



## ***Purpose and Objective:***

Organizations often undergo key changes to management and operations. A transfer review is required to ensure:

- The new management is committed to Languages Canada and the Accreditation Scheme.
- Key staff fully understand the requirements imposed on them.
- The transition is properly planned and managed.
- The accreditation requirements remain intact.
- The new ownership is fiscally sound in order to protect the liability of Languages Canada, its members, and students.



## ***School Submits Transfer Notice and Transfer Plan***

Orion must be notified in writing of the transfer including a description of the proposed changes. A transfer plan must be submitted which includes:

- New or proposed organization chart
- A training plan to ensure the new ownership understands their responsibilities and the Languages Canada Accreditation requirements.
- Changes to any processes
- Timing of transition
- Financial Information per Appendix "A"

## ***Review of Plan***

### Accreditation Review

Orion will review the plan to ensure items affecting the accreditation have been identified and managed. A letter with a recommendation to accept, reject, or have the client resubmit the plan with additional detail.

### Financial Review

Toronto CA Solutions will assess the financial stability of the acquirer as well as the financial sustainability of the entity as a whole. A report detailing any issues and a recommendation will be issued. Please see *Financial Review Checklist*.

## ***On-Site Review***

Within 3 to 6 months after the ownership transfer Orion will conduct an On-Site Review to ensure requirements of the Languages Canada standard remain intact. A report will be issued detailing:

- On-Site Review Report - Detailing positive aspects, weaknesses and areas for improvement
- The recommendation regarding your accreditation.

# Transfer of Ownership Review



## Recommendation

### *Recommendation*

Orion will provide a report to Languages Canada regarding the recommendation.

### *Cost / Fees*

Orion Transfer Review - \$1600 per site

Toronto CA Solutions Financial Review – Typically between \$3,500 to \$4,500 per site.

Fees are due prior to commencing the review.

Note: Additional fees will be charged if additional effort is required to close any deficiencies. An hourly rate of \$150 will apply.

### *Expenses*

Expenses are additional for the on-site review if applicant is more than 2 hours from Toronto, Montreal, Vancouver, Calgary, Edmonton, or Halifax. In these cases, travel time will be charged at \$50/hour. Mileage is charged at \$0.46/km

### *Confidentially*

All information is strictly confidential. A Non-Disclosure Agreement will be signed prior to starting the review.