

How to Complete the Prearrival Form (and why this is important!)

CHECK-IN AND PRE-ARRIVAL

Consent and Waiver Form

As part of ILAC safety measures and for the benefit of the broader ILAC community including fellow students, ILAC is asking students that will be using the Facilities to carefully review and complete the form below.

REVIEW AND COMPLETE FORM

<https://form.jotform.com/210816255756257>



The prearrival form collects required student information and travel details. It helps us manage our class scheduling and ensure a safe study environment for all our students.

Our Communication Tool, Student's email address

A student email address is our number one communication tool. Students must keep their contact information up to date in order to receive important school communication regarding their class schedules and academic record.

Students will receive an Enrolment Contract(s) from the admissions team. Students must sign the contract before their program/course starts.

Header

Completion of this form is mandatory for students attending **ILAC, ILAC International College** and **Georgian College at ILAC** in Canada.

- **This form can be completed by the student's parent, legal guardian, or agent.**
- **If you are an agent completing this form on behalf of a student, please note an ILAC representative will contact you by email.**

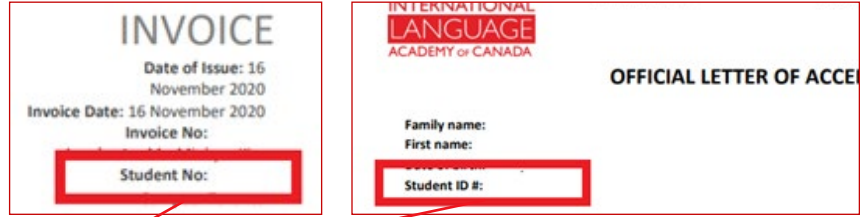
Please read each section carefully. You will be required to acknowledge that you have read and understood various risk factors and safety measures part of the Government of Canada's requirements upon arrival in Canada.

Your consent and signature at the end of this form are mandatory. Completion of this form will determine your eligibility for in-person study and accommodations at ILAC. Upon completion you will be issued with a copy of the document. Please keep it for your records and future reference.

If you have any questions about these ILAC quarantine plan or COVID-19 protocols, please contact prearrival@ilac.com.

If you have any questions about ILAC/ILAC International College Enrolment Contract, please contact Admission@ilac.com.

Requirements



To complete this form, you need to have the following documents:

1. Unique **Student Number** that can be found on your LOA or Invoice
2. Proof of your vaccination (in English/French & upload required)
3. Flight information (upload required)
4. Address for Quarantine and Transportation (If you are not fully vaccinated)
5. A current student photo (Size: 640pixels X 640pixels is maximum) for **ILAC Vaccine Passport**

#2 Proof of your vaccination and #5 A current student photo are used for our Vaccine Passport.



ILAC and ILAC International College, Student Vaccine Passport support staff will issue our student's passport by Monday, your student's starting date.

Student Information

Student No. * Student Country *

* The Student Number is available on your Letter of Acceptance (LOA)

Student Name *


Student Email *
example@example.com

Passport Number

A picture of the student for ILAC Vaccine Passport *

No file chosen
640pixels X 640pixels, less 5MB jpeg, png file only. KISS ONLINE Students - use for attendance purpose

Vaccine Passport



The template shows the ILAC logo on the left and a student's photo on the right. The photo is a square with dimensions 640 pixels by 640 pixels indicated by blue arrows.

Please fill out the information below on the form.

1. Student Number – from LOA, Invoice ..
2. Student Country – It must match with Student’s passport authority.
3. Student Name – First and Last Name
4. Student Email address – our communication tool
5. Student Picture
6. Passport# – We double check this number if it is same as the passport number, we received with the registration form. When we recognized the changes, Admission@ilac.com will contact students to upload their passport picture page via student portal

The admission team will contact Student to ask students to sign on Enrolment Contract before the starting date **(If the students register multiple course, ILAC English program and ILAC International College course, the student will be asked to sign the contract accordingly.)**

Enrolled Course/Program Information

School Name * ILAC ILAC International College Georgian College@ILAC CTC Sterling College

Campus Location * Toronto Vancouver

ILAC English Program *

- English Program (ONSITE)
- KISS Online Program (ONLINE)
- High School Program (External)

ILAC English Program Dropdown list

English Program (ONSITE)

Choose if student enrolled to ILAC English program

- Intensive English
- Power English
- Young Adult Academic English Program
- Any ILAC Onsite English Program

KISS Online Program (ONLINE)

Choose if student enrolled to ILAC KISS ONLINE English program

- KISS 20 - Full Time
- KISS 12 - Part Time

High School Program (External)

Choose if student enrolled to ILAC High School Year program

- We do not issue ILAC Vaccine Passport – Students need to follow the high school regulation for the in person class.

Enrolled Course/Program Information

School Name *

- ILAC
- ILAC International College
- Georgian College@ILAC
- CTC
- Sterling College

Campus Location *

- Toronto
- Vancouver

ILAC International College Course Name *

▼

- Sales and Marketing
- Service Excellence for Business
- Health Care Administration
- Communication and Service Essentials
- Business Administration

mm-dd-yyyy

Date

ILAC International College Course dropdown list

Choose if student enrolled course:

- Sales and Marketing
- Service Excellence for Business
- Health Care Administration
- Communication and Service Essentials
- Business Administration

Arrival or Residential Information

Please note that to complete Pre-Arrival process, you need to have the following documents to be uploaded.

Flight Itinerary(Ticket)

You can submit them from Arrival Update form [online](#) later.

URL: <https://form.jotform.com/211954308679062>

Do you have a Flight Ticket for Canada? *

- Yes
- No
- I am in Canada

Arrival Airport *

Flight Itinerary upload *

No file chosen
image (.jpg .png .gif) or pdf file - 1 file upload only

Arrival Date *

12-02-2021

Arrival date of Canada or if you do not have flight ticket, please your plan, estimate arrival date.

Flight Code *

Please enter a flight number that reach to Canadian airport. See the sample code image below. i.e. AC001



Stay safe on campus

Please read and understand our safety policy.

ILAC: <https://www.ilac.com/coronavirus-updates/>

ILAC College: <https://ilacinternationalcollege.com/coronavirus-updates/>

Your vaccine certificate (record of vaccination) should be translated in English or French.

1. COVID Vaccine information
2. Proof of Vaccination (English/French) - a file upload is required

COVID Vaccine information *

I am fully vaccinated

I am not vaccinated

I had COVID-19 and recovered between 14 and 180 days prior to my scheduled entry into Canada

Proof of vaccination *

No file chosen

You must provide us the details of your first and second dose (date, country and vaccine you received) a photo image (.jpg .png .gif)

Unvaccinated students - need to provide specific information

Quarantine location information

You must have a suitable quarantine plan in place where you can stay for at least 14 days.

This is not a request for accommodation service.

If you need ILAC Accommodation, please email your agent or your ILAC Global service representative.

1. Quarantine Accommodation plan
2. Quarantine Location
3. Quarantine - Host Information
4. Transportation information, how the student get to the quarantine location
5. Transportation information, If not ILAC transportation service, Pick-up driver information require

Tell us who you are?

Note:

Choose **New**: if you are a student to start a new program at ILAC or ILAC International College.

Choose **New**, if you are a returning student to re-start a new program at ILAC or ILAC International College.

Choose **Current**, if you are a student to complete your current on-going program at ILAC or ILAC International College.

Choose **Agent**: if you are our reseller who is filling out this form for your student.

1. New Student
2. Current Student
3. Agent

Things that student signed on ILAC Students Consent Form/Waiver form

I hereby confirm that I have read and understood the quarantine requirements and procedures upon arrival in Canada. I confirm that I will follow all guidelines provided in this document, as well as all requirements provided by the government of Canada. I am aware that I must comply with the regulations in the Government of Canada's Quarantine Act, including the penalties of violation these requirements, which include up to 6 months in prison and/or \$750,000 in fines.

Stay-Safe Packing Essentials: Absolute Must-Have Items: Thermometer, Masks, gloves, cleaning supplies and hand-sanitizer, Toothbrush and toothpaste, a large plastic bag for dirty clothes & laundry.

Transportation from Airport to ILAC Accommodation: (If you are not fully vaccinated) It will be mandatory that the students take ILAC transfer services to follow the protocols to pick-up the student from the airport to the ILAC Accommodation and be ready to have their temperatures checked or asked.

Monitor your health: Monitor your physical and mental well-being. If you not feeling well, use the Government of Canada's COVID-19 self-assessment tool to help determine if you need further assessment or testing:

For Toronto click here <https://covid-19.ontario.ca/self-assessment/>

for Vancouver click here <https://bc.thrive.health/covid19/en>.

Contact ILAC Homestay Department if you feel sick.

Fever (temperature above 37.8C) & other symptoms: Students must notify ILAC and HS Family immediately in case of fever & other symptoms and follow guidelines of Public Health.

Clothes worn from the airport & Laundry: Clothes worn from the airport will be put away in a plastic bag aside and not be worn until washed after 14 days of the quarantine term. Students' clothes must be washed after quarantine only. E.g. If you like to wash your clothes before, talk to your host family as it is advised to wear gloves and mask when handling the clothes and disposable bag and wash hands with soap and water immediately after or if you are in a hotel, coordinate with reception.

Face Masks: Wear a face masks at all times when leaving the room in the HS. E.g. wear a mask from your room to go to the bathroom.

Washroom: Maintain physical distancing and sanitize all surfaces touched before and after using the washroom. E.g. countertops, faucets, light switch, toilet handle, etc.

Hand Contact Surfaces with a concentration of germs: Doorknobs, light switches, house keys, TV remotes, electronic devices (like your phone), and faucet handles must be sanitized whenever touched.

Hand Washing etiquette: 20 second-hand washing must be a common practice when coming in and out specially.

Limit the use of Common areas in the household: Keeping at a minimum, when you go to other areas in the house (backyard, kitchen, living room, etc.) avoid touching any high contact surface (doorknob, light switch, etc.).

Smokers: Notify ILAC in advance if you are a smoker. You CANNOT smoke inside the room under any circumstance.

Avoid leaving your room & contact with other people: We know your room will be where you will be spending most of the time, bring something you like to pass the time. E.g. a book, download before you come movies and music in your laptop, cellphone, hard drive, headphones or earplugs & don't forget chargers, etc.

Keep your room tidy and well-ventilated: Remember your host family will not be entering your room at least for the self-isolation period. Keep your room as clean as possible - no dirty dishes inside, no leftover food, etc. Keep your room well-ventilated and clean - open your window to let the air circulate.

Fever and Symptoms at any point of your stay in the Host Family: Notify ILAC and your host family and immediately call a health care professional or public health authority to discuss your symptoms and travel history, and follow their instructions carefully. You can also use the online self-assessment tool to determine if you need further assessment or testing for COVID-19.

Chronic medical conditions disclosure: I shall disclose with ILAC any chronic medical conditions (e.g. diabetes, lung problems, asthma and immune deficiency). If requested by ILAC I shall provide a medical note stating permission to travel to Canada.

After 14 days of the quarantine period: (If you are not fully vaccinated) For the duration of your stay in Canada, please be mindful of and respect public health directives. E.g. physical distancing, hand washing, etc.

Failing to comply any of the above guidelines: Failure to comply any of the above guidelines may generate penalties to be paid to the host family and disqualify continuing the ILAC Accommodation Program and attend ILAC, ILAC International College, Georgian College at ILAC in-person classes.

I have read and understood the [ILAC COVID-19 Safety Policy](#)

[ILAC COVID-19 Updates](#)

ILAC Education Group Vaccination Policy

Fully vaccinated students will receive a green ILAC Vaccine Passport and will be able to participate in all on-campus classes and activities. Partially vaccinated students will receive a yellow ILAC Vaccine Passport. Students can immediately study on campus for up to 28 days until they receive a second dose of a Health Canada-approved vaccine or a first dose of Health Canada-approved vaccine. Partially vaccinated students will be subject to rapid antigen testing once per week.