

Orion Assessment Services of Canada Inc.

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Preliminary Review Submission Requirements

Please prepare the following documentation and submit to Orion or to your assigned evaluator.

<input type="checkbox"/>	Teacher qualification summary updated (available at www.languagescanada.ca)
<input type="checkbox"/>	Current brochure of your program
<input type="checkbox"/>	Statement of fees, and refund policy
<input type="checkbox"/>	Copy of policy regarding health insurance
<input type="checkbox"/>	Sample package sent to prospective students
<input type="checkbox"/>	Sample package sent to agents, including a sample contract
<input type="checkbox"/>	Overview or sample schedule of orientation given to new students
<input type="checkbox"/>	Copy of problem resolution policy and/or procedure for handling complaints
<input type="checkbox"/>	Sample of most recent schedule of extra-curricular activities
<input type="checkbox"/>	Sample homestay contract
<input type="checkbox"/>	Sample student feedback form on homestay
<input type="checkbox"/>	Staff organizational chart
<input type="checkbox"/>	Sample performance appraisal for teachers, including details on frequency
<input type="checkbox"/>	Listing of recent Professional Development options for teachers
<input type="checkbox"/>	Sample student feedback form on the program
<input type="checkbox"/>	Samples of course/subject outlines
<input type="checkbox"/>	Samples of student and teacher timetables
<input type="checkbox"/>	Program description, including levels
<input type="checkbox"/>	Sample final report given to students
<input type="checkbox"/>	Details on most recent curriculum review
<input type="checkbox"/>	Details on most recent operational review