



## INSTRUCTIONS FOR APPLICATION COMPLETION

### Application Requirements

Submit the following items with this application:

1. All original transcripts/school reports for the last 3 years (current year and previous two years, in English). NOTE: photocopies must be certified with a school stamp. **Failure to comply will result in a delay or denial of the application.**
2. Copy of student's Passport (and study permit if student is already studying in Canada).
3. Copy of the parent's Passport (if available)
4. Copy of the student's Care Card (if student is already studying in BC).
5. Signed Student Participation Agreement and, if applicable, the **Homestay Waiver Form (p.10)**.
6. Non-refundable application fee \$200.

### Admission Criteria

Each applicant's acceptance into the International Program and subsequent school placement will be determined by:

1. The applicant's educational background and present academic standing as indicated on the transcripts/school reports.
2. The availability of space in the International Program.

### Other Admission Criteria

- Programs are available on either a full academic year or semester basis. This means that during any academic year (September – June) students must plan to be in our program for either a full year (ten months) or one semester (five month minimum).
- The upper age limit to apply is 17 (as of December 31).
- If you would like to graduate with a BC Dogwood High School Diploma please refer to appendix A for graduation requirements.
- Students under the age of 12 must be accompanied by and reside with a parent or direct relative.

Apply as early as possible as space in the International Program is limited. All applications will be acknowledged. Applicants will normally be advised within one week whether or not they have been offered placement in an Abbotsford school.

### Placement

Placement of international students is subject to assessment by the School District and the availability of appropriate spaces and programs in schools.

International students will be placed in a regular academic program and may receive English as a Second Language support based on English Assessment results and available programs. International students are not eligible for designated programs and services (*e.g. special education or alternate programs*). If a student is found to have special needs requiring designated services after enrolling in the program, the School District will not be able to accommodate those needs and the student will be withdrawn.

## Application Process

The following steps are taken to process an application:

1. Application is received with application fee, 3 years of official transcripts/school reports, and signed Student Agreement and, if applicable, the Homestay Waiver Form.
2. Application is screened for admittance into the International Program.
3. Pre-acceptance letter and invoice are faxed/mailed to applicant or representative.
4. Full payment of fees due and all supporting documents (signed and notarized custodian document) must be received.
5. Official letter of acceptance, notarized custodianship (if requested), orientation information, arrival confirmation form, and homestay information (if requested), will be couriered to the applicant or their representative. Students **must apply for a Study Permit** at their designated Canadian Embassy with the Original Letter of Acceptance.

**As soon as you have received your Study Permit and have confirmed travel arrangements, please forward the completed Arrival Confirmation Form to our office.**

## Fee Schedule

|  |   |   |
|--|---|---|
| Application Fee                          |   | \$200.00                                      |
| Tuition Fee                              | 2 semester (10 month program)<br>1 semester (5 month program)   | \$12,000.00 <b>or</b> ,<br>\$6000.00          |
| Compulsory Medical Insurance             | It is compulsory that our international students have health insurance. Medical Services Plan of British Columbia (MSP) coverage is required by law. MSP will cover all international students at the end of a three-month waiting period. During the three-month waiting period, the school district purchases private medical coverage for all international students, the cost of which is included in the Health Insurance Fee. <b>YOU MUST inform the School District in writing of your arrival date in Canada.</b> The School District will only provide medical coverage up to 2 weeks prior to orientation. If a student arrives before this date, they must provide their own travel insurance. | \$700.00<br>(\$750: 2010-2011 school year)    |
| <b>Homestay Program</b>                  | <b>A Homestay offers:</b> Accommodation and meals, seven days a week, for the entire duration of the school year. A private room and reasonable access to all the home's facilities. Inspection, background checks, interviews and monitoring of every homestay.  |   |
| Homestay Placement Fee<br>Non-refundable | This fee is for placement and monitoring of the homestay.   | \$450.00                                      |
| <i>Monthly Homestay Rent</i>             | <i>The student pays rent directly to the host parent(s) on the 1<sup>st</sup> of each month. The daily rate is \$23.50(\$25.00 as of Aug 1, 2010) if less than one month</i>  | <i>\$700.00<br/>(\$750 as of Aug 1, 2010)</i> |
| Additional Homestay Service Package      | If requesting the <b><u>Additional Homestay Service Package</u></b> note billing information as detailed on page 3.   |   |
| <b>Other Fees (if required)</b>          |   |   |
| Airport Pick-up                          | We offer an airport reception service. The cost is \$150. As soon as you have confirmed travel arrangements, please forward the completed <u>Airport Reception Form</u> to our office.  | \$150.00                                      |
| Custodianship                            | Immigration Canada requires that all international students under the age of 19 years have a notarized declaration signed by a parent and their Canadian custodian.   | Free  |

## Additional Offers

### Additional Child(ren) Discount

We offer a discount for families with more than one child in our program. The first child's tuition is at the full rate. For any additional child(ren), the discount is \$500 for the full academic year and \$250 for half the academic year.

**In addition to your tuition, the tuition fee includes the following:** One of our International Assistants monitoring your child, the orientation program, use of textbooks, student activity fees, and year-end picnic.

## Additional Homestay Service Package – Administration of Monthly Homestay Rent

We also offer an additional service package. The School District will, on the your behalf, issue the homestay family your monthly rent payment. If you want this service, please indicate your request on the Application Form and Homestay Request Form.

The Additional Service Package requires that the total fees, as indicated below, **be paid in-full at the time of billing. IF you arrive before the 1<sup>st</sup> of the month you MUST pay the homestay directly \$23.50/day (\$25.00/day as of August 1, 2010).**

### Itemized Fee Schedule

|   |   |  |
|---|---|--|
| Homestay Placement Fee<br>Non-refundable  | This fee is for placement and monitoring of the homestay and does not cover the first or last month rent.   | \$450.00   |
| ★ ★ Monthly Rent  | Two Semesters (10 months at \$700 per month / \$750 per month as of Aug 1, 2010) <b>or</b> ,<br><br>One Semester (5 months at \$700 per month /\$750 per month as of Aug 1, 2010) | \$7000.00 (\$7500 as of Aug 1, 2010) <b>or</b> ,<br><br>\$3500.00 (\$3750 as of Aug 1, 2010) |
| <b><u>Additional Homestay Service Package Billing Summary:</u></b>  |   |  |
| ▪ <b>If your program of study is:</b> Two Semesters you will be billed.....   |   | <b>\$7450.00 (\$7950.00 as of Aug 1, 2010)</b>   |
| ▪ <b>If your program of study is:</b> One Semester you will be billed.....  |   | <b>\$3950.00 (\$4200.00 as of Aug 1, 2010)</b>   |
| <b>Refund:</b>  |   |  |
| ▪ If the student withdraws from the Homestay Program prior to the start of their program, the full amount minus 50% (\$225.00) of the Homestay Placement Fee is refunded back to the client.        |   |  |
| ▪ If the student withdraws after the start of their program the unused portion of the rent will be refunded back to the client. In this case the Homestay Placement Fee is a non-refundable amount. |   |  |

## Fee Payments

### Fees are to be paid by

- a. International Money Order Payable to: **School District No. 34 (Abbotsford)**.

Please mail/courier to: School District #34 (Abbotsford)  
ATTENTION: International Programs  
2790 Tims Street, Abbotsford,  
British Columbia, Canada V2T 4M7

Or

- b. Direct Wire Transfer to: Royal Bank of Canada 33780 South Fraser Way, Abbotsford, B.C. V2S 2C3  
Name of Account: School District #34 (Abbotsford)  
Account Number: 141-709-6 Bank Number: 00003 Transit Number: 00080  
Swift Code: ROYCCAT2

The **Wire Transfer must clearly state the STUDENT'S NAME**. For tracking purpose, a copy of the wire transaction document must be faxed or emailed to the International Programs Office. Please do not make Direct Deposit to our Bank. Payments must be sent directly to the International Programs Office for processing.



**AIRPORT RECEPTION**

YES, I require Airport Reception     NO, I do not require Airport Reception

**MEDICAL HISTORY** (A complete medical examination may be required prior to entry into Canada)

\* Note: YOU MUST inform the School District in writing of your arrival date in Canada. The School District will only provide medical coverage up to 2 weeks prior to orientation. If a student arrives before this date, they must provide their own travel insurance.

- Does your child have any allergies?  Yes  No If yes, please describe: \_\_\_\_\_
- Does your child have any medical condition/or take any medication?  Yes  No If yes, please describe: \_\_\_\_\_
- Does your child have any medical condition that might hinder his/her ability to participate fully, either academically or socially?  Yes  No If yes, please describe: \_\_\_\_\_
- Does your child have any perceived or documented learning disability, physical handicap, social integration difficulty, special learning needs?  Yes  No  
If yes, please describe: \_\_\_\_\_
- Does your child have any behavioral concerns or a history of criminal behavior?  Yes  No If yes, please describe: \_\_\_\_\_

**SCHOOL PLACEMENT**

Circle the grade you are applying for as per the grade placement guide:

Elementary: K 1 2 3 4 5    Middle: 6 7 8    Secondary: 9 10 11 12

|  |   |   |   |   |   |    |    |    |    |    |    |    |    |
|--|---|---|---|---|---|----|----|----|----|----|----|----|----|
| Grade placement based on age of the student as of December 31. |   |   |   |   |   |    |    |    |    |    |    |    |    |
| Grade  | K | 1 | 2 | 3 | 4 | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| Age  | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Are there any schools you prefer to attend in Abbotsford?

If yes, please list three:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

Placement in your school of choice is not always possible. We reserve the right to determine final placement.

**EDUCATIONAL HISTORY**

Please provide the name and address of the school currently attending.

| School Name & Address | City | Country | Dates Attended | Grade(s) Completed |
|-----------------------|------|---------|----------------|--------------------|
|                       |      |         |                |                    |
|                       |      |         |                |                    |
|                       |      |         |                |                    |

**RELEASE OF INFORMATION**

I give permission for my child's name, photograph and video to be used as it relates to the production of a school play or concert, a school event or promotion of the Abbotsford School District.  Yes  No

**PARENT CONSENT**

**Immunization**

I give permission for my child to receive any medically recommended immunization shots.  Yes  No

**How did you hear about the International Education Program at the Abbotsford School District?**

- Friend/Relative     Education Fair     Newspaper/Magazine \_\_\_\_\_
- Website (Which site?) \_\_\_\_\_     Referred by Agent (Name of Agency) \_\_\_\_\_



# INTERNATIONAL PROGRAM STUDENT PARTICIPATION AGREEMENT

*The Board of Education of School District No. 34 Abbotsford (the "School District") wishes to provide a challenging and exciting program to students studying in our School District. There are, however, certain expectations of students when we accept them into our program. These expectations include important obligations on the part of each student accepted to study at our schools, and we set a high standard in requiring all students to meet their obligations.*

*Each student and the guardian or the parent of each student that is accepted into our program must read the following statement and must, by signing it, agree to be bound by and to honour its terms strictly.*

## 1. Law, Rules and Regulations

- a) I agree to abide by all the laws of Canada and my home country, and the rules, regulations, and policies of schools and the School District.
- b) I agree not to purchase, use or have in my possession, which includes my homestay premises, school locker, or vehicle, any drugs not prescribed for me by a doctor.
- c) I agree not to purchase, use or have in my possession, which includes my homestay premises, school locker, or vehicle, any alcoholic beverages.
- d) I agree not to purchase, use or have in my possession, which includes my homestay premises, school locker, or vehicle, any weapons including firearms, air-guns, knives or martial arts implements.
- e) I agree to respect the property of others and understand that any theft is a breach of the law.
- f) I agree not to engage in fighting, bullying, racial taunting or similar activity.
- g) I agree that I will not drive any motor vehicles other than my own and then only if I have a valid B.C. drivers license and appropriate motor vehicle insurance, and only with notarized parental permission. We understand that the School District does not encourage or endorse the ownership or operation of motor vehicles by international students. Neither the School District nor the homestay parents will be held, in any way, responsible for any accidents or liabilities arising from owning and/or operating a motor vehicle.

I understand that infractions of any of the above rules will result in my immediate dismissal from the International Program of School District No. 34 (Abbotsford), without refund of any kind, and with notification to the Canadian Embassy of my dismissal. I also understand that a breach of any criminal law may result in criminal charges and penalties.

## 2. Homestay Policy

We agree that student safety is of paramount importance to the School District and that parents and students must respect and adhere to the established policy. We understand that violation will result in removal from the Program.

We understand that international students who are **under the age of 12** are accepted only if the following conditions are satisfied:

- A parent must accompany the child, reside full-time in Abbotsford, and provide care and custodianship for their child. If the parent(s) must leave Abbotsford (i.e. return to home country) while the child is enrolled in the international program, the child must go with them.
- If requested, the District will permit students under the age of 12 to reside with a direct relative. Direct relative is defined to mean that the parent(s) are related to the individual by bloodline or by marriage. If the child is to be cared for by a relative, as defined above, then the parent(s) and the relative must provide the School District with a letter of verification that has been notarized by a lawyer stating that the relationship is in compliance with this policy.

We understand that international students that are **12 years of age and older** are accepted only if the following conditions are satisfied:

- We acknowledge that it is mandatory for students to live with a homestay family, if the student is 12 years old or older, that consists of at least one adult of twenty-five (25) years of age or older.
- We acknowledge that, if at any time, the student is not living in a homestay, the School District's policy may lead to immediate dismissal from the program.
- If the student is living with a parent, the parent must not leave Abbotsford while their child is enrolled in our program. If the parent must leave Abbotsford, they are required to make the necessary homestay arrangements to cover for their absence and notify the School District of these changes.

## 3. Academic Life

We understand that international students are expected to follow the same course requirements as Canadian counterparts. The student will maintain a minimum grade average of "C", and if not, do whatever is necessary to improve his/her academic performance. This may include receiving tutoring at the student's expense.

- a) I agree to attend school on a regular basis and to bring a note from my parent or homestay parent explaining any absence from school.

- b) I agree to complete all homework and class assignments.
- c) I agree to make a consistent and determined effort in my school work, to attempt to maintain passing grades, and to maintain good work habits in all subjects.

I understand that any infractions of the rules listed under clause 3 of this agreement will be documented and addressed by program staff and school administration. Students may be dismissed from the International Program if not progressing academically, without refund of any kind.

**4. Refund Policy**

In the event that a student does not come to Canada or decide not to attend or to leave the International Program for personal reasons, only a portion of the paid tuition fee will be refunded. In all cases, the application fee will be retained to cover administrative expenses. The following refund policy will apply for each student:

- Full refund (less application fee) if the Study Permit authorization is not approved by Canadian Immigration and supporting documentation of this rejection is supplied (student must provide letter of rejection from the High Commission).
- Two-thirds (2/3) of the full tuition fee if the student withdraws prior to commencement of the program.
- One half (1/2) of the full tuition fee if the student withdraws within the first month of studies.

**No refund will be granted:**

- for whatever reason, if the student withdraws after 1 month of participation in the program.
- if the student is found to be in violation of this Agreement and is asked to withdraw from the program.
- as the result of the School District being unable to provide education due to causes beyond its control.

**5. Examination of Student Records**

School Act Section 9

A student and the parents of a student of school age are entitled, on request, to view all student records kept by the School Board on that student. A request must be made in advance, and the principal or a designate will accompany the student or parent during the viewing of the records to interpret the records.

School Act Section 79

The School Board must permit a person providing health services, social services, or other support services access to information in student records required to carry out that service.

**6. Release**

**Medical Authority and Release**

We as parents/guardians of the undersigned student understand that medical emergencies can occur without warning. Therefore we do hereby authorize the staff of Abbotsford School District and the sponsoring homestay parents to consent to any medical or surgical diagnosis or treatment or hospital care of our child, which is deemed advisable by, and is rendered under the general supervision of any licensed physician or surgeon in the exercise of his/her best judgment. We understand that every attempt will be made to contact us in the event of such action.

|                  |      |                  |      |
|------------------|------|------------------|------|
| Parent Signature | Date | Parent Signature | Date |
|------------------|------|------------------|------|

**Permission for School-sponsored Activities**

We as parents/guardians of the undersigned student understand that our child may wish to participate in school-sponsored field trips, sport teams, club activities or other extracurricular activities. Therefore we do hereby authorize the homestay parents of our child to approve and sign permission slips for such activities at their own discretion. We also understand that if our child is considering participating in any school-sponsored high risk activity such as kayaking, climbing, hiking, canoeing, horseback riding, snowboarding, skiing, or surfing, that we will be required to approve such activities ourselves and also to sign a waiver form for the specific high risk activity.

|                  |      |                  |      |
|------------------|------|------------------|------|
| Parent Signature | Date | Parent Signature | Date |
|------------------|------|------------------|------|

**General Release**

We, the undersigned, do waive and release all claims against the School District for the injury, loss, damage, accident, delay, expenses that may incur as a result of the District being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control or any expense resulting from the applicant's participation in the International Program. We also release the School District and agree to indemnify them, with regard to any financial obligations or liabilities that the student may personally incur, or any damage or injury to the person or property of others that the applicant may cause while participating in the International Program



**Before submitting your application, please ensure you have enclosed the following:**

- Completed Application Form
- All original transcripts/school reports for the last 3 years (current year and previous two years, in English). NOTE: photocopies must be certified with a school stamp.
- Copy of student's Passport (and study permit if student is already studying in Canada).
- Copy of the student's BC Medical Care Card (if student is or has studied in BC).
- Copy of parents' Passport
- Signed Student Participation Agreement and, if applicable, the *Homestay Waiver Form*.
- Application Fee \$200

## APPENDIX A.

### International Student Graduation Credit Policy

High schools in Abbotsford School District run by semester system. One year consists of 2 semesters and at each semester students take 4 courses.

To earn a Dogwood Diploma (British Columbia high school diploma), international students must meet all graduation requirements.

#### **Required Courses (4 credits/each course)**

##### **Grade 10**

- Language Arts 10 (mandatory provincial exam)
- Social Studies 10
- Mathematics 10 (mandatory provincial exam)
- Science 10 (mandatory provincial exam)
- Physical Education 10
- Planning 10
- Fine Arts and/or an Applied Skills 10, 11, or 12

##### **Grade 11**

- Language Arts 11
- Social Studies 11 (mandatory provincial exam)
- Mathematics 11 or 12
- Science 11 or 12
- Fine Arts and/or an Applied Skills 10, 11, or 12

##### **Grade 12**

- Language Arts 12 (mandatory provincial exam)
- Mathematics 11 or 12
- Science 11 or 12
- Fine Arts and/or an Applied Skills 10, 11, or 12
- Graduation Transitions

If students completed grade 10 in the country they are from and entered after grade 10, they can receive credits of the following courses through equivalency review:

- Social Studies 10
- Language Arts 10
- Science 10
- Math 10
- Physical Education 10
- Fine Arts or Applied Skills 10, 11 or 12
- Elective courses

#### **Students must earn at least total of 80 credits.**

- 52 credits for required courses including Graduation Transitions
- a minimum of 28 elective credits that must include a minimum of 12 credits at the grade 12 level