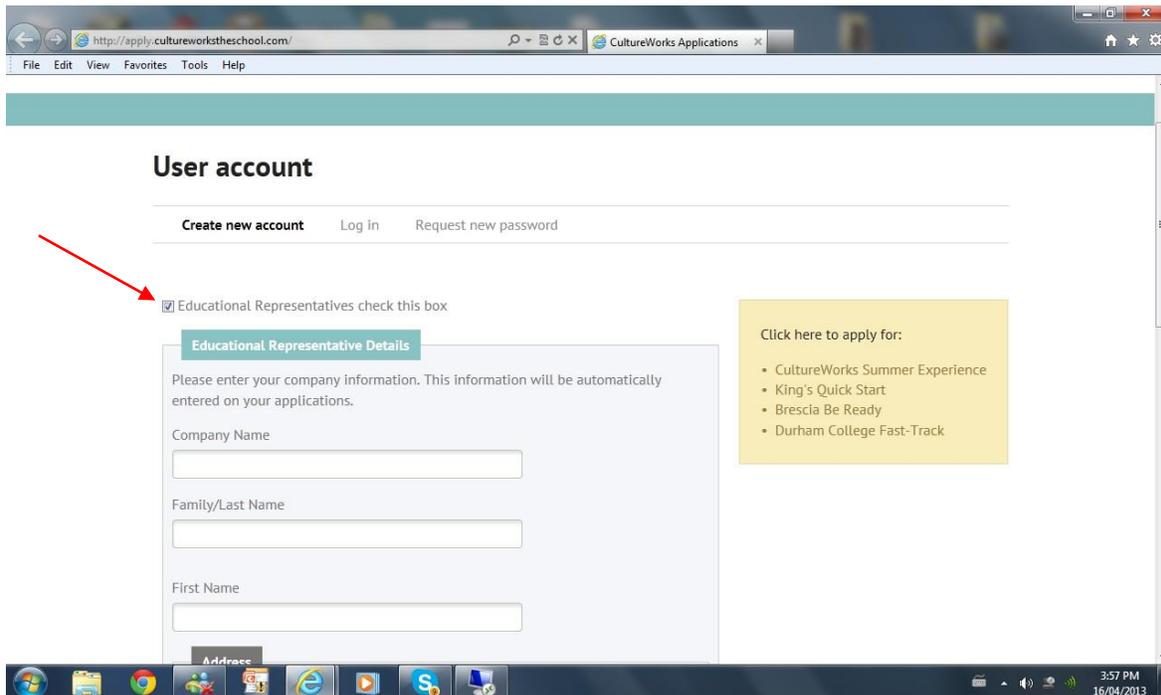
All programs offered by our university/college partners are listed on the CultureWorks application form. Not all graduate departments will issue conditional acceptances - check with the appropriate CultureWorks' Registrar.

## APPLICATION PROCEDURE: General Instructions

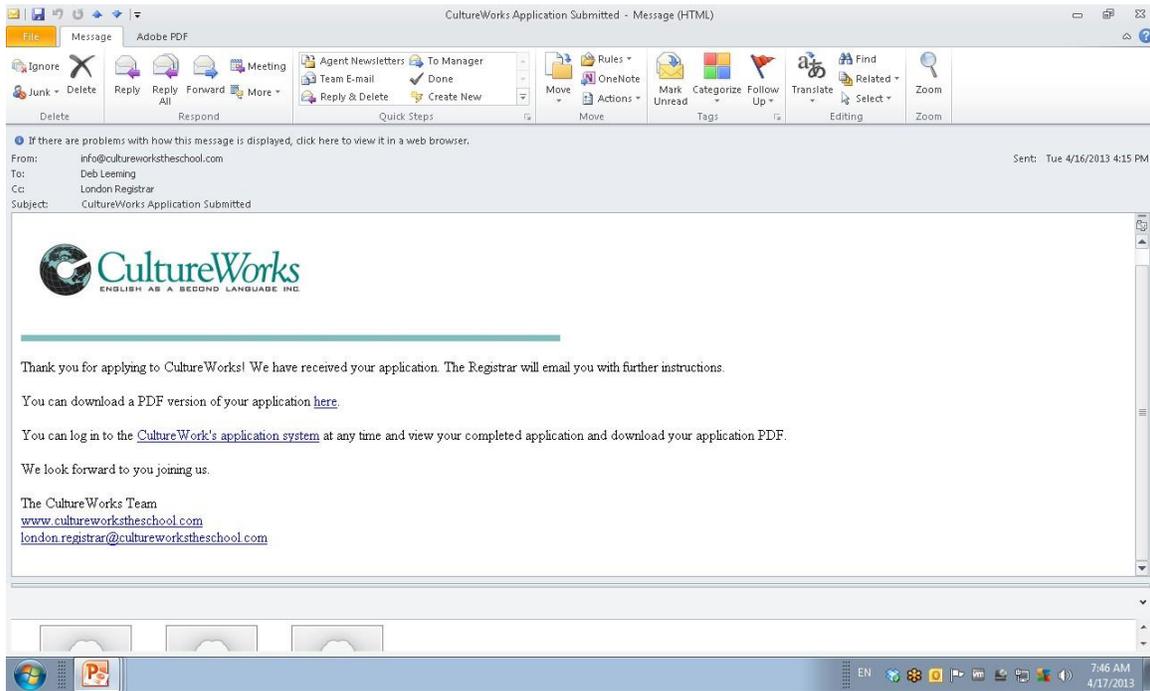
1. Create an account on our application page: <http://cultureworkstheschool.com/apply-now>



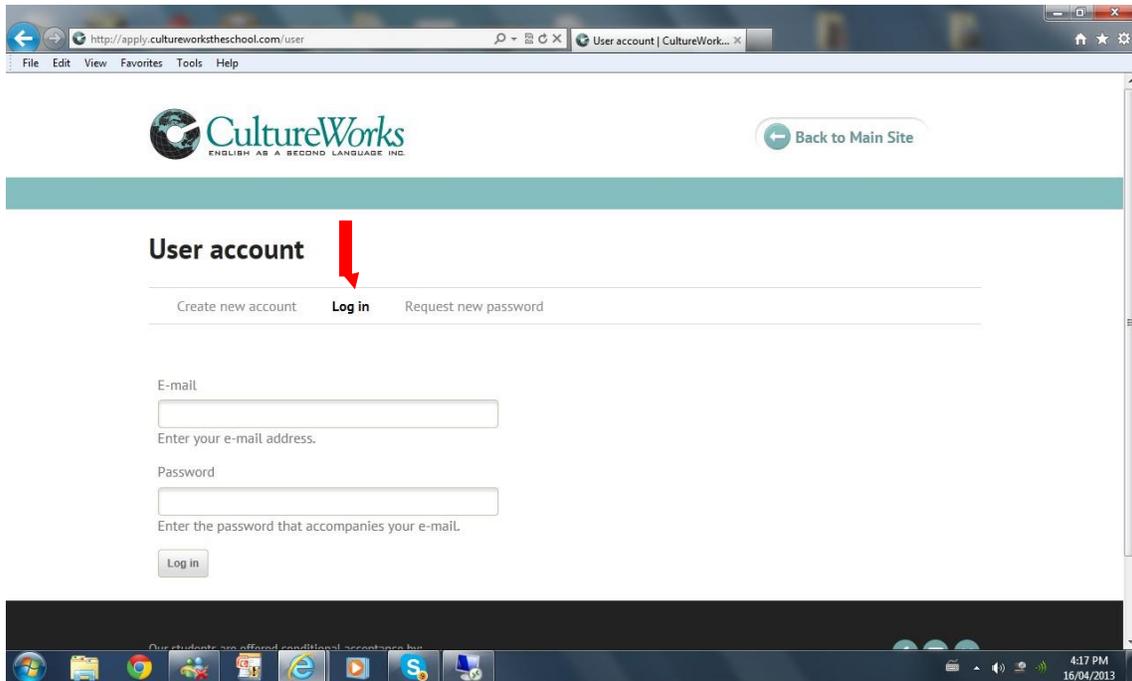
2. Check the Educational Representative box and complete all company information.



3. You will receive a confirmation email from the Registrar.



4. All student applications should be submitted under your company account using 'Log In'.



5. All student applications will be listed in your account.

http://apply.cultureworkstheschool.com/ CultureWorks Applications

File Edit View Favorites Tools Help

ENGLISH AS A SECOND LANGUAGE INC.

Back to Main Site  
My account Log out

Apply Now My Applications

### My Applications

Applicant Name	Program Type	Campus	Registrar	Program(s) Selected	Application Status
Leeming, Deb	ESL and Undergraduate Studies	Brescia University College	Brescia	Religious Studies	Completed view application download application pdf

Our students are offered conditional acceptance by:

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### LONDON CAMPUSES

King's University College, Brescia University College, Western University

Contact:

[london.registrar@cultureworkstheschool.com](mailto:london.registrar@cultureworkstheschool.com)

### APPLICATION PROCEDURE: ESL ONLY

1. Log in to your account and complete the online application. You will receive an email from the Registrar confirming receipt of the application.
2. CultureWorks will request a \$1,200.00 CAD deposit to hold the space in the program. If the student is refused a Study Permit, then the student is entitled to a refund of \$1,000.00 CAD. If a student changes their mind about attending CultureWorks, the student is entitled to a refund of \$700.00 CAD. If the student is sponsored, proof of sponsorship is required before we issue the letter of acceptance.
3. The deposit can be paid by Visa, Mastercard or wire transfer. CultureWorks' London banking information for wire transfer is:  
CultureWorks ESL Inc.  
Royal Bank of Canada  
383 Richmond Street  
London, Ontario  
N6A 3C4  
Transit: 02722  
Account: 1108372  
SWIFT: ROYCCAT2
4. Upon receipt of the deposit, the CultureWorks letter of acceptance will be scanned and emailed to you. The original letter of acceptance will be couriered only upon request.
5. Student will apply for Study Permit.
6. Upon receipt of Study Permit, confirm student's arrival information.

7. Upon receipt of the arrival information, CultureWorks will email you an invoice for two terms of tuition, emergency medical insurance (mandatory on the university campus), airport reception (if required), accommodation placement fee (if applicable), and accommodation (if requested).
8. To confirm registration into the program, ALL information, including payment of the invoice, is due at least two weeks prior to the start of the term.

### **APPLICATION PROCEDURE: ESL and Undergraduate**

1. Log in to your account and complete the online application. You will receive an email from the Registrar confirming receipt of the application.
2. Submit academic documents by email or courier - see checklist for specific requirements for each campus.
3. CultureWorks will submit your student's documents to the university for assessment of academic eligibility.
4. The university will send CultureWorks the conditional letter of acceptance.
5. CultureWorks will request a \$1,200.00 CAD deposit to hold the space in the program. If the student is refused a Study Permit, then the student is entitled to a refund of \$1,000.00 CAD. If a student changes their mind about attending CultureWorks, the student is entitled to a refund of \$700.00 CAD. If the student is sponsored, proof of sponsorship is required before we issue the letter of acceptance.
6. The deposit can be paid by Visa, Mastercard or wire transfer. CultureWorks' London banking information for wire transfer is:
  - CultureWorks ESL
  - Inc. Royal Bank of
  - Canada
  - 383 Richmond Street
  - London, Ontario
  - N6A 3C4
  - Transit: 02722
  - Account: 1108372
  - SWIFT: ROYCCAT2
7. Upon receipt of the deposit, both letters of acceptance will be scanned and emailed to you. The original letters of acceptance will be couriered only upon request.
8. Student will now apply for Study Permit.
9. Upon receipt of Study Permit, confirm student's arrival information.
10. Upon receipt of the arrival information, CultureWorks will email you an invoice for two terms of tuition, emergency medical insurance (mandatory on the university campus), airport reception (if required), accommodation placement fee (if applicable), and accommodation (if requested).
11. To confirm registration into the program, ALL information, including payment of the invoice, is due at least two weeks prior to the start of the term.

### **APPLICATION PROCEDURE: ESL and Graduate**

1. Contact the Registrar ([London.registrar@cultureworkstheschool.com](mailto:London.registrar@cultureworkstheschool.com)) to discuss the desired program.
2. Log in to your account and have your student complete the online application and assessment test (test is mandatory).
3. The assessment test will be marked by our teaching staff and an ESL level determined.
4. You will be advised, by email, of the level determination and instructed on how to proceed. Each graduate program operates independently and has individual requirements. As of August, 2015, the following departments will grant conditional acceptances to CultureWorks students:

Applied Mathematics  
Chemistry

Chemical & Biochemical Engineering  
Civil & Environmental Engineering  
Computer Science - *will only give conditional acceptance to government sponsored students*  
Electrical & Computer Engineering  
Mathematics  
Mechanical & Material Engineering  
Music Literature & Performance  
Nursing  
Physics  
Social Work - *must already have an undergraduate degree in Social Work from own country*

5. Once the student has completed their portion of the application (as advised by email in step #3), CultureWorks will advise the appropriate graduate department of the student's OUAC number and anticipated length of time required to graduate from CultureWorks.
6. If the student receives a graduate acceptance, please advise CultureWorks immediately. CultureWorks will request a \$1,200.00 CAD deposit to hold the student's space in the CultureWorks program. If the student is refused a Study Permit, then the student is entitled to a refund of \$1,000.00 CAD. If a student changes their mind about attending CultureWorks, the student is entitled to a refund of \$700.00 CAD. If the student is sponsored, proof of sponsorship is required before we issue the letter of acceptance.
7. The deposit can be paid by Visa, Mastercard or wire transfer. CultureWorks' London banking information for wire transfer is:
  - CultureWorks ESL Inc.
  - Royal Bank of Canada
  - 383 Richmond Street
  - London, Ontario
  - N6A 3C4
  - Transit: 02722
  - Account: 1108372
  - SWIFT: ROYCCAT2
8. Upon receipt of the deposit, the CultureWorks letter of acceptance will be scanned and emailed to you. The original letter of acceptance will be couriered only upon request.
9. Email copy of the university letter of acceptance to CultureWorks for our records.
10. Student will now apply for Study Permit.
11. Upon receipt of Study Permit, confirm student's arrival information.
12. Upon receipt of the arrival information, CultureWorks will email you an invoice for two terms of tuition, emergency medical insurance (mandatory on the university campus), airport reception (if required), accommodation placement fee (if applicable), and accommodation (if requested).
13. To confirm registration into the program, ALL information, including payment of the invoice, is due at least two weeks prior to the start of the term.

**OSHAWA CAMPUSES**  
**University of Ontario Institute of Technology and Durham College**

**Contact:** [oshawa.registrar@cultureworkstheschool.com](mailto:oshawa.registrar@cultureworkstheschool.com)

**APPLICATION PROCEDURE: ESL ONLY**

1. Log in to your account and complete the online application. You will receive an email from the Registrar confirming receipt of the application.
2. CultureWorks will request a \$1,200.00 CAD deposit to hold the space in the program. If the student is refused a Study Permit, then the student is entitled to a refund of \$1,000.00 CAD. If a student changes their mind about attending CultureWorks, the student is entitled to a refund of \$700.00 CAD. If the student is sponsored, proof of sponsorship is required before we issue

the letter of acceptance.

3. The deposit can be paid by Visa, Mastercard or wire transfer. CultureWorks' Oshawa banking information for wire transfer is:  
CultureWorks ESL Inc.  
Royal Bank of Canada  
383 Richmond Street  
London, Ontario  
N6A 3C4  
Transit: 02722  
Account: 1134121  
SWIFT: ROYCCAT2
4. Upon receipt of the deposit, the CultureWorks letter of acceptance will be scanned and emailed to you. The original letter of acceptance will be couriered only upon request.
5. Student will apply for Study Permit.
6. Upon receipt of Study Permit, confirm student's arrival information.
7. Upon receipt of the arrival information, CultureWorks will email you an invoice for two terms of tuition, emergency medical insurance (mandatory on the university campus), airport reception (if required), accommodation placement fee (if applicable), and accommodation (if requested).
8. To confirm registration into the program, ALL information, including payment of the invoice, is due at least two weeks prior to the start of the term.

### **APPLICATION PROCEDURE: ESL and Undergraduate**

1. Log in to your account and complete the online application. You will receive an email from the Registrar confirming receipt of the application.
2. Submit academic documents by email or courier - see checklist for specific requirements for each campus.
3. CultureWorks will submit your student's documents to the university for assessment of academic eligibility.
4. The university will send CultureWorks the conditional letter of acceptance.
5. CultureWorks will request a \$1,200.00 CAD deposit to hold the space in the program. If the student is refused a Study Permit, then the student is entitled to a refund of \$1,000.00 CAD. If a student changes their mind about attending CultureWorks, the student is entitled to a refund of \$700.00 CAD. If the student is sponsored, proof of sponsorship is required before we issue the letter of acceptance.
6. The deposit can be paid by Visa, Mastercard or wire transfer. CultureWorks' Oshawa banking information for wire transfer is:  
CultureWorks ESL Inc.  
Royal Bank of Canada  
383 Richmond Street  
London, Ontario  
N6A 3C4  
Transit: 02722  
Account: 1134121  
SWIFT: ROYCCAT2
7. Upon receipt of the deposit, both letters of acceptance will be scanned and emailed to you. The original letters of acceptance will be couriered only upon request.
8. Student will now apply for Study Permit.
9. Upon receipt of Study Permit, confirm student's arrival information.
10. Upon receipt of the arrival information, CultureWorks will email you an invoice for two terms of tuition, emergency medical insurance (mandatory on the university campus), airport reception (if required), accommodation placement fee (if applicable), and accommodation (if requested).
11. To confirm registration into the program, ALL information, including payment of the invoice, is due at least two weeks prior to the start of the term.

### **APPLICATION PROCEDURE: ESL and Graduate**

1. Log in to your account and have your student complete the online application and assessment test (test is mandatory).
2. The assessment test will be marked by our teaching staff and an ESL level determined.
3. You will be advised, by email, of the level determination and instructed on how to proceed. Each graduate program operates independently and has individual requirements. All UOIT graduate programs will grant CultureWorks students conditional acceptances.
4. Once the student has completed their portion of the application (as advised by email in step #3), CultureWorks will advise the appropriate graduate department of the student's OUAC number and anticipated length of time required to graduate from CultureWorks.
5. If the student receives a graduate acceptance, please advise us immediately. CultureWorks will request a \$1,200.00 CAD deposit to hold the student's space in the program. If the student is refused a Study Permit, then the student is entitled to a refund of \$1,000.00 CAD. If a student changes their mind about attending CultureWorks, the student is entitled to a refund of \$700.00 CAD. If the student is sponsored, proof of sponsorship is required before we issue the letter of acceptance.
6. The deposit can be paid by Visa, Mastercard or wire transfer. CultureWorks' Oshawa banking information for wire transfer is:  
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383 Richmond Street  
London, Ontario  
N6A 3C4  
Transit: 02722  
Account: 1134121  
SWIFT: ROYCCAT2
7. Upon receipt of the deposit, the CultureWorks letter of acceptance will be scanned and emailed to you. The original letter of acceptance will be couriered only upon request.
8. Email a copy of the university letter of acceptance to CultureWorks for our records.
9. Student will now apply for Study Permit.
10. Upon receipt of Study Permit, confirm student's arrival information.
11. Upon receipt of the arrival information, CultureWorks will email you an invoice for two terms of tuition, emergency medical insurance (mandatory on the university campus), airport reception (if required), accommodation placement fee (if applicable), and accommodation (if requested).
12. To confirm registration into the program, ALL information, including payment of the invoice, is due at least two weeks prior to the start of the term.

### **APPLICATION PROCEDURE: ESL and Durham College**

1. Log in to your account and complete the online application. You will receive an email from the Registrar confirming receipt of the application.
2. Submit academic documents and copy of passport by email.
3. CultureWorks will submit your student's documents to Durham College for assessment of academic eligibility.
4. Durham College will send CultureWorks the conditional letter of acceptance.
5. CultureWorks will request a \$1,200.00 CAD deposit to hold the space in the program. If the student is refused a Study Permit, then the student is entitled to a refund of \$1,000.00 CAD. If a student changes their mind about attending CultureWorks, the student is entitled to a refund of \$700.00 CAD. If the student is sponsored, proof of sponsorship is required before we issue the letter of acceptance.
6. The deposit can be paid by Visa, Mastercard or wire transfer. CultureWorks' Oshawa banking information for wire transfer is:  
CultureWorks ESL Inc.

Royal Bank of Canada  
383 Richmond Street  
London, Ontario  
N6A 3C4  
Transit: 02722  
Account: 1134121  
SWIFT: ROYCCAT2

7. Upon receipt of the deposit, both letters of acceptance will be scanned and emailed to you. The original letters of acceptance will be couriered only upon request.
8. Student will now apply for Study Permit.
9. Upon receipt of Study Permit, confirm student's arrival information.
10. Upon receipt of the arrival information, CultureWorks will email you an invoice for two terms of tuition, emergency medical insurance (mandatory on the university campus), airport reception (if required), accommodation placement fee (if applicable), and accommodation (if requested).
11. To confirm registration into the program, ALL information, including payment of the invoice, is due at least two weeks prior to the start of the term.

**OTTAWA CAMPUS**  
**Carleton University**

**Contact:** [ottawa.registrar@cultureworkstheschool.com](mailto:ottawa.registrar@cultureworkstheschool.com)

**APPLICATION PROCEDURE: ESL ONLY**

1. Log in to your account and complete the online application. You will receive an email from the Registrar confirming receipt of the application.
2. CultureWorks will request a \$1,200.00 CAD deposit to hold the space in the program. If the student is refused a Study Permit, then the student is entitled to a refund of \$1,000.00 CAD. If a student changes their mind about attending CultureWorks, the student is entitled to a refund of \$700.00 CAD. If the student is sponsored, proof of sponsorship is required before we issue the letter of acceptance.
3. The deposit can be paid by Visa, Mastercard or wire transfer. CultureWorks' Ottawa banking information for wire transfer is:

CultureWorks ESL Inc.  
Royal Bank of Canada  
383 Richmond Street  
London, Ontario  
N6A 3C4  
Transit: 02722  
Account: 1030288  
SWIFT: ROYCCAT2
4. Upon receipt of the deposit, the CultureWorks letter of acceptance will be scanned and emailed to you. The original letter of acceptance will be couriered only upon request.
5. Student will apply for Study Permit.
6. Upon receipt of Study Permit, confirm student's arrival information.
7. Upon receipt of the arrival information, CultureWorks will email you an invoice for two terms of tuition, emergency medical insurance (mandatory on the university campus), airport reception (if required), accommodation placement fee (if applicable), and accommodation (if requested).
8. To confirm registration into the program, ALL information, including payment of the invoice, is due at least two weeks prior to the start of the term.

## **APPLICATION PROCEDURE: ESL and Undergraduate**

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2. Submit academic documents by email or courier - see checklist for specific requirements for each campus.
3. CultureWorks will submit your student's documents to the university for assessment of academic eligibility.
4. The university will send CultureWorks the conditional letter of acceptance.
5. CultureWorks will request a \$1,200.00 CAD deposit to hold the space in the program. If the student is refused a Study Permit, then the student is entitled to a refund of \$1,000.00 CAD. If a student changes their mind about attending CultureWorks, the student is entitled to a refund of \$700.00 CAD. If the student is sponsored, proof of sponsorship is required before we issue the letter of acceptance.
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  - Royal Bank of Canada
  - 383 Richmond Street
  - London, Ontario
  - N6A 3C4
  - Transit: 02722
  - Account: 1030238
  - SWIFT: ROYCCAT2
7. Upon receipt of the deposit, both letters of acceptance will be scanned and emailed to you. The original letters of acceptance will be couriered only upon request.
8. Student will now apply for Study Permit.
9. Upon receipt of Study Permit, confirm student's arrival information.
10. Upon receipt of the arrival information, CultureWorks will email you an invoice for two terms of tuition, emergency medical insurance (mandatory on the university campus), airport reception (if required), accommodation placement fee (if applicable), and accommodation (if requested).
11. To confirm registration into the program, ALL information, including payment of the invoice, is due at least two weeks prior to the start of the term.

*(Aug/15)*