

General Information and Cancellation Policies

Admission and Registration

ADMISSION CRITERIA

- **HEC Montréal Students:** Must be enrolled in a program of study or be an exchange student at the School
- **External Participants:** Must be at least 18 years of age. Upon the completion of your registration, having paid in full (100%) for tuition, the Business Language Training Center will be sending you by email your Letter of Acceptance. You will need this document to apply for a Visitor Visa*; this Letter of Acceptance may also be presented at Customs upon your arrival to Canada.
* Verify if whether or not you may require a Visitor Visa by logging onto [Citizenship and Immigration Canada](#)

REGISTRATION PROCEDURE

Fill out the Registration Form and submit it promptly as places in this program are limited.

Upon submission of your Registration Form, you will receive a confirmation message by email. You will also receive by email an invoice once the registration fees are paid in full (100%).




Certificate and Credits

HEC Montréal Business Language Training Center will be issuing Certificates of completion to all participants who have successfully completed the program. This Certificate will be presented at the Closing Ceremony to take place on the last day of the program.

Three (3) university credits will be awarded to all participants of this program. An official transcript will be issued by HEC Montréal Registrar.

Payment

Payment for this program is to be made only by credit card. Payment by debit card is not available.

We accept the following credit cards:   

You may complete your transaction on **our secure Web server (https)**.

Upon registration, you will have two payment options: **one lump sum payment** (100% of total cost) or **two payments (Payment 1:** 25% of total cost; followed by **Payment 2:** the remaining 75%).

Payment Deadline

The cost for Registration must be paid in full (100%) before the starting date of the program.

Confidentiality and Information Security Policy

The on-line purchase on the website of HEC Montréal complies with SSL standards of transmission which ensure the secure transmission of your transaction. Consequently, this message cannot be intercepted, distorted or decoded by a third party. Furthermore, your payment is made directly to Desjardins financial institution. HEC Montréal has no access to your credit card number.

Cancellation

CANCELLATION POLICIES

Any cancellation must be submitted in writing by sending an e-mail to hiverimmersion@hec.ca

Program: The following amount will be withheld or charged in case cancellation occurs:

- After December 10: 50% of Registration Fee
- After January 3: 100% of Registration Fee

Exceptions

The following situations may allow for total reimbursement:

- Sickness/injury
- Inability to obtain a visa
- Delay in obtaining a visa

Your request for reimbursement must be made in writing and accompanied by the appropriate official document (doctor's letter or letter, issued by the relevant authority, explaining refusal or delay in obtaining visa.) Transmit your request, along with the appropriate documentation, to the following address:

hiverimmersion@hec.ca

Once the program has commenced, anyone wishing to drop out of the 3-credit course in the morning, with reimbursement in full of the tuition fees* for said course only, must do so before the 7th hour of the morning classes. In this event, there will be no entry on your transcript. However, no reimbursement will be granted for the non-credited component of this program (workshops, activities, outings and company visits in the afternoon and in the evening).

* Tuition fees for a 3-credit course as applied for this program.

HEC Montréal reserves the right to cancel any program. In this event, the responsibility of HEC Montréal will consist solely of reimbursing in full the Registration fees already paid.

Schedule and location

SCHEDULE

On Induction Day (Day 1), you will receive a detailed schedule for the entire program.

Unless stated otherwise, the credited business language course will run from 9:15 am to 12:15 pm, from Monday to Friday. The workshops, activities and outings in the afternoon will start at 1:30 pm and will last, on average, 3 hours (days may change from one week to the next). The activities in the evening will begin, in general, at 6:30 pm; their length will vary according to the activity offered (days may change from one week to the next).

LOCATION

This program will be held at HEC Montréal in the [Côte-Sainte-Catherine Building](#), 3000 chemin de la Côte-Sainte Catherine in Montreal

A few weeks before the beginning of the program, you will receive by email a document highlighting everything pertaining to this program (your arrival, your stay and all administrative and academic components).

Plan your routes with the help of [Google](#) Map

HEC Montreal is easily accessible by public transportation:

- Métro (Subway): [Université de Montréal](#) on the Blue Line
- Bus: [lines 51, 129 et 119](#)

Please consult the [Société de transport de Montréal](#) (STM Website: Bus and Métro/Subway) and its [AZIMUT](#) option to determine your route. It is also possible to know the exact time and frequency for the relevant bus stop or métro (subway).

Our Coordinates: **Business Language Training Center** (*Centre de formation en langues des affaires*) – HEC Montréal

The Center is situated in the South East wing (yellow section) on the 3rd floor of the Côte-Sainte-Catherine Building. **Telephone:** + 1 514 340-6000, ext. 2234 | **E-mail:** hiverimmersion@hec.ca