

Orion Assessment Services of Canada Inc.

2207 Queen Street East, Suite 201
Toronto, Ontario, Canada, M4E 1E8
Tel: 1 877 494 0477



Preliminary Review Submission Requirements

Please prepare the following documentation and submit to Orion or to your assigned evaluator.

<input type="checkbox"/>	Teacher qualification summary updated (available at www.orioncan.com)
<input type="checkbox"/>	Current brochure of your program
<input type="checkbox"/>	Statement of fees, and refund policy
<input type="checkbox"/>	Copy of policy regarding health insurance
<input type="checkbox"/>	Sample package sent to prospective students
<input type="checkbox"/>	Sample package sent to agents, including a sample contract
<input type="checkbox"/>	Overview or sample schedule of orientation given to new students
<input type="checkbox"/>	Copy of problem resolution policy and/or procedure for handling complaints
<input type="checkbox"/>	Sample of most recent schedule of extra-curricular activities
<input type="checkbox"/>	Sample homestay contract
<input type="checkbox"/>	Sample student feedback form on
<input type="checkbox"/>	homestay Staff organizational chart
<input type="checkbox"/>	Sample performance appraisal for teachers, including details on frequency
<input type="checkbox"/>	Listing of recent Professional Development options for teachers
<input type="checkbox"/>	Sample student feedback form on the program
<input type="checkbox"/>	Samples of course/subject outlines
<input type="checkbox"/>	Samples of student and teacher timetables
<input type="checkbox"/>	Program description, including levels Sample
<input type="checkbox"/>	final report given to students Details on
<input type="checkbox"/>	most recent curriculum review Details on
<input type="checkbox"/>	most recent operational review