

## Admission Requirements

To apply to Queen's School of English (QSoE) programs, you must be at least 17 years old, and have a basic understanding of English. You will be required to write a placement test when you arrive at QSoE.

## How to Apply

Step 1: Apply online for a program of your choice

Step 2: Receive confirmation and invoice from QSoE

Step 3: Pay your fees in full as stated on the invoice

Step 4: Send us notification of payment

Step 5: Apply for homestay accommodations through Canada Homestay Network. (Living in Queen's Residences might also be possible depending on time of year.)

Link: [CHN](#)

Step 6: Receive Letter of Acceptance from QSoE

Step 7: Apply for a Canadian visa (if applicable)

Step 8: Send us an email letting us know that you received your visa

## Dates and Fees

Please visit our website to learn about our program fees and dates. All fees are in Canadian dollars. A QSoE program invoice includes the following fees: a tuition fee, an activity fee, a medical insurance fee, and deposit(s) for additional sessions (if you have applied for more than one session). Textbooks are an additional expense students can expect to pay once a program starts.

Link: [Program Dates & Fees](#)

## Late Arrival Policy

New students should be on campus for placement testing on the first day of their respective programs.

Attendance and punctuality is strongly emphasized at QSoE. Students should attend all classes to ensure success in their studies.

Late Arrivals: QSoE can allow for short delays if students cannot arrive in time for the program start date. Each program has its own policy in regards to what is considered a permissible delay. If you know you will be late for a program, please contact QSoE staff at [soe@queensu.ca](mailto:soe@queensu.ca). Students who arrive late for registration will be charged a Late Registration Fee of \$50.00. There is also an additional Testing Fee of \$50.00 for all students who need to make special arrangements to write the Placement Test.

## Refund Policy

Students who withdraw from a session before a program's start date, and who return the original acceptance letter, will receive a refund of fees minus a \$500 cancellation fee (\$300 for the short-term programs).

If your visa is refused by Canadian officials when attempting to enter Canada, you will receive a full refund of fees, less an administrative fee of \$100. You must send proof of your visa refusal to QSoE to receive a refund.

Different programs have different policies regarding refunds after the program start date; generally, no tuition refunds are granted after 4 pm on Friday of the first week of classes in any session.

## Additional Information

Link: [Living in Kingston](#)

If you have any questions or require any additional information, please visit our website or contact us directly.

*Thank you for choosing Queen's School of English!*