



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 Along with Transfer
Plan Application**



**Orion Review of Plan
Toronto CA Solutions Financial**



Conduct on Site Review



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.

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

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

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, 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.