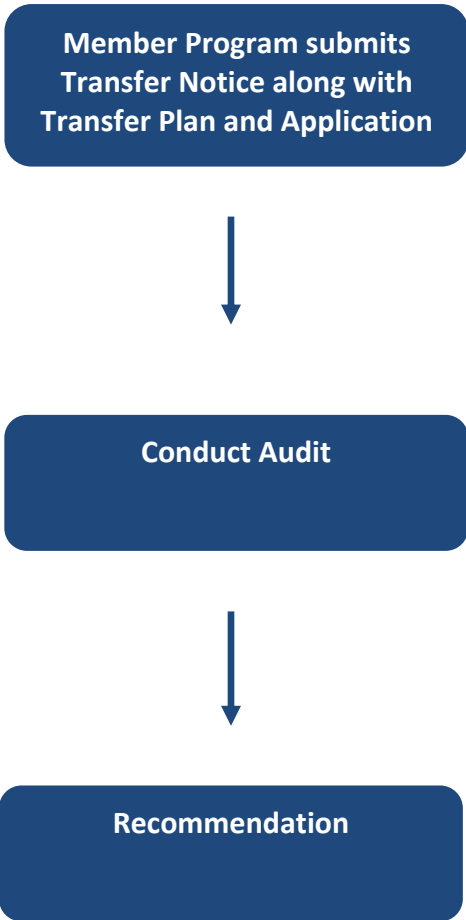


Purpose and Objective:

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 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”

On-Site Review

Within 3 to 6 months after the ownership transfer Orion will conduct an Audit 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.

Recommendation

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



Transfer of Ownership Review



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.