



UNIVERSITY OF
TORONTO

NEW COLLEGE
INTERNATIONAL PROGRAMS

PRE-UNIVERSITY PROGRAMS

ADVANCED ACADEMIC PROGRAM
GLOBAL CITIZENSHIP PROGRAM

2019 PARENT/GUARDIAN INFORMATION PACKAGE

TABLE OF CONTENTS

2	About Us
2	Payments, Refunds & Cancellations English Classes, Certificate & Evaluation
3	Arriving at U of T (Airport Service)
5	Global Citizenship Program
5	Advanced Academic Program
6	Certificate & Evaluation
6	Program Location
7	New College Residence
7	Safety & Supervision
9	Additional Information (Sign-outs, Mailing Address, Money & Valuables)
11	General Rules & Code of Conduct
13	Frequently Asked Questions

ABOUT US

University of Toronto, New College, invites students from all over the world to join our vibrant community. Our dedicated team of counsellors, staff, and instructors will offer a summer of fun educational experience in the classroom, the residence, and while exploring our beautiful city.

At the heart of the program are our counsellors and teachers. Your child will spend time with them, learning important lessons, practicing communication and academic skills, and participating in trips like Niagara Falls or Canada's Wonderland or activities like playing sports. From arrival to departure, our staff provide a safe, fun, and positive learning environment.

The community is truly one-of-a-kind. Students from all over the world come together under one roof, creating lasting memories together. Finding common ground with a group of friends spanning the globe is a unique experience, and our students are lucky enough to have it every year. The Pre University Program will allow students to become active students and members of Canada's premier university.

PAYMENTS, REFUNDS & CANCELLATIONS

COMPLETING THE FINAL FORMS

It's important that you complete and submit the Final Forms as soon as possible. Please complete all areas of the Final Forms and submit all pages. If your child doesn't need the Airport Pick-Up or Drop-Off service, please submit **Part 3: Travel Information** page indicating that these services are not needed and provide the details of the person dropping them off or picking them up from the university.

Please note that your child's registration in the program cannot be finalized until we receive both the Final Forms and the final payment.

PAYMENT & REFUNDS

An invoice for the remaining program fees should have come with your child's acceptance package. Please see the table below for the deadline for final payments. You'll get a final receipt once you've made this payment.

The final payment can be made with VISA, American Express, Mastercard or an International Wire Transfer made payable to the University of Toronto. Please refer to **Part 7: Final Payment** on the last page of the Final Forms for further payment instructions.

Program Start Date	Session 1 (July) June 30, 2019	Session 1 (July) July 7, 2019	Session 2 (August) July 28, 2019
Final Payment Deadline	May 20, 2019	May 20, 2019	June 10, 2019
Full Refund Deadline* (Less the non-refundable deposit)	May 20, 2019	May 20, 2019	June 10, 2019
50% Refund* Deadline (no refunds after this date)	June 10, 2019	June 10, 2019	June 24, 2019

* Not including the non-refundable \$250 deposit fee

PAYMENT & REFUNDS (CONTINUED)

If you cancel your child's registration before the final payment deadline, we can provide a refund for the program fees, except for the non-refundable fees. If you cancel after the final payment deadline but before the 50% refund deadline, we can provide a 50% refund on refundable fees only. After the 50% refund deadline, program fees are non-refundable.

ADDITIONAL FEES

Extra Day Fee: \$175 per extra day (includes accommodation, food, activities)

Alternate Transfer Fee: \$65 per way. Airport transfer is included in the fees if it is scheduled on the program start/end date. Transfers can be arranged on different days but additional fees apply.

Notarized Custodianship Declaration Fee: \$100 per form. If you have not requested a custodianship form on your application form but require one, please contact us at summer.program@utoronto.ca.

VISA REFUSALS AND CANCELLATIONS

If your child is refused a visa to enter Canada, we'll provide a full refund (deposit included) once you send us a copy of the official visa refusal letter from the Canadian Visa Office for cancellation. **Any refund requests, along with a copy of the visa refusal letter, must be submitted to the International Programs Office by September 1, 2019.** Any refund requests received after this date may not be processed.

In all other cases, the \$250 deposit is non-refundable. For more information regarding refunds, please contact us at summer.programs@utoronto.ca or +1.416.946.3853. Please pay close attention to the refund deadlines.

ARRIVING AT U OF T

AIRPORT SERVICE

Our staff will greet your child at the airport when they arrive in Toronto! Airport Pick-Up and Drop-Off service is included in the program fees. After you have purchased a flight, please complete **Part 3: Travel Information** of the Final Forms. To make sure one of our counsellors will be there to receive your child, **we must have the flight information at least 2 weeks prior to arrival.**

Once you have confirmed how your child will be arriving in Toronto, we will be sending you a confirmation email with more information about their arrival. If any of their arrival details change, please let us know as soon as possible by sending an email to summer.programs@utoronto.ca.

NOTE: Pick-up and drop-off service will only be provided to and from either:

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

ARRIVAL DATES

June 30, 2019 (AAP)
July 7, 2019 (GCP)
July 28, 2019

DEPARTURE DATES

July 27, 2019
August 17, 2019 (GCP)
August 24, 2019 (AAP)

UNACCOMPANIED MINOR SERVICE

If you wish to use an unaccompanied minor service, please notify us by email. We will give you the name of the counsellor who will be there to receive your child closer to their arrival date.

IMPORTANT: 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.

OWN ARRIVAL TO THE PROGRAM

If your child doesn't require Airport Pick-Up or Drop-Off service, please submit **Part 3: Travel Information** indicating that they will be arriving on their own. Be sure to include the name and contact information of who will be dropping them off or picking them up. Please note that we cannot release your child to anyone else but the authorized person as listed in your child's Final Forms.

Your child can check in to the residence between 3:00pm and 5:00pm on the start date of the program, and check-out by 11:00am on the end date of the program.

CUSTODIANSHIP FORM

If you require a Custodianship Form to be notarized (to obtain a Canadian tourist visa), there will be an additional fee of CAD \$100.00 per form. Please contact our office at summer.programs@utoronto.ca for more information.

VISAS

Please visit the Canadian Immigration website to find updated information about getting your child's visa (if required): Canada.ca/Visit

Or find out at Canada.ca/eTA if your child needs an Electronic Travel Authorization (eTA) to travel to Canada.

If your child is refused a visa, please see page 3 about visa refusals and refund policies.

Emergency Phone Number (on Arrival Days)
+1.416.946.3853

GLOBAL CITIZENSHIP PROGRAM

COMMUNICATION CLASSES

Every morning, GCP students attend a communication class from 10:00am to 1:00pm. The purpose of the communication class is to give students practice with writing, research, and speaking at a university level. It will also help to prepare for their Global Challenge presentation at the end of the session.

On the first day of class, we will ask your child to write a short essay and have a one-to-one interview with a teacher. These writing and speaking samples will help us find the best teacher for them.

GLOBAL CITIZENSHIP WORKSHOPS

Global Citizenship Workshops take place in the afternoon (2:00pm - 5:00pm) or evening (7:00pm - 10:00pm), from Monday to Friday. Facilitated by our trained counselling staff, students will take part in trips, presentations, activities, discussions, projects, performances, debates, and more. These experiences will form the core of learning about ourselves, others, and how we connect with the global community.

As part of the program, students will participate in large and small group activities, take on individual challenges, work as a team, and both perform and present in front of a group. Students will explore their identity and values while discussing issues affecting communities on a local, national, and global level. They will develop communication and conflict resolution skills to address underlying issues and better impact communities. Lastly, students will build on their knowledge, strengths, and teamwork skills to present a potential solution to a current issue at a final presentation.

ADVANCED ACADEMIC PROGRAM

MORNING & AFTERNOON CLASSES

As an Advanced Academic student, your child will have class both in the morning (10:00am to 1:00pm) and the afternoon (2:00pm to 5:00pm). Advanced Academic classes are very active—they'll read and listen to lectures, but will also be trying out their new ideas in group activities and discussions and researching things for themselves. They should be ready to share their ideas, and to listen and learn from their classmates, not just the teachers.

Teachers will sometimes assign homework. We've included some time to do this homework in your child's weekly activity schedule. There are no final exams in Advanced Academic courses, but they do have to show us what they've learned by completing all the requirements listed on the next page.

CERTIFICATE & EVALUATION

Students will receive a certificate upon successful completion of the program. Students will also receive a personalised evaluation from their teacher. To get the certificate of completion, students have to:

- Actively participate in class and workshop activities and discussions.
- Show what they've learned by completing a final project.
- Complete the class writing and research assignments.
- Go to class and workshops on time, every day.

If your child skips (and they're not sick), we will inform you of their absence. If they are often late, or miss 3 or more sessions, they will be at risk of not receiving their certificate. **Students missing class without a valid reason will also lose activities and Free Time privileges.**

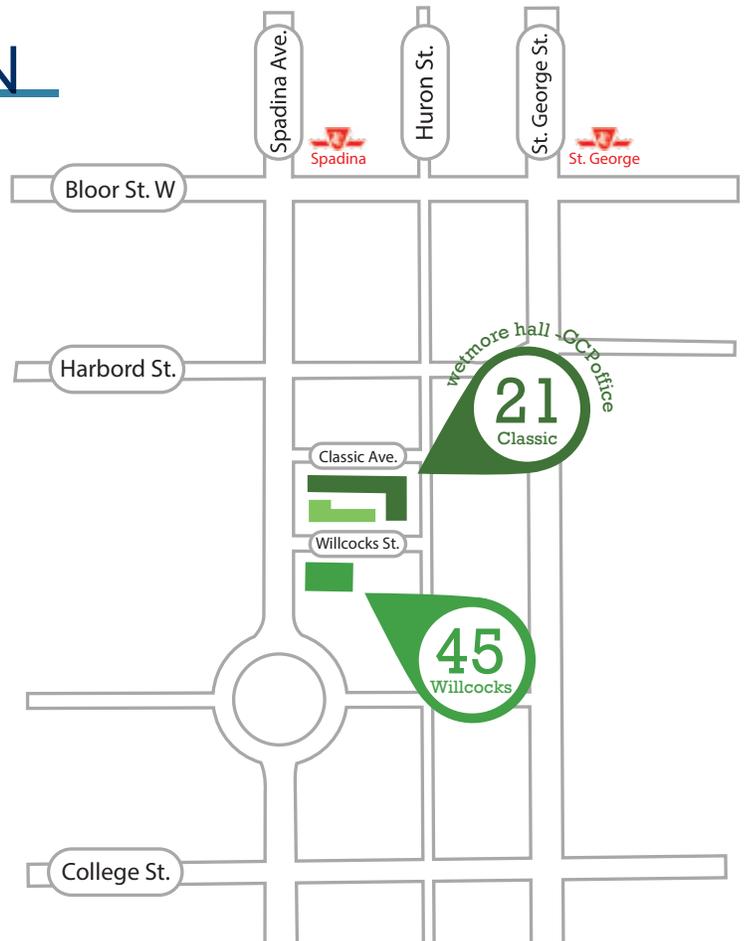
PROGRAM LOCATION

RESIDENCE ADDRESS

University of Toronto, New College
45 Willcocks Street,
Toronto, ON, M5S 1C6

OFFICE ADDRESS

University of Toronto, New College
Room 136, 21 Classic Avenue,
Toronto, ON, M5S 2Z3



NEW COLLEGE RESIDENCE

Your child will be staying in the New College Residence of the University of Toronto's St. George Campus (downtown). These buildings feature modern dormitory-style living facilities with air-conditioned single or double rooms. Males and females will be accommodated on separate floors.

The New College Residence is safe and secure. The outside doors lock in the evening, and can only be accessed by residents with keys. Keys are also required to access the elevators and residence floors. Each room has its own lock. Your child will be responsible for keeping their keys with them at all times. **The Program is not responsible for lost or stolen items.**

The residence Front Desk is staffed 24 hours a day. They are available to assist your child whenever necessary.

SAFETY & SUPERVISION

PRE-U WRISTBAND

Toronto is one of the world's safest cities, but it is also big and unfamiliar for many students. For this reason, our staff will be with your child whenever they leave the residence. On the first day of the program, your child will be given a program wristband. This wristband will have the emergency contact number which they can use to reach a staff member at any time. **This emergency number is for their use only.** Should you need to reach our office, please call during regular hours at +1.416.946.3853 or send an email to summer.programs@utoronto.ca.

This wristband will also allow them to go into the dining hall. If it breaks, they can get a new one by either visiting the International Programs Office or finding a coordinator.

COUNSELLORS

Counsellors are leaders, mentors, facilitators, coaches, and friends! They live in the residence with your child and will be there for whatever they need. Our devoted team works all hours, including nighttime, to make sure everyone is safe, happy and getting some sleep. There will always be a minimum of 4 counsellors for overnight duty, attending to the students until morning.

In the unlikely event of a medical emergency, they will accompany your child to one of Toronto's hospitals, many of which are located near the campus. Please submit **Part 1: Emergency Contact Form** (included in the Final Forms) so we have an appropriate contact. We will reach you immediately with any and all information.

SAFETY & SUPERVISION (CONTINUED)

HEALTH INSURANCE

Health Insurance is already included in the program fee, and will cover potential medical visits, prescriptions or any other medical costs. To ensure that we have appropriate information for any doctor's visits, please complete **Part 2: Health Information** of the Final Forms. For detailed information on what medical coverage is provided, please contact the International Programs Office or visit www.guard.me

Please note that our health insurance does not cover pre-existing conditions. If your child needs specific medications, please ensure they bring them.

ACTIVITIES

When your child is not busy learning in classes and workshops, they'll be having fun in many exciting activities and adventures. These activities are designed to expose your child to Canada's unique culture and history. They're also a fantastic chance to make friends from all over the world.

Each day, there will be an evening activity for students to explore the university campus as well as the city of Toronto. Our weekend activities are the best of what we offer, bringing your child to incredible places like Niagara Falls and Canada's Wonderland. Please note that all activities are mandatory, unless if Extended Free Time is available that day.

FREE TIME & EXTENDED FREE TIME

Free Time will be available on some evenings. Students will have the opportunity to visit a variety of nearby stores (snacks, toiletries, and AC adapters are usually the most popular items to purchase). Students can sign out of the residence at 6:00pm and must return by the start time of the evening activity (usually 7:00pm or 7:30pm). **Parents must submit consent for their child to have access to Free Time.**

Free Time will not be available every day due to early activity start times, and longer weekend excursions. Counsellors will monitor the area around campus, and ensure that students have their emergency phone number. Students may only leave the residence if they are with a friend.

Extended Free Time will be available for some evenings, from 6:00pm to 10:00pm. **Students must have the Extended Free Time permission form signed by their parents in order to sign out.** Please refer to the Final Forms for the permission form.

We will always have an on-campus event for students not signing out for Extended Free Time.

A TYPICAL DAY

7:30am - 10:00am	Breakfast
10:00am - 1:00pm	Morning Class
1:00pm - 2:00pm	Lunch
2:00pm - 5:00pm	AAP Afternoon Class or GCP Workshop
5:30pm - 7:30pm	Dinner
6:00pm - 7:30pm or 6:00pm - 10:00pm	Free Time or Extended Free Time (only some evenings)
7:30pm - 10:30pm	Evening Activity
11:00pm	Night Attendance & Quiet Hours starts

Please note that while most days will follow this schedule, some days will differ depending on the activity. Your child will be notified of their day schedule the night before.

ADDITIONAL INFORMATION

HOMESICKNESS

It is very common for our students to experience a period of homesickness. Don't worry! Among the many skills our counsellors are trained in is the ability to help your child through any difficulty being away from home.

We believe that homesickness is an opportunity. With guidance from our staff, your child will overcome new challenges stemming from being on their own and will have a chance to grow with hundreds of friends in a similar situation.

SIGNING OUT YOUR CHILD

If friends, family, or even you intend to visit your child while they're with us, the International Programs Office needs written notice from you at least 1 business day in advance. **Any sign-outs for the weekend must be received by the International Program Office by 4:00pm (Eastern Time) on Friday.**

Sign outs can only happen from 11:00am to 11:00pm.

Please email summer.programs@utoronto.ca a completed Sign Out Form or email us the following details:

- 1) Student's name
- 2) The full name of the person picking up the student
- 3) The time that the student will be picked up
- 4) The time that the student will be dropped off

You can download the form [HERE](#). Please email us for more information.

We encourage your child to do any visiting before or after the program to ensure they get the most out of our experience with us.

MAILING CARE PACKAGES

If you would intend to mail a care package, please use the following information:

Your Child's Name (as registered in the program)
C/O International Programs
University of Toronto, New College
40 Willcocks Street
Toronto, ON, M5S 1C6 Canada

It is very important to include "C/O International Programs", as that's what gets the package to us specifically. Once the package has been received, our counsellors will ensure your child gets their package.

Please note that mail to the residence will take longer than usual shipping times. We recommend using priority courier services to ensure timely delivery. **The Program is not responsible for any lost or delayed delivery items.**

MONEY & VALUABLES

It is a good idea for your child to bring a bank card that can be used in Canadian bank machines (ATMs). There are many ATMs close to the residence, and our counsellors are always available to accompany students as needed. These bank cards are widely accepted in Toronto, but please confirm with your bank that they will work in Canada.



Our counsellors will also accompany your child to the bank to assist with currency exchange, but we suggest that you child brings Canadian currency with them. Please be aware that US currency is not acceptable.

Our programs are all-inclusive, so your child won't need money to participate. However, please ensure your child has whatever money they may need to purchase snacks, souvenirs and for shopping.

Please be warned that the program does not recommend bringing or carrying large amounts of cash. It is best to make alternate arrangements if you intend to send your child with a large sum of money.

ACTIVITIES

All activities are mandatory, but that doesn't mean your child won't benefit from some encouragement. Our activities are designed as a great way to make new friends and engage our counsellors. With your help, your child will be more prepared to participate voluntarily. Please do what you can to encourage your child to make the most of their experience with us, and make sure they know our counsellors are always there for them.

GENERAL RULES AND CODE OF CONDUCT

The University of Toronto's Global Citizenship Program and Advanced Academic Program follows all Canadian laws and policies. Students participating in these programs will be responsible for doing so as well. Please note that it is the student's responsibility to arrange transit home should they violate rules that result in expulsion. Students will be given an extensive presentation on these rules when they arrive.

All students are required to adhere to the University of Toronto Code of Conduct. A shortened version is available below. For the full Code of Conduct, please see [HERE](#).

DISCIPLINE/PROGRAM RESPONSE

Disruption of our program environment or any of the policies listed below will result in any or all of the following actions:

- Meeting with program staff
- Reprimand/Warning
- Reporting of incident to parents/guardians
- Immediate suspension from the program
- Immediate expulsion from the program

PROGRAM ENVIRONMENT

Our program maintains a space where everyone can feel safe, have fun, and enjoy a positive academic experience. Including others and respect are important parts of our program. Any form of bullying, malicious, or harmful behavior will not be tolerated.

FIRE ALARMS

Do NOT pull the fire alarm unless there is a fire. Students will be fined up to CAD \$500.00 per fire truck that responds, typically 3. Should there be an actual fire, students are encouraged to use the alarms.

RESIDENCE ROOMS

Students are responsible for keeping their room clean. Male and female students are not permitted in rooms together, and all students must sleep in their assigned rooms each night. Students must ensure that their door is closed and locked behind them. Students should keep their room keys with them at all times. **The Program is not responsible for lost, damaged, or stolen items.** If a student's room key is lost or damaged, it will be replaced at the student's expense.

COMMON AREAS

Students are responsible for keeping all common areas (common rooms, lounges, hallways, bathrooms, laundry rooms, etc.) clean after use. If any common area is not kept clean, all students will help clean it. Any damage to or the removal of any property within the residence is forbidden. Students will be required to pay for any damage they cause to residence property.

ACTIVITIES

Attendance to all activities is mandatory. Failure to arrive on time will result in disciplinary action. It is the students' responsibility to know activity meeting times and locations. Counsellors are always available to assist, if needed. Students are responsible for being respectful to their surroundings (e.g. museum rules, attraction rules, etc.).

GENERAL RULES AND CODE OF CONDUCT

ATTENDANCE & ENVIRONMENT

Students must attend classes and workshops every day and on time. **In the case of illness, the International Programs Office must be notified.** Failure to attend programming without valid reason will result in disciplinary action. If a student is often absent, misbehaving, or not actively participating, their certificate will be at risk. Our staff have their own individual classroom and workshop policies. Students disrupting or harming the learning environment will be expelled from the program.

CURFEW

Students must be in the residence and on their own floor by 11:00pm. Attendance will be taken. By 12:00am, students must be in their room and respect quiet hours.

ALCOHOL & CANNABIS

Under Canadian law, it's illegal for those younger than 19 to purchase or consume alcohol or cannabis. If students are caught consuming, under the influence of, or in possession of alcohol or cannabis, the police will be notified. This will result in expulsion from the program.

SMOKING

The University of Toronto is a non-smoking campus. Students will not be allowed to smoke on campus. In Toronto, it is illegal to smoke inside any building or within 9 metres of an entrance or exit of any building that is used by the public. It is also illegal for those younger than 19 to purchase any smoking products. All of the above also apply to all substances, including, but not limited to, e-cigarettes and vaporizers. Failure to follow these laws will result in large monetary fines and expulsion from the program.

DRUGS

No illegal drugs are permitted. If students are caught using, under the influence of, in possession of, or distributing drugs, the police will be notified. This will result in expulsion from the program, and the student will suffer legal consequences. All prescribed medication must be reported to the program prior to arrival. A doctor's note must be provided upon request of the office.

FAKE IDS

Fake identification cards (IDs) are not permitted at any time. If students are caught using or in possession of a fake ID, it will be taken from them. The police will be notified, as identity fraud is a crime.

BULLYING

Bullying of any kind will not be tolerated. In accordance with the University of Toronto's Code of Student Conduct, no student shall engage in any disrespectful conduct based on one's race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, family status, handicap, and/or any action that is known to be unwelcome by any student.

If a student has an issue with another student or staff member, please inform a counsellor. Mutual respect between all students and staff members is expected. Any breach of this respect will result in disciplinary action and/or expulsion from the program.

INAPPROPRIATE DRESS

Inappropriate dress is clothing that does not meet our community standards of decency and includes language and/or images related to violence, profanity, discrimination of any kind, or is demeaning to an individual or group.

FREQUENTLY ASKED QUESTIONS

I can't reach my child during the day. Should I worry?

Please keep in mind their class scheduled during the day. The best time to reach them will probably be in the morning before classes or at night after their evening activity. Students should not be accessing mobile devices during classes.

If you are still concerned about your child, please contact the International Programs Office at +1.416.946.3853.

My child is sick. What should I do?

They can call the International Programs Office at +1.416.946.3853 to notify us that they are not feeling well or come by the office. We will arrange for a counsellor to take your child to a clinic. If the condition is not serious, they may have to wait until the next morning so that they can go to a clinic when it is open. If the condition is serious, a counsellor will take the student to a hospital immediately. If it is an emergency, please make sure your child uses the Emergency Contact Number they received on their Pre-U Wristband.

My child has a pre-existing condition that needs treatment. Will their health insurance from the program cover it?

The health insurance from our program does not cover pre-existing conditions. If your child needs something checked that is pre-existing, they will need to pay as it is not covered by the health insurance. For a list of what the health insurance covers, please visit: www.guard.me. If you have any concerns, please do not hesitate to contact our office.

My child was refused a visa to enter Canada. Can I get a refund?

Yes, we can provide a full refund if we receive the official visa refusal letter. Please note that all refund requests must be received by September 1, 2019 in order to be processed. Refund requests after this date may not be processed.

How do I get a visa for my child?

Please visit the Canadian Immigration (IRCC) website to find out more information: Canada.ca/Visit

We have friends and family in Toronto and they would like to spend some time with my child. What can I do to arrange this?

Your child can be signed out by friends and family as long as someone who is at least 18 years old picks up and drops off your child at the New College Residence. The International Programs Office also requires written permission from the guardian at least 1 business day in advance. Sign outs may only happen from 11:00am to 11:00pm. You may find more information about sign outs on page 9.

We have friends and family in Toronto. Can my child stay with them and commute to class instead?

We require that all students stay at our residence. If you have any concerns about this, feel free to contact the International Programs Office at +1.416.946.3853 or at summer.programs@utoronto.ca

Can my child explore Toronto on their own?

On some evenings, students will have the opportunity to sign out of the residence for free time or extended free time. Only students with the proper authorization forms will be able to participate in the free time. We will also offer on-campus activities on those evenings, so there will always be something planned for students to do!

We have friends and family in Toronto. Can my child stay with them and commute to class instead?

We require that all students stay at our residence. If you have any concerns about this, feel free to contact the International Programs Office at +1.416.946.3853 or at summer.programs@utoronto.ca.

CONNECT WITH US

PRE-UNIVERSITY PROGRAMS

UNIVERSITY OF TORONTO | NEW COLLEGE



facebook.com/ut.intlprograms/



[@ut_intlprograms](https://www.instagram.com/ut_intlprograms)

#PreUofT

Tel: +1 416 946 3853 | www.PreU.utoronto.ca | summer.programs@utoronto.ca