



**"Connecting the world with
Commitment & Compassion"**



Welcome to Canada!



Message from UMC's Academic Director
Eunice Kim

Upper Madison College is a PREMIUM language institution dedicated to providing quality language instruction and CERTIFIED to have attained top quality. With four campuses in Canada, 3 in TORONTO and 1 in MONTREAL, diverse experiences from urban downtown to cultural centres can be expected. Our institution offers a UNIQUE learning opportunity where learning and acquisition of language skills are the foundation for confidence to give back to the community. Our teachers and students work together to build a dynamic and COMPASSIONATE environment through SMALL-SIZED classes maximizing the learning experience. At Upper Madison College, we look forward to sharing a VALUABLE all-encompassing educational experience with you.

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Our Facilities



Owl Facilities

CORRIDOR

['kôrədər] - noun

Synon: Hallway, passage, aisle, passageway

A narrow hallway, passageway, or gallery, often with two or more apartments opening onto it. "It's sort of long corridor that you walk at suddenly you are green." (Philippe Starck)



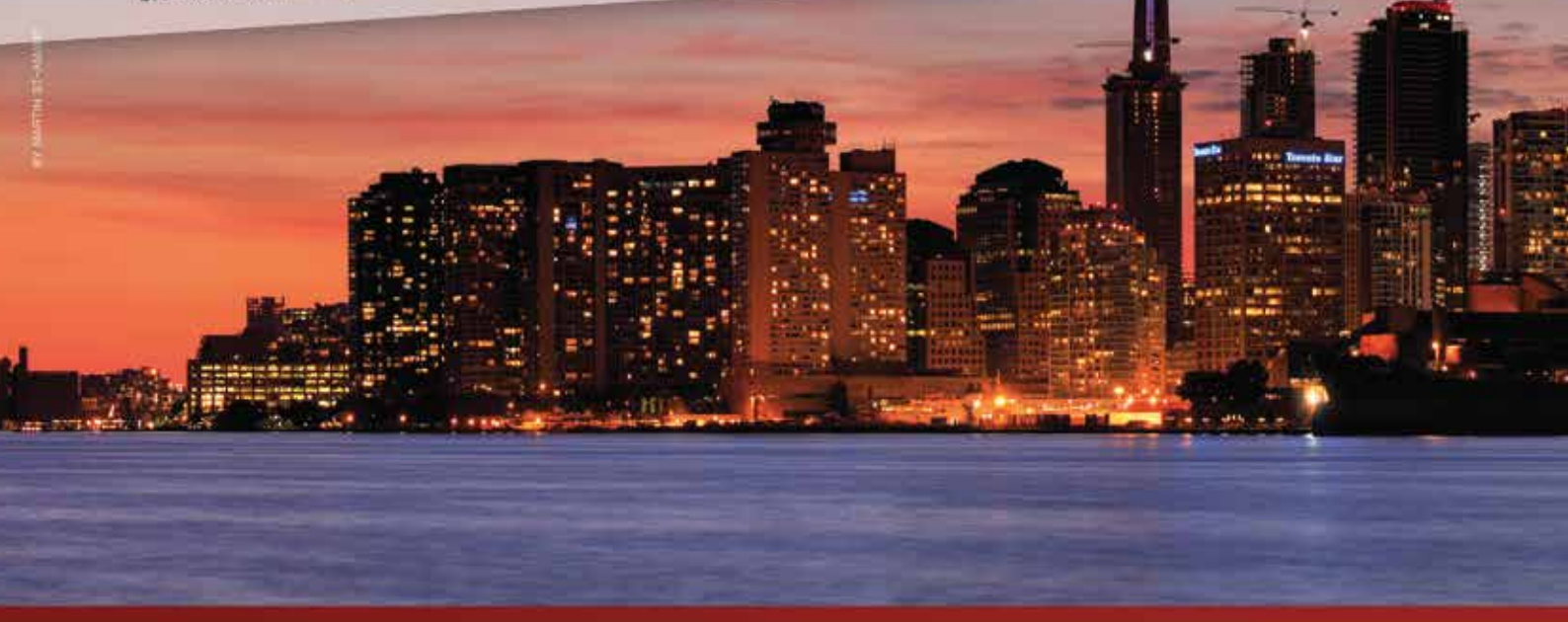
Ours Facilities



Toronto

Toronto is the largest city in Canada with a wonderful mix of downtown urban skyscrapers and green space. From a vibrant nightlife, great museums, world-class shopping malls to lush parks and an active harbor, the city is filled with many things to do.

With distinct four seasons, Toronto is a place where people can swim and play volleyball at the beach in the summer, see the bright autumn leaves in the fall, skate on the frozen lake in the winter, and enjoy the beauty of cherry blossoms in the spring.



UMC ESL Main Campus

UMC is conveniently located uptown Toronto directly on North York Subway Station.

We are surrounded by trendy cafes, restaurants and theatres.

The North York Centre Public Library, Mel Lastman Square, North York Community Centre and a public swimming pool are within a 5 minute walk.





UMC Advanced Language Centre

Our brand new campus, UMC's Advanced Language Centre, ALC is located in two of the most famous streets of Toronto, Yonge Street & Eglinton Avenue.

We are close to several restaurants, cafes, movie theaters, gyms and shopping malls.



Montreal

Montreal is the second largest city in Canada after Toronto where the people speak both English and French. Often called "Canada's Cultural Capital", Montreal is known for its popular festivals such as the Montreal International Jazz Festival, Montreal World Film Festival and the Montreal Fireworks Festival. Unlike anywhere else in Canada, Montreal boasts European-style building with Old Montreal and Mount Royal Park on a mountain.



UMC Montreal's Campus

In Montreal, UMC is at the heart of the entertainment district by La Place-des-Arts, home to 6 concert and theater halls including the Montreal Symphony House, a museum of contemporary arts, an underground mall part of the Underground City and a large popular esplanade where concerts and shows are regularly presented.

UMC is next to the subway station Place-des-Arts and 5 minutes from McGill University.



“
**Connecting the world
with
Commitment
and Compassion**”

Commitment

UMC are committed to educational excellence and the learning of our students.

Connection

UMC is the bridge to all nations and our students are the connection among people.

Compassion

UMC is dedicated to inspiring compassion.

Our Advantages

1. Accredited by top authorities in the ESL field:

UMC is certified to have the highest standard of quality education by Languages Canada and ALTO.

2. Small-Sized Classes:

Each class has an average of 7-8 students leading to greater student-teacher interaction.

3. Pathway to Top Universities and Colleges:

Entrance to top universities and colleges such as Lakhead University, University of Regina, European University, University of Wisconsin, Brock University, Centennial College, Seneca College, Confederation College, Conestoga College, Lambton College (and many others) is guaranteed through our University and College Bridge Program.

4. 3 Campuses:

UMC has branches in Toronto and Montreal, two cultural, financial and entertainment centres in Canada.

5. Convenient and Safe Locations

UMC branches are always accessible by the subway with locations connected directly to the subway line in the safest areas of the cities.

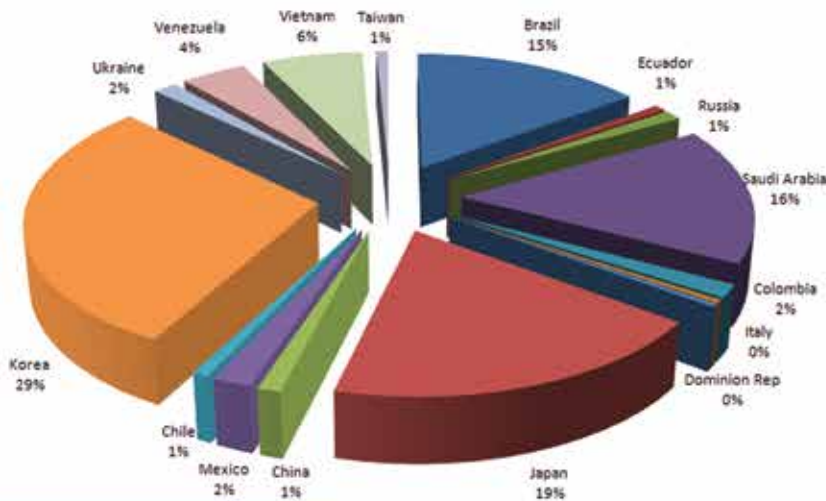


Nationalities

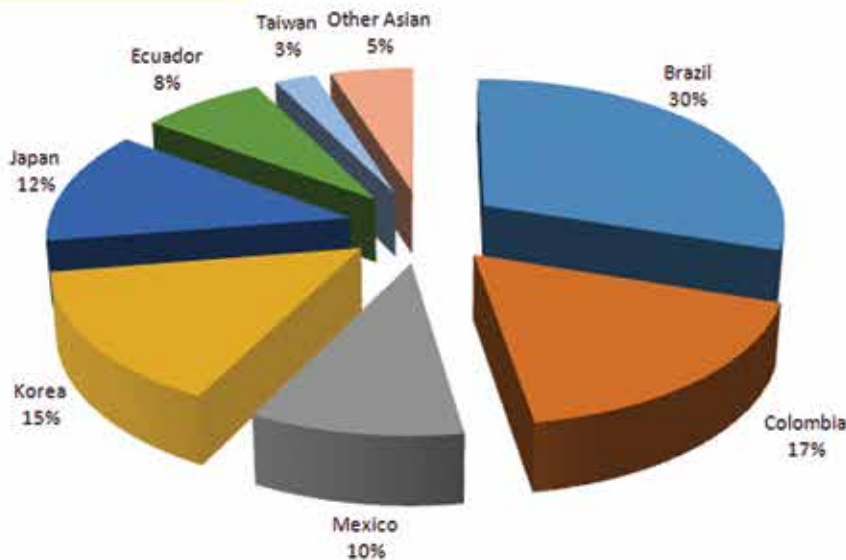
UMC works hard to reach all parts of the world to extend to our students with greater opportunities to make friends from all over the world. UMC students make lifelong friends from all different countries. It is our intention to provide chances for our students to meet people from many different countries and learn about these different cultures. With students from more than 15 or more countries, the bridges built at UMC work to create greater understanding and equality.



Toronto 2014



Montreal 2014



Testimonials

Tatiana Garzon / Colombia
ESL Levels 1 - 9



"All the staff at UMC helped me so much for everything that I needed. In the classroom, the environment was pleasant. The quantity of people was appropriate. I could meet classmates from different countries. The topics and activities were interesting. Each one of the teacher has their own style of teaching. I have to say that every one of them is excellent. UMC helped me to develop my skills in English in all aspects. This is definitely the best experience of my life."



Yeonsoo Jung / Korea
ACE Korean



"I studied here for 6 month and learnt a lot from this college. Not only studying English but also experienced various culture and people. I was so glad that I studied here UMC because teachers were trying to make us understand, encourage their students, be prepared for their classes and also do their best. Through this college, I have learnt not only how to study English but also how to understand people from other countries, and other staff helped me settle down and enjoy Toronto life."

Lennon Barros / Brazil
ESL Level 5



"When I decided to study English I searched several schools, but I got really good references of UMC. Today I'm very proud, because I made wonderful friends here and also found great teachers at UMC. Everyone working at UMC is very dedicated, responsible and attentive. I can say that I am very happy to have chosen UMC to learn English"tries, the bridges built at UMC work to create greater understanding and equality."



Ginga Konno / Japan
ACE-Japanese



"The teachers point out individual habits and weak points! I improved not only bi-lingual skills, but also vocabularies and listening skills too!! I recommend this class!! Thank you for all staffs' kindness!"

Myriam Gherzi / Spain
IELTS, TEYL



"I decided to study here because I found this school is one of the best in Toronto and their programs are very complete and interesting. I want to say that the atmosphere, curriculum and activities are quite good as the same of the teachers and the location. I think I've improved my English in 6 months. I believe the skills I learned will help me in my Canadian experience and I would recommend this school to others. UMC is an awesome school!"



General English Program

Levels 1 - 9

Duration 4 weeks/level

At UMC, each of our classes has specific expectations and outcomes creating skills focused classes allowing for maximization of our 4-week terms. Different classes are allocated to different skills taking into account both accuracy and fluency with the ultimate goal of language production.

Students are exposed to a Canadian classroom experience with emphasis on tasks and activities leading to a fun learning environment.

Start Dates: Every 4 weeks (Please see calendar on page 31 for exact dates)

Levels and Equivalencies

	Beginner			Intermediate					Advanced	
	1	2	3	4	5	6	7	8	9	10
IBT	0-30			32-34			35-45		46-59	92
IELTS	2.5		3.0	3.5	4.0	4.0-4.5	4.5	5.0	5.5	7.0
CEFR	A1		A2		B1			B2		C1

Program Options

Program	Schedule		Levels	*Hours/Week
	Monday - Thursday	Friday		
Standard	9:00 - 12:20	9:00 - 12:20	1 - 9	18
Intensive	9:00 - 2:40	9:00 - 12:20	1 - 9 and Elective 1	25.2
Super Intensive	9:00 - 3:50	9:00 - 12:20	1 - 9 and Elective 1 + Elective 2	30

* 1 Hour = 50 minutes

Time Table

Time	Lesson	Min	Standard (General English Program)	Intensive	Super Intensive
9:00 - 10:00	1	60	Effective Communication	General English Program	General English Program
10:00 - 10:10	Break	70	Break		
10:10 - 11:10	2	130	Grammar		
11:10 - 11:20	Break	140	Break		
11:20 - 12:20	3	200	Reading and Writing		
12:20 - 1:10	Lunch				
1:10 - 2:40	4	290		+Elective 1	+Elective 1
2:40 - 2:50	Break	300			
2:50 - 3:50	5	360			+Elective 2



Speaking Classes (1:10-2:40)

Main Campus Fluency PM Classes

Class	Level	Description	Duration
Start Speaking	1	A fluency class for lower level students helping students make sentences when speaking.	4
Guided Speech	1-3	In Collaboration with listening skills, speech developed using techniques such as shadowing.	4
Making Conversation	3-4	How to carry out and continue a conversation in English.	4
Dynamic Power Speaking	4-6	Intensity developed through recording and analyzing.	8
Speaking Functions	5-6	Focusing on specific speaking functions such as "speculating" target problematic issues students have when speaking	4

Elective Classes for ALC Campus :Students at higher levels are able to choose their own speaking classes

Class	Level	Description	Duration
Speaking Professionally	7-10	How to speak professionally in a business setting.	4
English for Marketing	7-10	Language skills used in the business field of marketing such as in surveys.	4
TOEIC Speaking	7-10	Test prep. class covering listening and reading sections with emphasis on grammar and vocab.	12
OPIc	7-10	Test prep. class focusing on elaboration and fluency.	8
IELTS Speaking	7-10	Analytical speaking class aimed at improving fluency, coherence, lexical range, grammatical accuracy and pronunciation.	4-12
Interpreter Language Skills Preparation (ILSAP)	7-10	Test prep. class for students wishing to attain bilingual certificate from Ontario government.	8
Teaching English to Young Learners (TEYL)	7-10	How to teach English practically, introducing activities for language development. Teaching experience through practicum.	8
Tutoring Certificate Program (TCP)	7-10	How to teach English one-on-one practically Authentic tutoring experience for practicum.	8

One to One Tutoring Program

These tutoring hours with one of our highly qualified teachers are a student favourite. This is a time where students are able to design their own learning experience. Our teachers tailor these hours to specifically match the student's needs and wants.

Go Online

umcollege.ca



Take our test online.

General English in Montreal

Levels 1 - 6

Duration 8 weeks/level

UMC Montreal offers the same quality education as UMC Toronto. UMC students are given the opportunity to study both English and French in a city of fluent speakers. ESL at UMC Montreal takes an integrated approach with focus on building towards speaking.

Classes combine a strict balance of expert teaching and language explanation and task-based exercises and real work applications.

Start Dates: Every 4 weeks (Please see calendar on page 31 for exact dates)

Levels and Equivalencies

	Beginner		Intermediate			Advanced	
	1	2	3	4	5	6	7+
CERF	A1	A2	B1	B1+	B2	C1	C1+
UMC-TO	1	2-3	4	5-6	7	8-9	

Program Options

Program	Schedule		Levels	Lessons/Week
	Monday - Thursday	Friday		
Standard	9:00 - 1:30	x	1 - 6	24
Intensive	9:00 - 2:30	9:00 - 12:15	1 - 6 and Actual English	28
Super Intensive	9:00 - 12:15	9:00 - 12:15	1 - 6 and Actual English	32

* 1 Lesson= 45 minutes

Time Table

Time	Min	Lesson	Monday - Thursday	Friday
9:00 - 9:45	45	1	Grammar	Actual English
9:45 - 10:30	45	2	Listening	
10:30 - 10:45	15		Break	
10:45 - 11:30	45	3	Reading	Actual English
11:30 - 12:15	45	4	Writing	
12:15 - 1:00	45		Lunch	
1:00 - 1:45	45	5	Pronunciation	* On Fridays, there are no classes after lunch.
1:45 - 2:30	45	6	Fluency	

Actual English	<p>Actual English is a class for students looking to get practical help in living in an English speaking city.</p> <p>Helping students in everyday situations such as going to the bank, the class provides useful expressions and idioms and real-world opportunities to practice the language through a practicum component.</p> <p>Additionally the program helps students who are looking to work with focus on business language.</p>
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Program levels

UMC levels are 4 weeks long allowing for students to learn at intensive and quick pace. Yet with 9 levels, students are able to find a class of like-levelled peers leading to strong support and encouragement.

Our classes are varied at different levels for students to take many classes at each level.

Beginner			Intermediate					Advanced		
1	2	3	4	5	6	7	8	9	10	10+
			General English							
						Business English				
						IELTS Preparation				
						TOEIC Preparation				
						ILSAP (Preparation Test)				
						OPIc				
						ACE (Bi-lingual Program)				
									UCBP (EAP)	
			High School Program							
Start Speaking										
Guided Speech										
Making Conversation										
		Dynamic Power Speaking								
		Speaking Function								
					Professionally Speaking					
					TEYL					
					TCP					



Business English Program

Levels 7 - 10

Duration 8 weeks

The Business English Program at UMC takes an experiential learning approach. Students not only learn how to speak and write professionally but they are given opportunities to practice in real life situations through projects and presentations. Students experience the Canadian business world through tours of top companies, interactions with business people and seminars. After completing 4 periods, students are eligible to receive a Business English diploma.

Start Dates: Every 4 weeks (Please see calendar on page 31 for exact dates)

Program Options

1. Business Communication 1
Professional and polite language
Soft skills and customer service

3. Language Skills for Internship
Preparing for a job research
Writing resumes and interview skills

2. Business Communication 2
Presentation and facilitation skills
Problem solving and critical thinking

4. Electives
Speaking Professionally
English for Marketing

Time Table

Time	Period	Class
9:00 - 10:00	1	Business Communication 1
10:10 - 11:10	2	Business Communication 2
11:20 - 12:20	3	Language Skills for Internship
1:10 - 2:40	4	Electives

Go Online

umcollege.ca



Take our test online.



UMC



ACE Korean & Japanese

Levels 7 - 10

Duration 8 weeks

UMC's ACE program is a bilingual program designed to elevate a student's level of English to that of their native tongue. Students are taught to comprehend the differences between English and their native language and then move fluently back and forth between the two languages. Students receive a diploma after completing the program. ACE programs are offered in English and Korean or English and Japanese.

Start Dates: Every 4 weeks (Please see calendar on page 31 for exact dates)

ACE Korean

Time	Class	Description
9:00 - 10:00	Bilingual Practice (Korean-English)	Vocabulary, grammar, translation, idioms and expressions
10:10 - 11:10	Listening	Shadowing, interpreting, dictation
11:20 - 12:20	Speaking	Paraphrasing, debates, pronunciation, presentations
1:10 - 2:40	ILSAP	Test preparation class for students wishing to attain certificate attesting bilingualism from Ontario government

ACE Japanese

Time	Class	Description
1:10 - 2:40	Bilingual Practice (Japanese-English)	Vocabulary, grammar, translation, idioms and expressions interpreting
2:50 - 4:20	English Practice	Shadowing, interpreting, dictation, paraphrasing, debates, pronunciation, presentations



ILSAP

Test Dates: Every Friday



The Cultural Interpreter and Language Interpreting Skills Assessment Tool (CILISAT) and the Interpreter Language and Skills Assessment Tool (ILISAT) are tests that assess the candidate's ability in consecutive interpretation and sight translation. A certificate by the Ontario Ministry of Citizenship and Immigration is given to successful candidates. Upper Madison College is an official test centre for these two tests.



- * Must be booked 2 weeks in advance
- * Test Fee : \$195.00

Test Preparation Program @ UMC

Our Test Preparation Programs are **guaranteed programs** in which UMC guarantees specific minimum scores. Students who have successfully completed our programs and have not achieved this minimum mark are given free 4 weeks extra on the school.

IELTS

Level 7 - 10

Duration 4 weeks/level



The UMC IELTS program is specifically designed to ensure students who successfully complete it receive a minimum of 6.5 on the test. This is accomplished through instruction based on skills and strategies; and intensive drilling.

The classes focus on the four sections of the test: reading, writing, listening and speaking. The combination of strategy and skill training and intensive practice pushes students to develop the necessary skills to master the IELTS test in a condensed amount of time.

Start Dates: Every 4 weeks (Please see calendar on page 31 for exact dates)

University/College Bridge Program

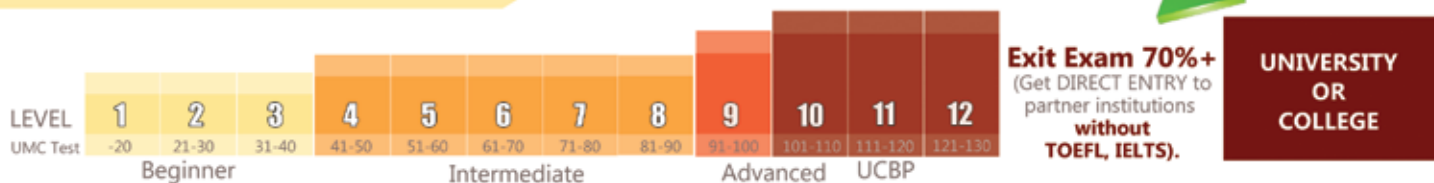
Level 10 - 12

Duration 4 weeks/level

The EAP Program is designed to give you critical academic skills necessary to be successful in a western college or university. The program consists of two classes: Advanced College Preparation and World Issues. These two classes combine the teaching of skills such as note-taking and critical writing and the application of the skills in a mock college classroom setting. Successful completion of UMC's EAP program gives students admission to top colleges and universities.

Start Dates: Every 4 weeks (Please see calendar on page 31 for exact dates)

UMC's English Levels



Program Content

Academic University/College Preparation (9:00 - 12:20)

- Academic writing; essays, responses, editing, citations
- How to listen to lectures and take notes
- How to read and analyze academic texts

World Issues (1:10 - 3:50)

- Group discussions, debates, presentations
- Academic listening and note-taking practice

The Pathway Partners University and College Bridge Program



High School

Ages 14 -18
Entry Level: UMC ESL Level 4

Registered with the Ontario Ministry of Education, UMC High School provides students with an academically focused environment to succeed in prominent post-secondary institutions. In total, there were 31 graduating students for the class of 2013, where 100% of the students were accepted into prestigious universities/colleges such as the University of Toronto, Western University and University of Waterloo. Furthermore, 90% of the graduates received multiple admissions from many different universities/colleges.

We're exceptionally proud of the many students that received entrance scholarships from these schools, where the accumulated amount is over \$10,000. UMC High School promises our students success in their academic career.



Time Table

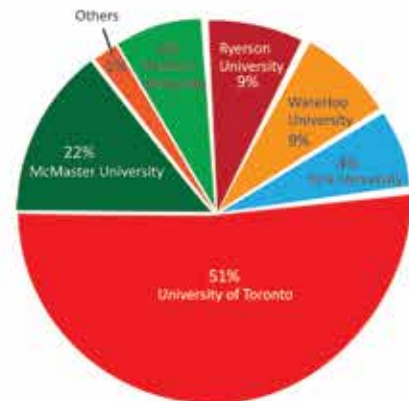
TIME	Fall Semester SEPT. - DEC.	Winter Semester JAN. - FEB.	Spring Semester MAR. - JUN.	Summer Semester JULY & AUG.
		4 Courses	2 or 3 Courses	4 Courses
9:00 - 10:30	T	Period 1	Period 1	Period 1
10:30 - 10:45	Break			
10:45 - 12:15	Period 2	Period 2	Period 2	Period 2
12:15 - 1:00	Lunch			
1:00 - 2:30	Period 3	Period 3	Period 3	Period 3
2:30 - 2:45	Break			
2:45 - 4:15	Period 4	Period 4	Period 4	Period 4
4:15 - 4:30	Break			
4:30 - 6:00	Period 5			
6:00 - 6:15	Break			
6:15 - 7:45	Period 6			

Advantages

- Small classes (from 10 to 15 students per class), so that our teachers can focus and care for individuals;
- Recognized by the Ontario Ministry of Education for granting Secondary School credits & Diploma;
- Admissions throughout the year, enrollment for Grade 9 - 12 and Summer School;
- 95% of UMC's graduates are accepted to many well-known universities such as University of Toronto, Waterloo University, Mc Master University, York University, Simon Fraser University, Ryerson University and more;

In addition, 100% of our graduates are qualified to study in all community colleges in Canada;

- UMC's expert educational counselors help our students create their study plan and prepare their post-secondary application;
- Multilingual support Staff.



Summer Camp

2 weeks -4 weeks | July & August | Age: 13 - 17

UMC Summer package has everything students can possibly do in Toronto. Over 24 activities, sports, sightseeing, cultural activities, weekend trip and much, much more to make this learning experience an unforgettable adventure with friends from all over the world, studying and staying at the UMC High School!

Package includes:

15 hours per week language instruction |
 Registration Fee | Residence accommodation
 (3 meals plan) | More than 24 social activities
 and trips | Airport pick up and drop off | Medical
 Insurance | Textbook | Custodianship Letter
 UMC certificate | Residence placement fee
 Transportation fee



www.facebook.com/umchighschool



FLS in Montreal Campus

Level: Foundation & 1 - 6

UMC Montreal offers the same quality education as UMC Toronto. UMC students are given the opportunity to study both English and French in a city of fluent speakers. In addition to English as a Second Language and Français comme Langue Seconde, students can study in our IELTS General Preparation Course, English for Academic Purposes program, TEFaQ (Test d'évaluation du français adapté au Québec) Preparation Course, TCFQ (Test de connaissance du français pour le Québec) Preparation Course, DALF (Diplôme approfondi de langue française) Preparation Course or DELF (Diplôme d'études en langue française) Preparation Course.

Start Dates: Every 4 weeks (Please see calendar on page 31 for exact dates)

UMC's Français comme Langue Seconde is offered in 6 levels starting with a pre-beginner to specialized advanced levels. Again spoken fluency is emphasized.

Levels and Equivalencies

	Beginner			Intermediate		Advanced	
	Foundation	1	2	3	4	5	6+
CERF	A0	A1	A2	B1	B2	C1	C1+
Duration (Weeks)	4	8	8	8	8	8	

Program Options

Program	Schedule		Levels	Lessons/Week
	Monday - Thursday	Friday		
Standard	9:00 - 1:30	x	1 - 6	24
Intensive	9:00 - 2:30	9:00 - 12:15	1 - 6 and Survival French	28
Super Intensive	9:00 - 12:15	9:00 - 12:15	1 - 6 and Survival French	32

* 1 Lesson= 45 minutes



Time Table

Time	Min	Lesson	Monday - Thursday	Friday
9:00 - 9:45	45	1	Grammar	Survival French
9:45 - 10:30	45	2	Listening	
10:30 - 10:45	15		Break	
10:45 - 11:30	45	3	Reading	Survival French
11:30 - 12:15	45	4	Writing	
12:15 - 1:00	45		Lunch	
1:00 - 1:45	45	5	Pronunciation	• On Fridays, there are no classes after lunch
1:45 - 2:30	45	6	Fluency	

Survival French

Survival French is a class for students looking to get practical help in living in an French speaking city. Helping students in everyday situations such as going to the bank, the class provides useful expressions and idioms and real-world opportunities to practice the language through a practicum component every Friday. Additionally the program help students who are looking to work with focus on business language.

TEFaQ Preparation

Level 5+

Duration 12 weeks

UMC's TEFaQ (Test d'évaluation du français adapté au Québec) Preparation Course prepares students for the 2 sections: Comprehension orale and Expression orale. This is 12-week program consisting of 2 levels: Beginner A2 guarantee and Intermediate B2 guarantee.

DELFP Preparation

Level 6+

Duration 12 weeks

UMC's DELF (Diplôme d'études en langue française) Preparation Course is a guaranteed program. Students taking our 12-week program are guaranteed a B1 score as needed for Canadian immigration purposes. All 4 modules: listening, reading, writing and speaking are intensely perfected.

Activities

Activities based around our school motto of commitment, connection and compassion. UMC believes in providing students with an experiential time. Every four weeks the entire school participates in a school project or a field trip. Past projects include fairs, carnivals, festivals, and fundraisers. Every other months, classes go on field trips to explore the city. Classes have gone to the distillery district, maple syrup farms, skating etc.



FIFA 2014

Volunteering at "About Face"



Picnic at High Park



Commitment

We are committed to creating opportunities for our students to learn experientially and use of their English through fun and excitement. We have school assemblies where classes have demonstrated their languages skills through shows and plays. We have diverse clubs such as UMC's game club, sports Night, Conversation Club, Movie Night etc.

Connection

It is our intention to provide chances for our students to meet people from all over the world and learn about different cultures. To that end every month there is a field trip allowing students to bond with each other outside of the class or a school project dedicated to team building through scavenger hunts, games etc. UMC students make lifelong friends from all different countries.

Compassion

Finally our goal is to help students develop confidence in their English to use their language skills and give back to society. Therefore at UMC, many houses at habit for humanity or raised funds for Compassion Canada or helped inner city teens. We are proud to say that UMC students have made the difference.



Karaoke



Ice Bucket Challenge



Fundraising

Activities





Accommodations

UMC works with only the best and qualified homestays in Toronto. Our locations in uptown and midtown Toronto allows for better access and shorter travel times for our students as all the best host families and homes. Our homestays are kind and generous families willing to open their homes to students and share a Canadian experience with our students.



UMC homestay families are generously sharing their homes and their lives with international students for various reasons.



Some want to learn about new cultures, some want to enrich lives of their family by learning from others and some simply want to do what they can to help international students.



Every family is different. Some are formal and some are more relaxed. Please enjoy the differences and learn from them.



This may also include participating in family outings or doing your share of the household chores. A successful homestay experience depends a lot on your attitude and willingness to try new things and acceptance of cultural differences.



UMC students applying to the homestay program must complete the homestay application form and return it long with their homestay fees 4 weeks before the registration date of the school year.



We encourage students to apply early to the program so that we will have time to find the best possible match for each person and to help ensure that the students will have host families immediately upon arrival in Toronto.





Student Services

Volunteer Support

We at Upper Madison College provide a volunteer program to give our students the opportunity to have firsthand experience in Canadian society by getting involved. We expect our eager students to be able to contribute to the community as well as interact with Canadians in order to help them sharpen their English skills.

Online Report System

UMC issues monthly reports and checks daily attendance through an online system.

This is two-way communication system that students can easily access student particulars, their schedules, disciplinary records, extra-curricular activities, and reports.

Insurance Policy

All International students studying at UMC must be covered by a health insurance plan. UMC students must show evidence on their date of registration that they have the mandatory health insurance plan. This pays for medical services such as seeing a doctor, hospital stays and treatment, exams and emergency services while in Canada.

Application Procedure

1. Please send us the UMC application form with the name, date of birth, starting date, and the course name and duration. Upon receipt the application, we will send you your invoice.
2. Please remit the full course fee to Upper Madison College before the due date on the invoice.
3. When you need the acceptance letter from UMC, you should send the fees in full. Upon receive the fees in full, we will send the acceptance letter by mail, fax, or email.

Payment Information

Payment of fees is due once UMC sends an invoice. The invoice will state the exact fees owing and detailed instructions about the method of payment (i.e. bank wire transfer, money order, or certified check). Fees should be paid in Canadian dollars and the check should be payable to Upper Madison College. The tuitions fees must be paid in full before you receive an official acceptance letter.

Bank draft or international money order

Please mail to Upper Madison College
5075 Yonge St. Suite 500, Toronto, Ontario, M2N H73, CANADA

Wire transfer

Canadian dollar: TD Canada Trust
Bank address: 4841 Yonge St. Willowdale, Ontario, M2N 5X2
Beneficiary: Upper Madison College Account No: 0618-5214611
Transit No: 19762-004 Swift code: TDOMCATTTOR

UMC Policies

Privacy Policy: The privacy of your personal information is important to us. We will safeguard the information you give us. We collect this information only for the purpose of registering students. We will not give your personal information to anyone else, unless we receive your permission in writing. Please note that sending information over the Internet is never completely secure.

English Only: Students are required to speak English at all times while on school property from the start of the day until 5:00pm. Students who are caught speaking any other language will receive a "red ticket." The staff member will write your name and student number on the ticket and give the ticket to the ESL coordinator. The consequences of receiving Red Tickets are:

1. Red Ticket # 1 : Meeting with the ESL coordinator and a penalty of writing a 500 word essay on why speaking English is important due the next day.
2. Red Ticket # 2 : Meeting with the ESL coordinator and a 10 minute presentation on why speaking English is important, to be presented the next day at lunch in the cafeteria
3. Red Ticket # 3 : Meeting with the principle, ESL coordinator and student counsellor and a loss of a week of school without a refund

Attendance:

a. Absences Attendance at Upper Madison College is taken very seriously and in compliance with the laws of Immigration Canada, students will be monitored. Students are required to be present for 80% of their classes in one term. If students fail to attend 80% of their classes (refer to Appendix 1) in their entire stay at UMC, they will not receive certificates for their programs and Immigration Canada will be contacted and informed of the student's failure to abide with the laws. In the following situations, a student's absence will be excused and marked absent with an excuse which will not be counted towards their absence count.

- Submission of appropriate documentation (i.e. a doctor's note)
- If the student calls before the start of class to inform the school of any illnesses
- If the student applies and get approval for a vacation
- If the student speaks directly with a counselor in advance about any problems preventing the student from coming to school

b. Tardiness Students are expected to arrive on time for their classes to not disrupt their classes or their classmates' learning experience. When students have been late 3 times, it will be counted against them as 1 absence. Before starting classes at UMC, students sign an agreement with the school acknowledging and agreeing with this policy.

c. Quick Schools Teachers are required to check attendance on a daily basis on Quickschools (the online school management system; refer to Part 3 section).

d. Warning Process The school will monitor the students' attendances weekly and the following warning steps (Appendix 2) will be taken if the student has not attended 80% of his/her classes, immediately after the student's attendance falls under the 80% mark.

- Step 1: A warning will be sent out to the student immediately after the student's attendance falls under the 80% mark.
- Step 2: A warning will be sent out to the student's agency if the student does not show improvement the following week.
- Step 3: Immigration Canada will be informed if steps 1 and 2 do not bring about change in the student's attendance. A meeting will be arranged with an immigration officer in the week following the second warning.

Dismissal Policy

Students must have good attendance and attend at least 80% of their classes. Students must speak only English when on school premises. If these expectations are not met, students may receive counselling. Then, after appropriate warnings, students will be expelled. Likewise, if a student's behavior is deemed inappropriate, the above procedures will be followed.

Dispute Resolution Procedure: UMC encourages its students to talk freely about their lives and experiences in the school and in Canada. Students should share any difficulties or challenges they are facing. The teachers, counsellors and school administrators are available to listen to and guide students. If a student has a difficulty with the school itself, which cannot be corrected through discussion, then the student can present his/her concern in writing and e-mail office@umcollege.ca. Student will receive a response from designated counselors who will, in discussion and in writing, address and resolve the dispute.

Homework, Testing and Promotion: UMC has academic focus. We are serious about students' progress and hope to attract students who share this focus. In order to keep up with the challenges of our program, students will have to be motivated and self-disciplined. Homework will be assigned at all levels and all classes. Students will also be tested frequently, in most classes on a weekly basis. For grammar classes, a test is given at the completion of each unit. In other classes some form of assessment is given on a weekly basis. In reading class, a test of reading comprehension (or scanning etc) or of vocabulary learned can be given each week. In writing class, the students should submit at least one composition for grading weekly. For listening and speaking classes teachers may have students do some kind of presentation one week and do a short listening test the next week. Students need a minimum average of 70% to move to the next level.

Changing Levels: If a student finds the level is too easy or too difficult, a meeting between teacher, student and academic head can be arranged. The final decision will be made at the discretion of the school director.

Schedule Changing: If a student wishes to change the program of study that he/she is currently enrolled in, and move to another course or program, he/she should fill out the schedule changing application form at least 4 weeks in advance from the program starting date. The schedule changing application form or letter should be submitted to the receptionist. Also, the approval of teacher and principal will be necessary to process the schedule changing. The student will be notified two weeks after the submission of the application. Students can change their courses or program once, but after which a course changing fee will be charged.

Vacation Policy: Students are permitted to take a vacation if the student has been a student for at least four weeks and applied more than 12 weeks of study at UMC. Student should give the Administration two weeks or written notice. Students can fill out the vacation application form and submit it to the front desk. Vacation must not be longer than one week unless otherwise arranged with the administration. Any unannounced vacations will be considered an absence and will not be credited to the student. Students can take one vacation while they stay at UMC.

2015 - 2016 Academic Calendar 

- Holidays
- Official Starting Dates
- Winter Break

<h3>January</h3> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td style="background-color: orange;">1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td style="background-color: blue;">26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<h3>February</h3> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td style="background-color: orange;">16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td style="background-color: blue;">23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	<h3>March</h3> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td style="background-color: blue;">23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<h3>April</h3> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td style="background-color: orange;">3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td style="background-color: blue;">20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa						1	2						3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																
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Federal Holidays 2015

Jan, 1st New Year's Day	May, 18th Victoria Day	Sept, 7th Labor Day	Dec, 26th Boxing Day
Feb, 16th Family Day	June, 24th Fere Nationale (Montreal)	July, 1st Canada Day	Oct, 12th Thanksgiving Day
Apr, 3rd Good Friday	Aug, 3rd Civic Holiday	Dec, 25th Christmas Day	

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Federal Holidays 2015

Jan, 1st New Year's Day	May, 23rd Victoria Day	Sept, 5th Labor Day	Dec, 26th Boxing Day
Feb, 15th Family Day	June, 24th Fere Nationale (Montreal)	July, 1st Canada Day	Oct, 10th Thanksgiving Day
Mar, 25th Good Friday	Aug, 1st Civic Holiday	Dec, 25th Christmas Day	



Languages Canada
Langues Canada

ALTO

Association of
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Organisations



2015-2016

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