

THE ONLINE REGISTRATION PROCESS

French summer program 2020

GET READY before registering: read carefully the Information Kit and the Workshops Description. You can find these documents on the 'Public documents' section (left menu) of our online platform: https://portail.collegegarnier.qc.ca/capnet/login.asp?NoRegr=3

1. CREATE YOUR ACCOUNT

Create your profile with the **STUDENT'S basic information**. You will receive an email confirming the account.

2. ENROLL IN THE RIGHT PROGRAM

- 1) Use the 'click here to register' button.
- 2) Choose the 'En français à Québec' option and then click on the category 'International and Canadian non-bursary' link. Then, click on 'program'.
- 3) Add to the cart the program 'International 5 weeks' option.

3. ADD OPTIONAL ACTIVITIES* TO YOUR CART

Choose from the list of activities displayed in your program and category only. Add to the cart the activities you would like to pay.

You can skip this step if the registration and payment of the activities will be done later. To register to an activity after the first connection, repeat the step 2: Click here to register> En français à Québec> International and Canadian non- bursary> activities> add to the cart). *First-come first-served basis

6. FILL IN THE ONLINE GENERAL FORM

- 1) Reconnect to your account right after paying, Click on the 'forms' option (left menu of the home page) and click on the link 'Registration 2020' with your name that will be displayed.
- 2) Important information will be requested: contact information, parental authorizations, medical information, workshops preferences, etc. Don't forget any detail!
- **3)** Click on the **'I'm finished'** button (the status of the form will change to 'completed').

5. LOGIN AGAIN TO CONTINUE YOUR REGISTRATION

After a successful transaction, you must log out for the payment to be processed. A copy of the receipt will be sent to your email and will be available on the 'receipts' section on the left menu.

Check regularly your email and make sure our messages don't get filtered as junk mail.

4. CONFIRM AND PAY

- **1)** Choose your payment option. A minimal amount should be paid upon registration.
- **2)** Accept the conditions of the registration and the refund policy. Click on *'I have read and accept the conditions'* to read the text before checking the box.
- **3)** Confirm and proceed to pay your cart by credit card (Visa or MasterCard).

7. PREPARE THE FOLLOWING DOCUMENTS:

- Documents checklist and two passport-size pictures included. Pictures must respect the specifications.
- The participant's contract signed (2 pages).
- Medical certificates (only if allergies or serious health problems).
- Signed waivers if you registered to the Sainte-Anne's Canyon or Tree-top treeking activities.

8. SEND US THE DOCUMENTS ASAP BY EMAIL:

international@collegegarnier.com

OR MAIL:

"En français à Québec", Collège Saint-Charles-Garnier, 1150, Boulevard René-Lévesque Ouest, Québec (QC) G1S 1V7, Canada.

9. IF YOUR FILE IS COMPLETE: you will receive a confirmation email

- Take the **French test online**: you will receive an email with instructions.
- Send us your **travel itinerary** (fill in the itinerary form online).
- Add our **Facebook group** page: https://www.facebook.com/groups/enfrancaisaquebec2020
- Read carefully the document titled **Journal d'accueil**. You will it by email in June.



Please take into account the following information:

- ✓ All amounts owed must be paid by May 15, 2020. The program amount (except the registration fee) may be paid in one or more installments through the online platform. Do not forget to choose the 'spread the payments' option at the time of purchase of the program.
- ✓ If you are interested in registering for the 4-week stay (limited places) or the 'independent' program, you should contact us before proceeding with the purchase, as these options do not appear on our platform. Registration in this case will be done directly by the program.
- ✓ For payments after online registration (registration fee payment): e.g. credit card payments to the final amount, registrations made by the program or some other extra charge added by the program to a student's account) the online payment procedure is as follows:
 - Login to the student's account: https://portail.collegegarnier.qc.ca/capnet/login.asp?NoRegr=3
 - Click on the "statement of account" option on the left menu
 - If there is a balance, in the upper right corner next to the total amount due, there will be a 'Make a payment' button. Click to proceed to the payment. All the amounts due will be displayed, choose the payment option of your choice 'spread the payment' or pay the full amount.
 - If you want to make an installment only, choose the "spread the payment" option and click on the pencil logo to modify the amount to be paid and save changes. Accept the conditions before making the payment.
- ✓ The general form (step No. 6) is necessary to confirm the acceptance of the student to the program. **This is why we do not recommend purchasing airline tickets before the end of the registration process.** We recommend you to complete the first eight steps quickly so that you can receive the confirmation and the letters required for processing the visas, if necessary.
- ✓ As soon as the general form is completed and the status of the student form changes to 'completed', it will not be possible to make changes to the form. If you wish to make changes or add details to the student's file, please contact us at: international@collegegarnier.com
- ✓ All documents will be available in the 'Public documents' section of the student's account. Do not forget to filter by program.
- ✓ **IMPORTANT:** The payment of the refundable room deposit (\$100) will be automatically added to your cart when registering for the first time. It must be paid long with the registration fee and it will be refunded at the end of the program according to the refund policy.