

# General Information and Cancellation Policies

## Admission and Registration

### ADMISSION CRITERIA

- **HEC Montréal Students:** Must be enrolled in a program of study or be an exchange student at the School
- **External Participants:** Must be at least 18 years of age. Upon the completion of your registration, having paid in full (100%) for tuition and lodging, if needed, the Business Language Training Center will be sending you by e-mail your Letter of Acceptance. You will need this document to apply for a Visitor Visa\*; this Letter of Acceptance may also be presented at Customs upon your arrival to Canada.  
\* Verify if whether or not you may require a Visitor Visa by logging onto [Citizenship and Immigration Canada](#)

### REGISTRATION PROCEDURE

Fill out the Registration Form and submit it promptly as places are limited in this Summer School.

Upon submission of your Registration Form, you will receive a confirmation message by e-mail. You will also receive by e-mail an invoice once the registration fees are paid in full (100%).

### REGISTRATION FEES

Tuition Fees cover the following:

- Admission fee (\$ 200 CA), non-refundable
  - Placement tests (oral and written)
  - Business Language Course: 39 hours in the morning (3-credit course)
  - ± 96 hours of workshops, activities and outings in the afternoon and in the evening (non-credited component)
  - Breakfast on Induction Day (Day 1 of the program)
  - Course material
  - Cocktail reception during the photography contest “Montréal, ma réalité”
  - Buffet for the Closing Ceremony
  - Afternoon outing to Parc Exalto, urban acrobatic park
  - Jet-boating on the Saint Lawrence River
  - Insurance (for international students)
- If you travel by car, parking fees are **not** included. Estimate \$ 15 CA a day for parking (subject to change).






## Certificate and Credits

HEC Montréal Business Language Training Center will be issuing Certificates of completion to all participants who have successfully completed the program. This Certificate will be presented at the Closing Ceremony to take place on the last day of the Summer School.

Three (3) university credits will be awarded to all participants of this Summer School program. An official transcript will be issued by HEC Montréal Registrar.

## Payment

Payment for this Summer School (Registration fees and optional Lodging, if applicable) is to be made only by credit card. Payment by debit card is not available.

We accept the following credit cards:   

You may complete your transaction on **our secure web server (https)**.

Upon registration, you will have two payment options: **one lump sum payment** (100% of total cost) or **two payments (Payment 1: 25% of total cost; followed by Payment 2: the remaining 75%).**

## Payment Deadline

Total registration cost (100%), including Lodging option, if applicable, must be received **no later than the 2<sup>nd</sup> Wednesday of the month of July prior to the start of the Summer School.**

After this date, please contact HEC Montréal Business Language Training Center to inquire if there are any openings for registration: [immersion@hec.ca](mailto:immersion@hec.ca)

In any case, the cost for Registration must be paid in full (100%) before the starting date of the Summer School.

## Confidentiality and Information Security Policy

The on-line purchase on the website of HEC Montréal complies with SSL standards of transmission which ensure the secure transmission of your transaction. As a consequence, this message cannot be intercepted, distorted or decoded by a third party. Furthermore, your payment is made directly to Desjardins financial institution. HEC Montréal has no access to your credit card number.



## Cancellation

### CANCELLATION POLICIES

Any cancellation must be submitted in writing by sending an e-mail to [immersion@hec.ca](mailto:immersion@hec.ca)

The \$ 200 Admission fee is non-refundable.

**Program:** The following amount will be withheld or charged in case cancellation occurs:

- After June 10: 50% of Registration Fee
- After July 1: 100% of Registration Fee

### **Exceptions**

The following situations may allow for total reimbursement:

- Sickness/injury
- Inability to obtain a visa
- Delay in obtaining a visa

Your request for reimbursement must be made in writing and accompanied by the appropriate official document (doctor's letter or letter, issued by the relevant authority, explaining refusal or delay in obtaining visa.) Transmit your request, along with the appropriate documentation, to the following address:

[immersion@hec.ca](mailto:immersion@hec.ca)

Once the Summer School has commenced, anyone wishing to drop out of the 3-credit course in the morning, with reimbursement in full of the tuition fees\* for said course only, must do so before the 7th hour of the morning classes. In this event, there will be no entry on your transcript. However, no reimbursement will be granted for the non-credited component of this Summer School (workshops, activities, outings and company visits in the afternoon and in the evening) nor for lodging, if applicable.

\* Tuition fees for a 3-credit course as applied for this Summer School.

HEC Montréal reserves the right to cancel any program. In this event, the responsibility of HEC Montréal will consist solely of reimbursing in full the Registration fees already paid.



## Schedule, location, lodging option and FAQ (Frequently Asked Questions)

### SCHEDULE

On Induction Day (Day 1), you will receive a detailed schedule for the entire Summer School.

Unless stated otherwise, the credited business language course will run from 9:15 am to 12:15 pm, from Monday to Friday. The workshops, activities and outings in the afternoon will start at 1:30 pm and will last, on average, 3 hours (days may change from one week to the next). The activities in the evening will begin, in general, at 6:30 pm; their length will vary according to the activity offered (days may change from one week to the next).

### LOCATION

The Summer School will be held at HEC Montréal in the [Côte-Sainte-Catherine Building](#), 3000 chemin de la Côte-Sainte Catherine in Montreal

A few weeks before the beginning of the program, you will receive by e-mail a document highlighting everything pertaining to this Summer School (your arrival, your stay and all administrative and academic components).

Plan your routes with the help of [Google](#) Map

HEC Montreal is easily accessible by public transportation:

- Métro (Subway): [Université de Montréal](#) on the Blue Line
- Bus: [lines 51, 129 et 119](#)

Please consult the [Société de transport de Montréal](#) (STM Website: Bus and Métro/Subway) and its [AZIMUT](#) option to determine your route. It is also possible to know the exact time and frequency for the relevant bus stop or métro (subway).

Our Coordinates: **Business Language Training Center** (*Centre de formation en langues des affaires*) – HEC Montréal

The Center is situated in the South East wing (yellow section) on the 3<sup>rd</sup> floor of the Côte-Sainte-Catherine Building. **Telephone:** + 1 514 340-6000, ext. 2037 | **E-mail:** [immersion@hec.ca](mailto:immersion@hec.ca)

### LODGING OPTION

In the eventuality that you need lodging during your stay for the Summer School, HEC Montréal can offer you a lodging option in partnership with University of Montreal's Studios Hôtel. Log onto the webpage below for cost and dates:

<http://francaisaffaires-immersion.hec.ca/en/lodging/>

If you want to be lodged during your stay for the Summer School, select this option on the online Registration Form.

### FAQ – FREQUENTLY ASKED QUESTIONS

<http://francaisaffaires-immersion.hec.ca/en/faq/>