



ELC Policies and Applicant Information 2019-2020

The [English Language Centre \(ELC\)](#) at the University of Manitoba (U of M) offers the full-time [Intensive Academic English Program \(IAEP\)](#).

This program prepares you for university studies by providing you with the language skills necessary to succeed academically. For more information, please visit our website: umanitoba.ca/iaep.

Important Deadlines

<u>Term</u>	Online Application and Submission of Documentation* deadline	Tuition Fees and Visa deadline
Spring/Summer 2019	April 1, 2019	April 15, 2019
Fall 2019	August 1, 2019	August 15, 2019
Winter 2020	November 1, 2019	November 15, 2019

* English Proficiency results (if you have any), high school transcripts and any post-secondary education transcripts, proof of graduation (diploma, certificate, etc.), etc.

You have 3 options to [apply](#):

- Conditional Admission: English Language Centre Plus University Studies (Advanced/Direct Entry)
- Regular Admission: English Language Centre Only
- Already applied to University of Manitoba-need English Language Centre

Conditional Admission: English Language Centre plus University Studies (Arts, Science or University 1)

Conditional admission is an option where you will gain acceptance to an undergraduate program on the condition that you complete the English Language Centre's Level 5 program first. This is an excellent option for students who have met all other academic requirements but do not meet the University's English Language Proficiency requirements.

After you complete the ELC's Level 5 program you will be able to move directly into your undergraduate program without submitting a new application. Once you are accepted for conditional admission you will be granted a Standardized Letter of Acceptance which can be used for study permit application purposes to [Citizenship and Immigration Canada](#). In order to apply for your study permit you will require a Standardized Letter issued by our institution which indicates your study dates and program information.

Conditional Admission is only available for:

Direct Entry (available for students who just finished high school or have less than 24 credit hours of post-secondary education).

- [University 1](#) (for first year students)

Advanced Entry (available for students who have more than 24 credit hours of post-secondary education)

- [Bachelor of Arts](#) (General) (degree program for transfer students)
- [Bachelor of Science](#) (General) (degree program for transfer students)

Students who wish to apply to other faculties such as Business or Engineering must submit a separate application after they have completed their studies in the English Language Centre.

Regular Admission (English Language Centre Only)

Regular Admission is an option where you are only accepted to the English Language Centre and not to any undergraduate program. This option is best suited for students who are wishing to only increase their academic English ability, or for those who wish to go on to Graduate Level Studies¹.

Students who are accepted for Regular Admission will be required to pay a tuition deposit fee after which they will be issued a Letter of Acceptance for one semester of study (about 4 months).

Please note that in order to apply for regular admission, no official documents such as transcripts or proof of graduation are necessary. If you have an English Proficiency Score (such as IELTS, TOEFL, CanTEST, etc.) please submit it when applying or by email to elc@umanitoba.ca.

Already applied to University of Manitoba-need English Language Centre

This is only available to students who have already submitted an initial application to any undergraduate program, but are ineligible because they do not meet the English Language Proficiency Requirements. If it is determined that your application does not meet the English language proficiency requirements you will be notified by the Admissions Department by email. The email will contain a link that you must click on to direct you to a new application where you should log in using your existing username and password. We will then combine these two applications and assess you for conditional admission to University 1, Faculty of Arts or Faculty of Sciences.

When combining two applications, it is our practice to “withdraw” the original direct or advanced entry application, however we will add all of your documents, fees and correspondence to the new English Language Centre application and continue to process you for Conditional Admission.

¹ Students need to apply directly to the [Faculty of Graduate Studies](#).

Entrance Requirements to the [Intensive Academic English Program \(IAEP\)](#) at the English Language Centre (ELC)

Upon entrance to the ELC, you will take a Placement Test (CanTEST©) to determine your level. An IELTS score of 4.5 guarantees placement in the program.

Note: If a student does not meet the minimum English proficiency requirement for the ELC, they will be advised to study at least one term in another language program on campus before they can retest to the ELC.

Level 5 Entrance Requirement***:

- IELTS (5.5 or higher) , or
- TOEFL (minimum 16 in each component and 70 overall) , or
- CanTEST (3.5 Listening, 3.5 Reading, 3.5 Writing), or
- CAEL (50 or higher)

*** The ELC reserves the right to place a student in a level the Centre believes is appropriate for maximum learning, regardless of any standardized English proficiency test result.

Important Program Dates

	Placement Test ^	Orientation (Mandatory)	Class Announcements & First class (Official attendance begins)
Spring/Summer 2019	May 2, 2019	May 6, 2019	May 9, 2019
Fall 2019	August 29, 2019	September 3, 2019	September 6, 2019
Winter 2020	January 9, 2020	January 13, 2020	January 16, 2020

^ Please arrive a couple days early so you are well rested for the test. This **test is mandatory** for all new students unless you meet the Level 5 entrance requirement (see above). **If you don't take the Placement Test, you will not be allowed to attend classes and your application may be deferred to the next term or cancelled.**

Attendance Policy

- Students who exceed 10 absences will fail the term.
- ELC Fieldtrips (one or two per term) are considered class time and attendance will be taken.

Withdrawal Policy

- Students must request an official withdrawal in writing to the ELC Office.
- The ELC does not refund:
 - ELC Application fees
 - Homestay application fees
 - \$500 non-refundable tuition fee (NRF)
- Students who do not officially withdraw, but stop attending, will be marked as a Fail, with no refunds given.
- Please visit <http://www.umanitoba.ca/student/elc/fulltime/withdrawal-deferral-and-refunds-policy.html> for withdrawal, deferral and refund information.

Important Notes:

- Class schedule is Monday to Friday for 15 weeks.
- There are two possible class schedules: 8:30-2:20 pm or 11:30-5:20 pm for a total of 24 hours per week.

Accommodations:

The University of Manitoba (U of M) [Homestay program](#) is a safe and well respected program. The program allows an international student to live in a Canadian home while studying at the ELC or a degree program at the U of M.

Students have the opportunity to practice English and learn more about Canadian culture, food, and family life, as well as to share their culture with a Canadian host. Students are also provided additional support from Homestay staff. Homestay students will have their own private room, and be provided with 3 meals daily.

Please visit our website at umanitoba.ca/homestay or call +1-204-474-8701 for more information.