

Quick Reference Guide

# **How to Register**

Click the **Register Now** link.



UNIVERSITY OF CALGARY

## English Language Program

HOME OUR STUDENTS PROGRAM INFORMATION ▼ FAQs LOCATION CONTACT

English Español 日本語 한국어 中文 Русский язык Português

### Come to UCalgary!

#### Full Time ESL Programs

Click the links below to explore specific programs.

How to Register

Register Now!

Online Brochure ▼

YouTube Facebook

Programs

- Semester Program
- Intensive Program
- IELTS Course
- Language and Culture
- Activity Programs

# Step 1: Choose your course

Click the **course**  
or **program** you  
would like to  
register in.

The screenshot shows the University of Calgary Continuing Education website. The header includes the university logo, navigation links (Home, About Us, Program Areas, Certificates, Designations, Info for Students), and a shopping cart icon. A search bar is present with a search button. Below the search bar, the page displays 'Course Search Results' with a 'Search Again' button. A note states: 'To view the description, dates and times offered, and additional information about a course, click a course name below.' There are two view options: 'List' (selected) and 'Grid'. A table lists the following courses:

Course	Campus	Delivery Options	Hours	Avail
<a href="#">ESL IELTS Preparation</a> ESL 101	Main Campus	Class	120.0	Available
<a href="#">ESL Language &amp; Culture Course</a> ESL 111	Main Campus	Class	50.0	Available
<a href="#">ESL Semester Graduation</a> ESL 1002		Class	4.0	Available
<a href="#">ESL Semester Program</a> ESL 100	Main Campus	Class	275.0	Available
<a href="#">Homestay (Intensive Course)</a> ESL 901		Homestay		Available
<a href="#">Homestay (Language &amp; Culture Course)</a> ESL 911				Available
<a href="#">Homestay (Semester Program)</a> ESL 900		Homestay		Available
<a href="#">Intensive Activity Program</a>	Off Campus	Field Trip	50.0	Available

Please **DO NOT** use the back button on your browser - your registration will be cancelled.  
If you have problems registering please email us at [esl@ucalgary.ca](mailto:esl@ucalgary.ca) and we will be happy to help you.

Explore your section options by clicking the **+ or - buttons.**

**UNIVERSITY OF CALGARY**  
CONTINUING EDUCATION

Home About Us Program Areas Certificates Designations Info for Students

Search:

[< Search Results](#) | [Search Again](#)

## ESL 111 - ESL Language & Culture Course

Delivery Options: Class

### Course Description

**International Communication  
Two-Week Language and Culture Courses**

This short intensive course will boost your oral fluency and your confidence in functional English communication. In addition to improving your speaking and listening skills, the course provides an excellent introduction to Canada, Calgary, and the university. The best possible way to prepare for the Spring and Fall semester programs.

### Notes

- 50 hours of English instruction, field trips and activities
- Textbooks and hand-outs
- Placement test and orientation session
- Downtown tour and local attractions (transportation and admission fees included)
- Welcome event and final luncheon
- One-day field trip to cultural destinations around Calgary (transportation and admission fees included)
- Emergency health insurance (international students only)
- Wireless internet access on campus and use of library

### Enrol Now - Select a section to enrol in

<b>ESL 111 - 018</b> Spring Available	09 Apr 2018	Class	<b>+</b>
<b>ESL 111 - 019 Fall</b> Available	04 Sep 2018	Class	<b>+</b>
<b>ESL 111 - 020</b> Spring Available	08 Apr 2019	Class	<b>+</b>

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Choose the appropriate section and click the **Add to cart** button.

The screenshot shows the University of Calgary Continuing Education website. The header includes the university logo, navigation links (Home, About Us, Program Areas, Certificates, Designations, Info for Students), and a search bar. The main content area displays the course title "ESL 111 - ESL Language & Culture Course" and its delivery options. A red arrow points to the "Add to Cart" button in the enrolment table.

**UNIVERSITY OF CALGARY**  
CONTINUING EDUCATION

Home About Us Program Areas Certificates Designations Info for Students

Search: [ ]

< Search Results | Search Again

### ESL 111 - ESL Language & Culture Course

Delivery Options: Class

#### Course Description

**International Communication  
Two-Week Language and Culture Courses**

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- Placement test and orientation session
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- Welcome event and final luncheon
- One-day field trip to cultural destinations around Calgary (transportation and admission fees included)
- Emergency health insurance (international students only)
- Wireless internet access on campus and use of library

#### Enrol Now - Select a section to enrol in

ESL 111 - 018 Spring Available	09 Apr 2018	Class	-
<b>Add to Cart</b>			
Type:	Class		
Days:	M, T, W, Th, F		
Time:	9:00AM to 4:00PM		
Dates:	Apr 09, 2018 to Apr 20, 2018		
Schedule and Location:	<a href="#">View Details</a>		
Hours :	50.0		
Campus:	Main Campus		

If you would like to enroll in **more than one course** at this time **click keep shopping.**

If you are only enrolling in **one course** or are finished, **click Checkout** and skip to page 10.

The screenshot shows the University of Calgary website interface. At the top, the university logo and name are visible. A notification box in the center reads: "Course ESL 111 - 018 Spring was added to your cart. Click checkout to complete the transaction." Below this, the course title "ESL 111 - ESL" is displayed. Two buttons are present: "Keep shopping" and "Checkout". The "Checkout" button is highlighted with a red arrow. Below the course title, there is a "Course Description" section and an "Enrol Now - Select a section to enrol in" section. The "Enrol Now" section shows a table with the following data:

ESL 111 - 018	09 Apr	Class	-
Spring	2018		
Available			

Below the table, there is an "Add to Cart" button. Further down, there are details for the course: Type: Class, Days: M, T, W, Th, F, Time: 9:00AM to 4:00PM, Dates: Apr 09, 2018 to Apr 20, 2018, Schedule and Location: View Details, Hours: 50.0.

# Step 2: Add additional course(s)

Click the **Search Result** option on the top left of the page to return to the course list.

UNIVERSITY OF CALGARY  
CONTINUING EDUCATION

Home About Us Program Areas Certificates Designations Info for Students

Search:

[Search Results](#) [Search Again](#)

## ESL 111 - ESL Language & Culture Course

Delivery Options: Class

### Course Description

**International Communication  
Two-Week Language and Culture Courses**

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### Notes

- 50 hours of English instruction, field trips and activities
- Textbooks and hand-outs
- Placement test and orientation session
- Downtown tour and local attractions (transportation and admission fees included)
- Welcome event and final luncheon
- One-day field trip to cultural destinations around Calgary (transportation and admission fees included)
- Emergency health insurance (international students only)
- Wireless internet access on campus and use of library

### Enrol Now - Select a section to enrol in

<b>ESL 111 - 018</b> <b>Spring</b> Available	09 Apr 2018	Class	—
--	----------------	-------	---

[Add to Cart](#)

Type: Class

Days: M, T, W, Th, F

Time: 9:00AM to 4:00PM

Dates: Apr 09, 2018 to Apr 20, 2018

Schedule and Location: [View Details](#)

Hours: 50.0

Campus: Main Campus

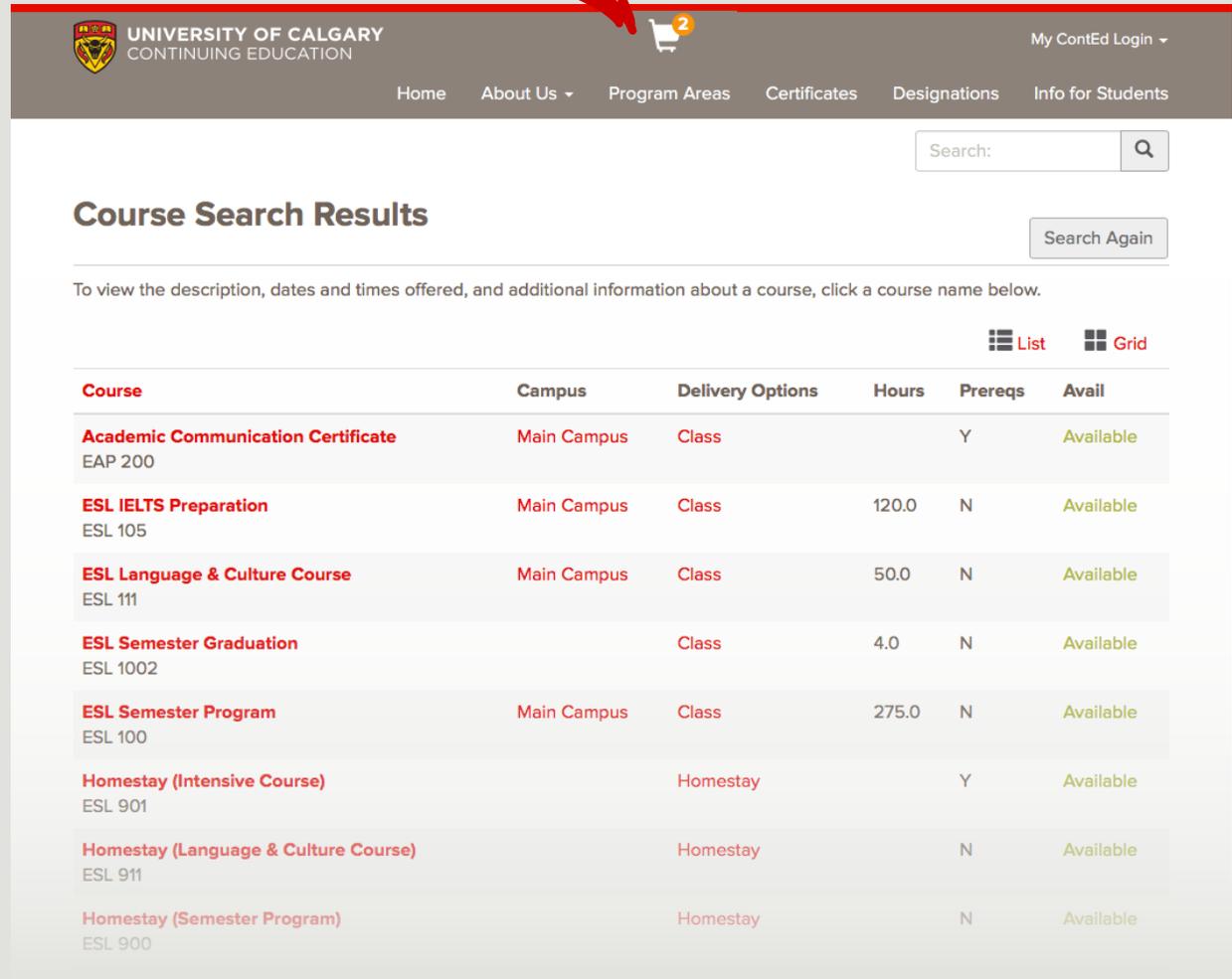
Click the next course or program you would like to register in.

Repeat steps on page 3 to 7 as necessary.

The screenshot shows the University of Calgary Continuing Education website. The header includes the university logo, navigation links (Home, About Us, Program Areas, Certificates, Designations, Info for Students), and a search bar. The main content area is titled 'Course Search Results' and includes a 'Search Again' button. Below the title, there is a note: 'To view the description, dates and times offered, and additional information about a course, click a course name below.' There are two view options: 'List' (selected) and 'Grid'. A table of search results is displayed with columns: Course, Campus, Delivery Options, Hours, Prereqs, and Avail. The 'Homestay (Language & Culture Course) ESL 911' is circled in red.

Course	Campus	Delivery Options	Hours	Prereqs	Avail
<b>Academic Communication Certificate</b> EAP 200	Main Campus	Class		Y	Available
<b>ESL IELTS Preparation</b> ESL 105	Main Campus	Class	120.0	N	Available
<b>ESL Language &amp; Culture Course</b> ESL 111	Main Campus	Class	50.0	N	Available
<b>ESL Semester Graduation</b> ESL 1002		Class	4.0	N	Available
<b>ESL Semester Program</b> ESL 100	Main Campus	Class	275.0	N	Available
<b>Homestay (Intensive Course)</b> ESL 901		Homestay		Y	Available
<b>Homestay (Language &amp; Culture Course)</b> ESL 911		Homestay		N	Available
<b>Homestay (Semester Program)</b> ESL 900		Homestay		N	Available

If you are finished selecting your courses, click the shopping cart on the top centre of the page.



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CONTINUING EDUCATION

My ContEd Login ▾

Home About Us ▾ Program Areas Certificates Designations Info for Students

Search:

### Course Search Results

To view the description, dates and times offered, and additional information about a course, click a course name below.

List  Grid

Course	Campus	Delivery Options	Hours	Prereqs	Avail
<b>Academic Communication Certificate</b> EAP 200	Main Campus	Class		Y	Available
<b>ESL IELTS Preparation</b> ESL 105	Main Campus	Class	120.0	N	Available
<b>ESL Language &amp; Culture Course</b> ESL 111	Main Campus	Class	50.0	N	Available
<b>ESL Semester Graduation</b> ESL 1002		Class	4.0	N	Available
<b>ESL Semester Program</b> ESL 100	Main Campus	Class	275.0	N	Available
<b>Homestay (Intensive Course)</b> ESL 901		Homestay		Y	Available
<b>Homestay (Language &amp; Culture Course)</b> ESL 911		Homestay		N	Available
<b>Homestay (Semester Program)</b> ESL 900		Homestay		N	Available

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If you have problems registering please email us at [esl@ucalgary.ca](mailto:esl@ucalgary.ca) and we will be happy to help you.

# Step 3: Select Payment Options

Select either  
**Full Amount**

OR

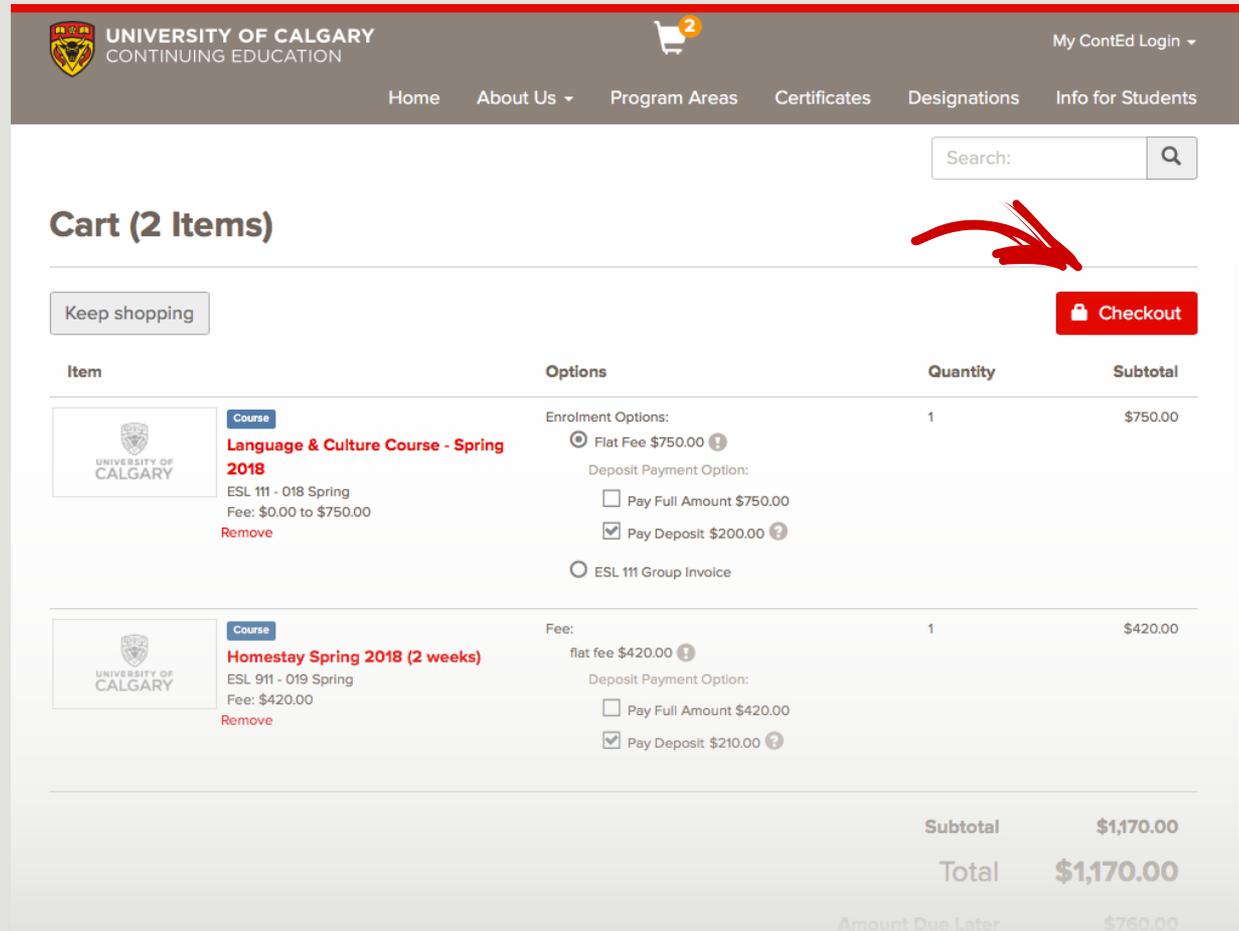
**Deposit** for  
every section  
in your  
shopping cart.

*If you choose to pay the deposit only, the remaining balance will be invoiced to you and due **2 weeks** prior to the start of the course or program.*

The screenshot shows the University of Calgary Continuing Education website's shopping cart. The header includes the university logo, navigation links (Home, About Us, Program Areas, Certificates, Designations, Info for Students), a shopping cart icon with a '2' badge, and a 'My ContEd Login' link. A search bar is located below the header. The main content area is titled 'Cart (2 Items)' and contains two items. Each item has a 'Keep shopping' button and a 'Checkout' button. The first item is 'Language & Culture Course - Spring 2018' (ESL 111 - 018 Spring) with a fee of \$0.00 to \$750.00. It has three payment options: 'Flat Fee \$750.00' (selected), 'Pay Full Amount \$750.00', and 'Pay Deposit \$200.00'. The second item is 'Homestay Spring 2018 (2 weeks)' (ESL 911 - 019 Spring) with a fee of \$420.00. It has two payment options: 'Pay Full Amount \$420.00' and 'Pay Deposit \$210.00'. A red arrow points to the 'Pay Deposit \$200.00' option for the first item. The cart summary at the bottom shows a subtotal of \$1,170.00 and a total of \$1,170.00.

Item	Options	Quantity	Subtotal
 <b>Language &amp; Culture Course - Spring 2018</b> ESL 111 - 018 Spring Fee: \$0.00 to \$750.00 <a href="#">Remove</a>	Enrolment Options: <input checked="" type="radio"/> Flat Fee \$750.00 Deposit Payment Option: <input type="checkbox"/> Pay Full Amount \$750.00 <input type="checkbox"/> Pay Deposit \$200.00 <input type="radio"/> ESL 111 Group Invoice	1	\$750.00
 <b>Homestay Spring 2018 (2 weeks)</b> ESL 911 - 019 Spring Fee: \$420.00 <a href="#">Remove</a>	Fee: flat fee \$420.00 Deposit Payment Option: <input type="checkbox"/> Pay Full Amount \$420.00 <input type="checkbox"/> Pay Deposit \$210.00	1	\$420.00
<b>Subtotal</b>			<b>\$1,170.00</b>
<b>Total</b>			<b>\$1,170.00</b>

Click the **Checkout** button.



UNIVERSITY OF CALGARY CONTINUING EDUCATION

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Search: [ ]

### Cart (2 Items)

Keep shopping Checkout

Item	Options	Quantity	Subtotal
 <b>Language &amp; Culture Course - Spring 2018</b> ESL 111 - 018 Spring Fee: \$0.00 to \$750.00 <a href="#">Remove</a>	Enrolment Options: <input checked="" type="radio"/> Flat Fee \$750.00 Deposit Payment Option: <input type="checkbox"/> Pay Full Amount \$750.00 <input checked="" type="checkbox"/> Pay Deposit \$200.00 <input type="radio"/> ESL 111 Group Invoice	1	\$750.00
 <b>Homestay Spring 2018 (2 weeks)</b> ESL 911 - 019 Spring Fee: \$420.00 <a href="#">Remove</a>	Fee: flat fee \$420.00 Deposit Payment Option: <input type="checkbox"/> Pay Full Amount \$420.00 <input checked="" type="checkbox"/> Pay Deposit \$210.00	1	\$420.00
<b>Subtotal</b>			<b>\$1,170.00</b>
<b>Total</b>			<b>\$1,170.00</b>
Amount Due Later			\$760.00

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If you have problems registering please email us at [esl@ucalgary.ca](mailto:esl@ucalgary.ca) and we will be happy to help you.

# Step 4: Create your account

Enter your  
email address

AND

Retype it  
under “I am a  
new user”

Then click  
Continue.

UNIVERSITY OF CALGARY  
CONTINUING EDUCATION

Home About Us Program Areas Certificates Designations Info for Students

Search:

Checkout

Log In My Profile Applications Payment Receipt

## Log In or Create an Account

Please select one of the following options

**I have an account already**

Log in using your existing account information.

UCID (case sensitive): [Forgot UCID](#)

Password (case sensitive): [Forgot Password](#)

**Continue**

**I am a new user**

What is a UCID and how do I know if I have one?

I have the UCID I received as a student or staff at UCalgary, but I have never taken a Continuing Education course.

Oh no! I've been locked out of the system. What now?

Email:

Retype Email Address:

**Continue**

University of Calgary  
Continuing Education

**Complete the Profile, you must enter all boxes with asterisk (\*) sign.**

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CONTINUING EDUCATION

My ContEd Login

Home About Us Program Areas Certificates Designations Info for Students

Search: [input] [button]

Checkout

Log In My Profile Applications Payment Receipt

### My Profile

Complete the following information to proceed with your request.

**Contact Information**

**User Name and Password**

The user name and password for your account will be generated and emailed to your preferred email after the account has been successfully created.

**Personal Information**

Salutation: [dropdown]

First Name: \* [input] Middle Name: [input]

Last Name: \* [input] Suffix: [input]

- User Name and Password
- Personal Information
- Birthplace and Nationality
- Email Address
- Telephone / Fax
- Address
- Emergency Contact
- International Student Information

Once you have completed, click **Continue Checkout.**

User Name and Password

Personal Information

Birthplace and Nationality

Email Address

Telephone / Fax

Address

Emergency Contact

International Student Information

International ESL Agency: [Copy Agency Address To Profile](#)

For International Student Agency Use Only

Immigration Status:

Please indicate whether you are:

- currently working or studying in Canada
- coming to Canada to work, to study, or for business
- accompanying spouse/partner who is in Canada for study or business

Visa Type:

Visa Number:

Visa Expiry:

Passport Number:

Issuing Country:

Passport Expiry:

First Language:\*

English Level:

Arrival Date:

For additional information or assistance, please contact the school at 403-220-2866 or [conted@ucalgary.ca](mailto:conted@ucalgary.ca).

Required fields are indicated by \*.



Continue Checkout



University of Calgary  
Continuing Education  
2500 University Drive NW  
Calgary, AB T2N 1N4  
CANADA

# Step 5: Complete ESL Application

On the Select Student Application page, **click on the Start button** on the right for ESL Course Application.

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CONTINUING EDUCATION

Welcome New! Log Out

My ContEd: Student Portal Home About Us Program Areas Certificates Designations Info for Students

Search:

Checkout

Log In My Profile Applications Payment Receipt

### Select Student Application

Application	Status	
ESL Application Fee <a href="#">i</a>	Not Started	<a href="#">Start</a>
ESL Homestay Student Application <a href="#">i</a>	Not Started	<a href="#">Start</a>

[Registration Policies](#)

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Continuing Education  
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Calgary, AB T2N 1N4  
CANADA

Contact Us Privacy Policy Staff Intranet

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If you have problems registering please email us at [esl@ucalgary.ca](mailto:esl@ucalgary.ca) and we will be happy to help you.

**Click Start button on the left below your status.**

UNIVERSITY OF CALGARY  
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Welcome New | Log Out

My ContEd: Student Portal | Home | About Us | Program Areas | Certificates | Designations | Info for Students

Search:

**Checkout**

Log In | My Profile | Applications | Payment | Receipt

**Applications**

**Pages: To Do**

➔ 1. English Language Program - Incomplete

Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.

➔ Need to do | 🚫 Incomplete | ✅ Complete

**Application For** Program of courses

**Application Fee** ESL Application Fee (\$200.00)

**Status: In Progress**

Not Started  
Not Submitted

A \$200 application fee is required at the time of registration. This is a one-time non-refundable fee.  
\* If you are a current or returning student, please contact us before making the payment as this fee may not apply to you.  
esl@ucalgary.ca

If you'd prefer to complete this application later, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your My ContEd: Student Portal. You may not be able to enroll in your selected course sections until the application is...

Please **DO NOT** use the back button on your browser - your registration will be cancelled.  
If you have problems registering please email us at [esl@ucalgary.ca](mailto:esl@ucalgary.ca) and we will be happy to help you.

Read the application fee information and verify your understanding by **clicking the check box.**

The screenshot shows the University of Calgary Continuing Education website. At the top, there is a navigation bar with the university logo, name, and a shopping cart icon with a '2' badge. Below the navigation bar is a search bar. The main content area is titled 'Checkout' and includes a breadcrumb trail: 'Log In My Profile Applications Payment Receipt'. The 'Applications' section is highlighted, showing a list of items with '1. English Language Program - Incomplete' selected. Below this, a message states: 'Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.' The 'English Language Program' section is expanded, showing the 'ESL Application Fee' and a message: 'Submission of this application indicates the following: A \$200 application fee that will be added to my cart upon submission of this application.' A red arrow points to a checkbox next to the text: 'I understand that this is a one-time fee that is separate from my tuition, and is non-refundable under any circumstances.\*'. Below the checkbox are three buttons: 'Save This Page', 'Save and Finish Later', and 'Submit Application' (which is highlighted in red). At the bottom, there is a note: 'If you'd prefer to complete this application later, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your My ContEd: Student Portal. You may not be able to enrol in your selected course sections until the application is submitted.' and a footer note: 'Required fields are indicated by \*.'

Click **Submit Application.**

The screenshot shows the University of Calgary Continuing Education website. At the top, there is a navigation bar with the university logo, name, and a shopping cart icon with a '2' notification. Below the navigation bar is a search bar. The main content area is titled 'Checkout' and includes a breadcrumb trail: 'Log In My Profile Applications Payment Receipt'. The 'Applications' section is highlighted, showing a list of items with '1. English Language Program - Incomplete' selected. Below this, there is a paragraph of instructions: 'Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.' The 'English Language Program' section details the 'ESL Application Fee' and states: 'Submission of this application indicates the following: A \$200 application fee that will be added to my cart upon submission of this application.' A checkbox is checked with the text: 'I understand that this is a one-time fee that is separate from my tuition, and is non-refundable under any circumstances.\*'. At the bottom of this section are three buttons: 'Save This Page', 'Save and Finish Later', and 'Submit Application'. A red arrow points to the 'Submit Application' button. A footer note states: 'Required fields are indicated by \*.'

Please **DO NOT** use the back button on your browser - your registration will be cancelled.  
If you have problems registering please email us at [esl@ucalgary.ca](mailto:esl@ucalgary.ca) and we will be happy to help you.

# Step 6: Complete Homestay Student Application

If you are not selecting the homestay course, skip to page 23.

For students who have added the Homestay Course, **click the start button on the right for ESL Homestay Student Application.**

The screenshot shows the University of Calgary Continuing Education website. The header includes the university logo, navigation links (My ContEd: Student Portal, Home, About Us, Program Areas, Certificates, Designations, Info for Students), a shopping cart icon with a '2' badge, and a 'Welcome New! Log Out' link. A search bar is located in the top right. Below the header, a 'Checkout' section contains links for 'Log In', 'My Profile', 'Applications', 'Payment', and 'Receipt'. The main content area is titled 'Select Student Application' and includes a thank-you message. A table lists applications with columns for 'Application' and 'Status'. The first row is 'ESL Homestay Student Application' with a status of 'Not Started' and a 'Start' button. A red arrow points to this 'Start' button. The second row is 'ESL Application Fee' with a status of 'In Progress' and a 'Pending Payment' button. Below the table is a link for 'Registration Policies'. The footer contains social media icons for Facebook, Twitter, LinkedIn, and YouTube, along with the university's address: University of Calgary, Continuing Education, 2500 University Drive NW, Calgary, AB T2N 1N4, CANADA.

Application	Status
ESL Homestay Student Application <a href="#">i</a>	Not Started <a href="#">Start</a>
ESL Application Fee <a href="#">i</a>	In Progress <a href="#">Pending Payment</a>

Please **DO NOT** use the back button on your browser - your registration will be cancelled. If you have problems registering please email us at [esl@ucalgary.ca](mailto:esl@ucalgary.ca) and we will be happy to help you.

Click **Start**  
**button** again  
on your left  
under **Status**.

Complete each page under the To Do list.

Click Next Page button once you filled out the information on the page.

You must fill out the boxes with asterisk (\*) sign.

## Applications

### Pages: To Do

- ➔ 1. Home Stay Application Form - Incomplete
- ➔ 2. Personal Preference - Incomplete
- ➔ 3. HomeStay Preferences - Incomplete
- ➔ 4. Flight Information \*Optional\* - Incomplete
- ➔ 5. Program requirements - Incomplete

Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.

### Home Stay Application Form

#### Home Stay Application Form

I am

Undergraduate

If you are a student, please answer the following questions below

Name of School/University:

My University

Area of study:

My Area of Study

Save This Page

Save and Finish Later

Next Page

If you'd prefer to complete this application later, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your My ContEd: Student Portal. You may not be able to enrol in your selected course sections until the application is submitted.



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Continuing Education  
2500 University Drive NW  
Calgary, AB T2N 1N4

Once you have completed all the pages, click **Submit Application**.

## Applications

### Pages: To Do

- ✓ 1. Home Stay Application Form - Complete
- ✓ 2. Personal Preference - Complete
- ✓ 3. HomeStay Preferences - Complete
- ✓ 4. Flight Information \*Optional\* - Complete
- ✓ 5. Program requirements - Complete

Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.

### Home Stay Application Form

#### Home Stay Application Form

I am

If you are a student, please answer the following questions below

Name of School/University:

Area of study:

If you'd prefer to complete this application later, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your My ContEd: Student Portal. You may not be able to enrol in your selected course sections until the application is submitted.



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Continuing Education  
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Calgary, AB T2N 1N4

Click Continue Checkout.

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Welcome New! Log Out

My ContEd: Student Portal | Home | About Us | Program Areas | Certificates | Designations | Info for Students

Search:

**Checkout**

Log In | My Profile | Payment | Receipt

## Select Student Application

Thank you for submitting this application.

Application	Status
ESL Application Fee <a href="#">i</a>	In Progress   Pending Payment
ESL Homestay Student Application <a href="#">i</a>	In Progress   Pending Payment

[Registration Policies](#)

[Continue Checkout](#)

[f](#) [t](#) [in](#) [You Tube](#)

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CANADA

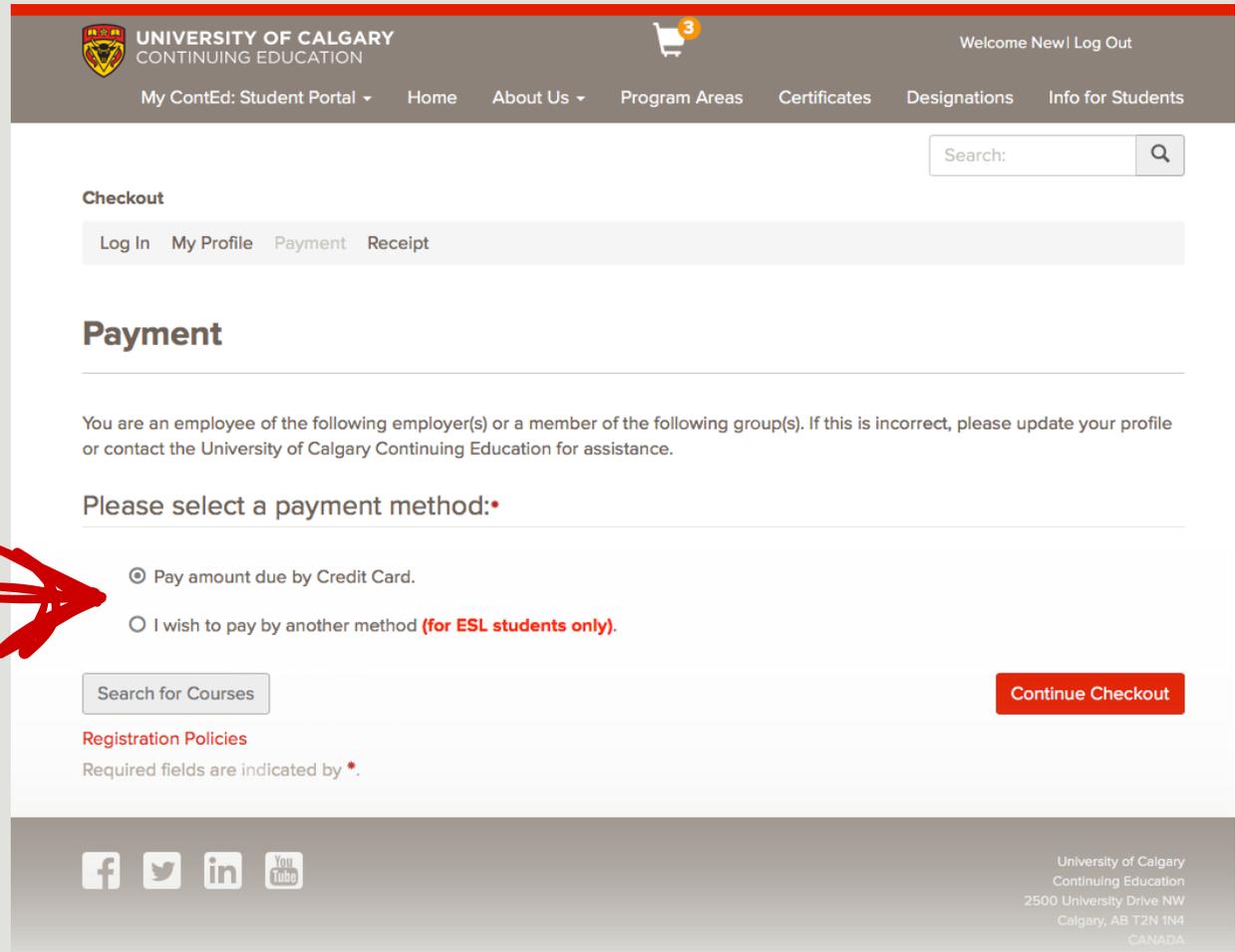
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# Step 7: Make Payment

Choose your payment method from the following options:



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Welcome New! Log Out

My ContEd: Student Portal Home About Us Program Areas Certificates Designations Info for Students

Search:

Checkout

Log In My Profile Payment Receipt

## Payment

You are an employee of the following employer(s) or a member of the following group(s). If this is incorrect, please update your profile or contact the University of Calgary Continuing Education for assistance.

Please select a payment method:\*

Pay amount due by Credit Card.

I wish to pay by another method (for ESL students only).

Search for Courses

Continue Checkout

Registration Policies

Required fields are indicated by \*.

f t in YouTube

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Continuing Education  
2500 University Drive NW  
Calgary, AB T2N 1N4  
CANADA

Please **DO NOT** use the back button on your browser - your registration will be cancelled.  
If you have problems registering please email us at [esl@ucalgary.ca](mailto:esl@ucalgary.ca) and we will be happy to help you.

# Option 1: Paying by Credit Card

Select pay by  
Credit card  
as a payment  
method.

**Click Continue  
Checkout.**

Paying by other options  
(Bank wire, cash,  
cheque, agent invoice,  
school group) skip to  
page 27

UNIVERSITY OF CALGARY  
CONTINUING EDUCATION

Welcome New! Log Out

My ContEd: Student Portal Home About Us Program Areas Certificates Designations Info for Students

Search: [ ]

Checkout

Log In My Profile Payment Receipt

Payment

You are an employee of the following employer(s) or a member of the following group(s). If this is incorrect, please update your profile or contact the University of Calgary Continuing Education for assistance.

Please select a payment method:•

Pay amount due by Credit Card.

I wish to pay by another method (for ESL students only).

Search for Courses

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# Option 1: Paying by Credit Card

Read the Registration information and check the “I have read and understand” checkbox.

Click Continue Checkout.

UNIVERSITY OF CALGARY

Homestay Spring 2018 (2 weeks)  
ESL 911 - 019 Spring

Net Fee \$420.00  
Deposit \$210.00

---

HP	Other Fee	Fee:	1	\$225.00
	<b>ESL Homestay Placement Fee</b> Homestay Placement Fee - SR0137			

---

	Subtotal	\$1,395.00
	<b>Total</b>	<b>\$1,395.00</b>
	Amount Due Later	\$760.00
	Amount Due Now	\$635.00

### Important Registration Information

- Age Requirement: 18 years or older, unless otherwise specified, as in the case of youth programs
- Continuing Education observes a detailed [Refund, Transfer, Withdrawal Policy](#)
- Every student that has been admitted into a certificate program has their own version of graduation requirements, based on when they enrolled in their program. This may differ from the requirements outlined on ContEd's public webpages or in printed publications. It is the student's obligation to check their personal records in [My ContEd](#) to ensure a course is creditable to their certificate.
- If English is not your first language, please review the [English language proficiency requirements](#).
- The **English Language Program** (full-time courses) has its own Registration and Refund, Transfer and Withdrawal policies. See [www.ucalgary.ca/esl](http://www.ucalgary.ca/esl) for more information.

I have read and understand the Important Registration Information above, and approve charging the indicated amount on my credit card.\*

[Print Registration Policies](#)

[Keep shopping](#)

[Continue Checkout](#)

[Registration Policies](#)

# Fill out your Credit Card Information.

# Click Process Transaction.

Last Name: Smith  
Company: Moneris Solutions  
Address: 101 Main St  
City: Klukshu  
Province/State: YT  
Country: Canada  
Postal Code: Y1Y 1Y1  
Phone: 1-866-555-1234  
Fax: 1-866-555-4321

**Payment Details**

Transaction Amount: \$413.00 (CAD) 

Order Id: hpp12345678987654321

Please complete the following details exactly as they appear on your credit card.  
*Do not put spaces or hyphens in the credit card number.*

\*Cardholder Name:

\*Credit Card Number:

\*Expiry Date: 03 / 2018

Click 'Process Transaction' to charge your credit card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Your payment **will** be processed at this time.

# Option 2: Paying by bank wire, cash, cheque, agent invoice or school group

**Select** “I wish to pay by another method” as a payment method.

**Select** payment method on the box below.

Click **Continue Checkout**.

Search:

Checkout

[Log In](#) [My Profile](#) [Payment](#) [Receipt](#)

## Payment

You are an employee of the following employer(s) or a member of the following group(s). If this is incorrect, please update your profile or contact the University of Calgary Continuing Education for assistance.

Please select a payment method:\*

Pay amount due by Credit Card.

I wish to pay by another method (for ESL students only).

Choose payment method:

Cheque

Registration Policies

Required fields are indicated by \*.

[f](#) [t](#) [in](#) [You Tube](#)

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**Read the Registration information.**

**Check the “I have read and understand” box**

**Click Proceed.**

Search:

Checkout

Log In My Profile Payment Receipt

### Pay by Another Method

You have chosen to pay for your transaction by another method: Cheque. Your request will be forwarded to the Registration for processing. To confirm your selection, click **Proceed**. To return to the previous page, click **Back**.

#### Important Registration Information

- Age Requirement: 18 years or older, unless otherwise specified, as in the case of youth programs.
- A \$25 fee applies for **course withdrawals and transfers** unless otherwise stated.
- Please review the **Refund, Withdrawal and Transfer Policy**.

If English is not your first language, please review the **English Language Proficiency requirements**.

I have read and understand the **drop, transfer, refund, security, and privacy policies** and approve charging the above indicated amount of my credit card.\*

[Print Registration Policies](#)

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**Your payment will not be processed at this time.**

Please **DO NOT** use the back button on your browser - your registration will be cancelled.  
If you have problems registering please email us at [esl@ucalgary.ca](mailto:esl@ucalgary.ca) and we will be happy to help you.

# Step 8: Contact Our Office

Send us an email at **esl@ucalgary.ca** to confirm your registration.

Start planning for a **great experience** studying in Calgary!

