



Membership Application

Organization Name:		
Address:		
City:	Province:	Postal Code:
Phone:	Fax:	
Website:	General Email:	
Beneficial Owner (Private Language Schools only):		
President / Director:		
Contact Person and Title for LC Correspondence:		Email:
Date of Commencing year-round ESL/FSL classes in Canada:		
Legal Status of Organization:		
Business License Number (Private Language Schools only)		
Number of Branches: (*)	Branch Locations:	

(* Note: All additional locations, facilities and operations (whose primary purpose is the provision of training in English as a second/foreign language or French as a second / foreign language) that are owned or operated or those that share common branding with the applicant must meet all requirements of Languages Canada at all times.

Membership Criteria:

Full Members (Voting Members – Listed on LC Website):

- Have operated an ESL / FSL program for a minimum of 1 year for Novice membership / 3 years for full membership
- Teach primarily ESL and/or FSL classes
- Adhere at all times to be bound by the By-laws, Code of Conduct, Membership Policies and Quality Assurance Standards of LC
- Maintain Accreditation requirements under LC Accreditation Scheme for all locations and all ESL / FSL programs

Listed Members (Non-voting Members – Listed on LC Website):

- Additional locations or language programs which are owned or operated or share common branding with the applicant.

Process:

Together with this application for membership, all applicants must provide:

- Two (2) letters of support from current LC members; and**
- bank reference and an appropriate credit report OR a CA's statement of solvency based on audited financial statements; and**
- a copy of most recent brochure (pdf or hard copy).**

Upon approval of application, LC administration will advise Accreditation Agency of eligibility to proceed with Accreditation.

Fees:

Upon completion of Accreditation Process, annual membership fees are:	First or Main location:	\$2250 + levy based on student weeks(Prorated monthly)
	Additional locations:	425.00 (Prorated monthly)
	Annual Accreditation fees:	To be invoiced by Orion Assessments as per fees on accreditation website.

Please send your completed application form and listed documents to:

**Languages Canada Administration
27282 12B Avenue
Aldergrove BC V4W 2P6**

**Telephone: (604) 625-1532
Fax: (888) 277-0522
email: info@languagescanada.ca**

I, _____ the undersigned, of _____ being a duly authorized signatory, declare that we meet the above criteria for membership in Languages Canada and will continue to do so; and that the information contained on this application form and the information accompanying it, is true, accurate and complete. I understand that membership fees are non-refundable.

Authorized Signature

Position

Date