

# English for Professionals Program

## Program Overview

Our Intensive English Program is designed to help newcomers and professionals communicate with confidence and succeed in Canada. Delivered in intensive 2- to 4-week formats, our courses focus on practical skills, clear communication, and real-life situations. We understand that time is valuable and that English is often the first barrier to employment and social integration, so our goal is simple: to help you improve quickly, build confidence, and open new opportunities in the workplace and in your community.

### Business English | Course number: 11

The Business English course develops practical communication skills for the workplace. Students practice professional vocabulary, emails, presentations, meetings, and everyday business interactions. The course strengthens speaking, listening, reading, and writing for real workplace situations.

## Eligibility

**At least** CLB 6 level. Suitable for learners who want to strengthen their communication skills for professional and workplace environments.

## Delivery details

- Total hours of course: 30
- 3 hours daily
- 5 days a week
- Total weeks of course: 2
- In-person or online

## Schedule details

**Days:** Monday to Friday | **Time:** 1 p.m. to 4 p.m. | **Format:** In-person

**Days:** Monday to Friday | **Time:** 1 p.m. to 4 p.m. | **Format:** Online

**Days:** Monday to Friday | **Time:** 6 p.m. to 9 p.m. | **Format:** Online

## Course Dates and Registration Deadlines

Course Starts	Course Ends	Registration Deadlines
May 25, 2026	June 5, 2026	May 18, 2026
July 6, 2026	July 17, 2026	June 29, 2026
August 17, 2026	August 28, 2026	August 10, 2026
September 28, 2026	October 8, 2026	September 21, 2026
November 9, 2026	November 20, 2026	November 2, 2026
December 7, 2026	December 18, 2026	November 30, 2026
January 18, 2027	January 29, 2027	January 11, 2027
March 1, 2027	March 12, 2027	February 22, 2027
April 12, 2027	April 23, 2027	April 5, 2027
May 24, 2027	June 4, 2027	May 17, 2027

## Course Goals

By the end of the course, students will be able to understand and use common business vocabulary and grammar. They will learn how to write clear and well-structured emails for different workplace purposes, as well as prepare presentations and lead meetings.

## Language Requirements

At least overall:

- IELTS 6.0
- CLB 7
- European Framework (CEFR): B2
- TOEFL 60
- Duolingo: 95
- Or an interview with the Program Director

## Course Passing Criteria

Minimum course attendance of **75%** (more than 3 consecutive absences without notice are subject to meeting with the Program Director)

## Minimum number of students to start the class

6 students

## Costs

**Course fee:** \$285 per week.

**Total course fee (2 weeks):** \$570

## Additional Costs

**Application fee:** \$70 (*one-time only*). *This fee covers administration costs.*

**Textbook:** Some courses may require a textbook.

## Registration and Payment Information

1. To be register, please complete the [Registration Form](#)
2. Make Both Payments by E-Transfer Send e-transfers to **ssc@successcentre.ca**

In the message section of *each* e-transfer, include:

- Your full name
- Your email address
- Course Number: 11

**Payment 1:** Application Fee — \$70

You will receive a confirmation email.

**Payment 2:** Total Course Fee — \$570

This payment is made after the Program Director confirms your placement.

### 3. Program Director Contact

- You will be contacted for course placement.
- After acceptance, you will receive the course instructions, handbook and be informed if a textbook is required.

## Refund Policy

### Application Fee

The application fee is **non-refundable** under any circumstances.

### Course Fee Refunds

The course fee is 100% refundable within 7 days of payment or until the course registration deadline, whichever comes first. After the registration deadline, no refunds will be issued.

However, after the registration deadline, students may choose one of the following options instead of a refund:

- Postpone the course to a future start date
- Transfer to a different course
- Transfer the course fee to another student and pay the difference in fees if applicable.

### **Course Cancellation by Success Skills Centre**

If a course is cancelled due to insufficient enrollment (minimum of 6 students required), students will receive a **100% refund**, or they may choose to remain on a waiting list for the next available course intake.