

YOUTH APPLICATION PACKAGE 2022-2023

Welcome to the **Sir Wilfrid Laurier School Board International Student Program**. We thank you for your interest in studying with us in Canada. Our goal is to provide our students with a safe, dynamic, enriched and memorable learning experience.

While going through the steps to study in a new country can be intimidating and overwhelming, rest assured that our dedicated staff will do everything to make your application process as simple and straightforward as possible.

Please review this document carefully. It contains an outline of all the information you will need in order to register for your upcoming academic program. This document creates a legally binding agreement for participation in the Sir Wilfrid Laurier School Board's International Student Program.

To facilitate your application process, please take note of the following:

- ✓ Students must duly complete and sign our **Application Package** and send it to us along with the documents required, a minimum **Payment** of the application fees (\$150 CAD) must be made. We will only verify a student's eligibility and documents once the payment has been received. Please allow 1-2 weeks for processing. **Incomplete applications may cause delays in processing.**
- ✓ Upon reception of the payment and **Verification of Eligibility**, we will then send an **Invoice** and **Letter of Acceptance**. With this letter, the student will then apply for a **CAQ and a Study Permit**.
- ✓ It is strongly recommended to **submit applications at least 4-6 months prior** to the start date of the program to ensure having enough time to apply for the necessary immigration permits (**CAQ and Study Permit**).
- ✓ It is strongly recommended to arrive in Canada **at least 2-3 weeks prior to the beginning of the program** in preparation for the start of school and to finalize the registration process on schedule. Students must come in person with all their original documents and have already paid their fees in full in order to finalize registration. Students will not be able to start without their original documents and permits.
- ✓ In order for students to receive any **official transcripts** (if applicable), they must hold immigration permits that are valid for the entire length of their studies (Visa and CAQ). This is required to apply for a Quebec permanent code which is necessary to receive any official transcripts in the province of Quebec. Please note that short stays are usually considered *cultural* only and even with valid documentation, we cannot guarantee that marks will be awarded for all subjects taken.
- ✓ **Health insurance** is a legal requirement for any international student studying in the province of Quebec. The International Students Program, through their designated insurance provider (INGLE international) will provide this service. Our insurance has a very competitive rate and excellent coverage. This fee is mandatory for all students and the cost of the insurance will be added to the student's invoice.

Thank you for choosing the International Student Program of Sir Wilfrid Laurier School Board. We look forward to assisting you through the process and greeting you in person upon your arrival. If you have any questions, please contact us at isp@swlauriersb.qc.ca.

DOCUMENT CHECKLIST

- SWLSB Youth Application Package
- Attendance policy and use of image and name authorization form signed by the student and parent
- Insurance contract signed by the student
- Refund, cancelation policy and authorization to release of information signed by the parent
- 1 copy of the student's valid passport (main page with the picture and signature on it)
- 1 copy of the student's original birth certificate indicating the parents' names and place of birth (if the original document is not in English, a notarized translation must be attached)
- Copies of the student's original transcripts/diplomas obtained in the country of origin (if the original documents are not in English, a notarized translation must be attached)
- Students applying to Grade 10 or 11, must provide proof of an English testing score (TOEFL / IELTS / Cambridge)

Grade 10		Grade 11	
TOEFL paper based minimum score:	473	TOEFL paper based minimum score:	510
TOEFL IBT minimum score:	52	TOEFL IBT minimum score:	64
IELTS minimum score:	4.0	IELTS minimum score:	5.0
Cambridge minimum score:	B1 (140)	Cambridge minimum score:	B1 (154)
DUOLINGO ONLINE minimum score:	55	DUOLINGO ONLINE minimum score:	75

▫ Note: For TOEFL/IELTS testing please visit these links: <https://www.ets.org/toefl> or <https://www.ielts.org/>

- 1 copy of the Declaration of Parental Authority (Immigration Quebec) *students under age of 17 not accompanied by a parent* (upon reception)
- 1 copy of the Custodianship Declaration (Immigration Canada) (upon reception)
- Copy of Visa, CAQ, and Study Permit (upon reception)

Please be sure to send the above checklist to our email address: isp@swlauriersb.qc.ca

Upon confirmation of payment (application fees of \$150 CAD non-refundable) **and eligibility**, an invoice and a Letter of Acceptance will be provided to apply for the Visa, CAQ, Study Permit.

Renewals of the student's CAQ and Study Permit is the sole responsibility of the student.

FINAL REGISTRATION

Students are required to provide the originals of all above mentioned documents at their final registration appointment or they will not be able to start. Our administration will take photocopies and return these documents.

Upon arrival, please contact the ISP office at isp@swlauriersb.qc.ca or at 450-621-5600 ext. 1214 to set up an **appointment to finalize registration.**



SIR WILFRID **LAURIER** SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM

STUDY APPLICATION

Agent/Agency Name (if applicable): _____

Agent/Agency Email (if applicable): _____

How did you hear about us? Education/Fair Friend/Relative Agent/Agency Internet

Student Information:

Last Name First Name Middle Name

Date of Birth (mm/dd/yyyy) Gender Mobile Tel

City of Birth Province Country

Passport No. Passport Expiry Citizenship

Parent's email address (mandatory - please indicate an email address you frequently use)

Requested school student would like to attend **Grade** **Duration (in months - see page 6)**

*To determine which school the student will be zoned for please click on this link and input your civic number address: [List of schools \(swlauriersb.qc.ca\)](http://List of schools (swlauriersb.qc.ca))

Note: The International Student Program of SWLSB cannot guarantee a spot in the school of choice. Placement will be dependent on space available upon reception of the application.

Educational goals
(please circle one):

CULTURAL
(no official results will be awarded)

ACADEMIC
(a report card with grades will be issued)

Students registering for short-term stays in our program, **can be accepted space permitting. However, they will not receive any academic official records or diploma.** Upon request, an attestation of attendance could be issued for these cultural experiences.

Residential Mailing Address:

No. Street Name City

Province Country Postal Code

Student's Father:

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	_____
Occupation	Home Tel.	Mobile Tel.

Student's Mother:

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	_____
Occupation	Home Tel.	Mobile Tel.

Will the student require homestay? Yes _____ No _____

If so, please contact MLI Homestay to request this service.

Please note that custodianship services are only offered to students staying with a Homestay.

MLI: fmubeen@mlihomestay.com / kash@mlihomestay.com or by phone at 416-646-5405 x 515.

If the student will be living with family members on SWLSB's territory, please fill out this section:

_____		_____
Name of Guardian or Family member student will be living with		Relationship
_____	_____	_____
No.	Street Name	City
_____	_____	_____
Province	Country	Postal Code
_____		_____
Guardian or Family member's email address (mandatory)		Mobile Tel.

Important Notice:

The address of where the student will be living will determine the school they are zoned to attend.

No transportation services are granted to students living outside of the SWLSB territory nor to students that will be attending an out of zone school. Placement is dependent on school availability and student needs. To determine which school the student will be zoned for please click on this link and input your civic number address: [List of schools \(swlauriersb.qc.ca\)](http://swlauriersb.qc.ca)

I have carefully read the above information, and I declare that I have answered all required questions in this application fully and truthfully.

_____	_____	_____
Student's signature	Parent's signature	Date (mm/dd/yyyy)

ATTENDANCE POLICY

I acknowledge and understand that it is necessary to maintain regular and consistent attendance in all my classes.

I understand that attendance is a **mandatory** part of my studies at the Sir Wilfrid Laurier School Board. I recognize that regular attendance will allow me to maintain the status of a student "In Good Standing".

I understand that attendance is **highly** considered for the issuing of any documentation by the school in that it is used in order to attest a student's academic standing.

Failure to abide by the above agreements may result in the student losing the privilege to attend subsequent classes, as well as write any exams or the necessary retakes associated with their program. Such an event may lead to the ultimate dismissal of a student.

I have carefully read the above information, and understood the meaning and implications of the above agreement.

I agree to abide by these terms,

Student's full name

Student's signature

Date (mm/dd/yyyy)

USE OF IMAGE AND NAME AUTHORIZATION FORM

I hereby confirm being the parent/guardian of the above-mentioned student and I understand that the Sir Wilfrid Laurier School Board, its employees and partners wish to take, distribute and publish images of my child (photographs or videos) and/or his or her productions as well as his or her name, without any compensation to me whatsoever, in the following cases **(Please select an option below):**

I <u>authorize</u> the Sir Wilfrid Laurier School Board to use my child's image and name	
<input type="checkbox"/>	On the website, Facebook page and/or any other social media authorized by the School Board and/or the school
<input type="checkbox"/>	In the media (ex.: newspapers, television)
<input type="checkbox"/>	In the school or School Board publications (ex.: yearbook, honor roll, leaflets, brochures, news releases, newsletters)
<input type="checkbox"/>	For the school's internal use (ex.: bulletin board, school journal)

<input type="checkbox"/>	I <u>do not authorize</u> the Sir Wilfrid Laurier School Board to use my child's image and name
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Parent's full name

Parent's signature

Date (mm/dd/yyyy)

MEDICAL INSURANCE CONTRACT & STUDENT FEES

Health insurance is a legal requirement for any international student studying in the province of Quebec. The Sir Wilfrid Laurier School Board International Student Program will provide this service through their designated insurance provider (INGLE international). The insurance fee will be included on the student's invoice.

Please note that this service is mandatory for all students.

Months	Application Fee	Medical insurance	Tuition fee	Total
10 Months (Full Year)	\$150	\$475	\$12,750	\$13,375 CAD
5 Months (Half Year)	\$150	\$275	\$6,375	\$6,800 CAD
3 Months (Partial)	\$150	\$200	\$3,825	\$4,175 CAD
2 Months (Partial)	\$150	\$150	\$2,550	\$2,850 CAD

Prices above are subject to change at any time.

Above fees are in Canadian dollars and tax inclusive, and are payable in full to the Sir Wilfrid Laurier School Board upon registration.

Please take note that tuition fees do not include school fees, such as school materials, textbooks, concentration program fees, lunch supervision, field trips, extracurricular activities, etc.

Students with a recent history (<5 years) of self-harm or attempted suicide are not covered under the medical insurance program and expenses related to self-harm, attempted suicide, or suicide will be the sole responsibility of the student/natural parent(s)/legal guardian(s). Coverage is also unavailable for any condition which was not stable for the 90 days before the start of the policy. The emergency assistance team at StudyInsured™, Intrepid 24/7, can assist all international students with getting the care they need once they arrive in Canada. For a complete list of benefits, exclusions, limitations, and conditions, please read the policy wording available at www.studyinsured.com/swlsb

I have carefully read the above information, and understood the meaning and implications of the above agreement. I agree to abide by these terms,

Student's full name

Student's signature

Date (mm/dd/yyyy)

PAYMENT POLICY

Applicants are required to submit their application fee (**\$150 CAD**) in order to verify their documents for eligibility. Once the payment has been received, an invoice and letter of acceptance will be provided. Applicants must then **pay the balance in full one month before the start of their class** (see page 6 for total fees).

Payment Methods: The SWLSB accepts wire transfers through the Flywire secure payment processing platform or with a valid credit card. If you would like to use a credit card, please email us at isp@swlauriersb.qc.ca.

Flywire Payment Instructions: To make your application deposit payment through Flywire, please use your **child name** and/or **Client #** and/or **Invoice#** which you will find on your invoice.

- For payments from **outside of Canada (non-Canadian bank account)**, please copy-paste the following link on your browser <http://swlauriersb.flywire.com/>. Once on the page, follow the instructions by first selecting your country of origin and indicating the amount to be paid in Canadian dollars. You may print your receipt for your records.
- For payments from **inside of Canada (Canadian bank account)**, please copy-paste the following link on your browser swlaurierdomestic.flywire.com. Once on the page, follow the instructions by first selecting Canada as the country of origin and indicating the amount to be paid in Canadian dollars. You may print your receipt for your records.

Please use the Flywire receipt to submit along with your applications for the CAQ and the Study Permit.

Should you require any assistance throughout this payment process, please use the 24/7 online chat support available on the bottom right corner of the Flywire website or contact the international Flywire customer support team at +1 800 346 9252 (more international contact methods available at flywire.com/contact). You may also consult our webpage for further instructions at the following link <https://bilingualtraining.ca/international-students/flywire-payment/>.



SIR WILFRID **LAURIER** SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM

REFUND AND CANCELTION POLICY

All requests for refunds must be made in writing and sent to us at isp@swlauriersb.qc.ca.

A **FULL refund** excluding the \$150 CAD application fee will be granted in the event that a visa application, filed prior to the appropriate deadlines mentioned in this agreement, is refused by the Canadian or Quebec Government (a copy of the refusal letter must be included).

A **FULL refund** excluding the \$150 CAD application fee will be granted if the student withdraws prior to the start of the program.

A **PARTIAL refund** (pro-rated for tuition and insurance, excluding the \$150 CAD application fee, and excluding any fee paid to an agent) may be granted under the following conditions:

- Death or serious injury to the student or their family during the academic year that requires the student's return to their home country (documents may be requested).

A **PARTIAL refund** (pro-rated for tuition and insurance, excluding the \$150 CAD application fee, and excluding any fee paid to an agent) may be granted if the student's mother or father receives a Study Permit or a Temporary Work Permit. Proof in the form of documents received from the authorities will be required.

NO REFUND will be granted if:

- A student withdraws after the start of the program at any given time without a valid reason.
- The behavior of a student necessitates their removal from the program (breach of law, policy or regulation as determined by the Government of Canada/Quebec, the police and/or the Sir Wilfrid Laurier School Board).
- The student and/or family has received or applied for either "Refugee Status" or "Certificat de Sélection du Québec (CSQ)".
- The student is unable to perform, or is not performing to a reasonable academic standard to be determined by the school administration and the school board.

The student will be responsible for all additional expenses including their travel arrangements to go back home.

Please note that our refund policies will be applied and a \$35 banking fee will be deducted for wire transfer refunds under \$15,000 CAD and a \$55 banking fee will be deducted for wire transfer refunds over \$15,000 CAD. The school board does not assume responsibility for the impact of foreign currency exchange, bank fees or related matters outside our control. All eligible refundable fees will be issued to the same payment method with which fees were paid. Please consider this when using a credit card for payment, this includes if someone is paying on your behalf. Kindly allow 4-6 weeks for processing. We will notify you if additional information is required.

I hereby waive any and all rights to unilaterally resiliate this contract including, without limiting the generality of the foregoing, any such unilateral resiliation rights arising out of Article 2125 of the Civil Code of Quebec.

I have carefully read the payment policy and refund and cancelation policy, and understood the meaning and implications of the above agreement. I agree to abide by these terms,

Student's full name

Parent's signature

Date (mm/dd/yyyy)

Requirements for Obtaining a Quebec Secondary School Diploma

The pass mark for each course is **60%**. A Secondary School Diploma is awarded to a student who has obtained at least **54 credits in Secondary 4 (grade 10) and Secondary 5 (grade 11)**, at least **20 of which are in Secondary 5**.

In addition, the student must pass the following courses:

- Secondary 4 French Second Language
- Secondary 4 Mathematics
- Secondary 4 Science and Technology or Applied Science and Technology
- Secondary 4 History and Citizenship Education
- Secondary 4 Arts Education
- Secondary 5 English
- Secondary 5 French Second Language
- Secondary 5 Ethics and Religious Culture or Physical Education and Health

As a result, students who join our program in Secondary 5 will not be eligible to receive a High School diploma.

If you have any questions, please contact us at isp@swlauriersb.qc.ca



AUTHORIZATION TO RELEASE INFORMATION

STUDENT

SCHOOL YEAR:

Class:

Homeroom:

STUDENT'S FAMILY NAME

STUDENT'S FIRST NAME

SEX

DATE OF BIRTH
YEAR-MTH-DAY

PERMANENT CODE

FILE NUMBER

AGE ON SEPT 30TH

IDENTIFICATION OF PARENTAL AUTHORITY

ADULT RESPONSIBLE:

FATHER

MOTHER

GUARDIAN

Mother's Name

Father's Name

Guardian's Name

I hereby authorize release of the following information:

Academic records Health records Professional reports specify:

RECEIVE INFORMATION FROM:

Véronique Landry

Name

Responsable de la Sanction des études

Profession

Sir Wilfrid Laurier School Board (885000)

Institution

Pedagogical Services

Department unit

Address: 239 Montée Lesage, Rosemère, QC

J7A 4Y9

velandry@swlauriersb.qc.ca

SEND INFORMATION TO:

Ministère de l'Éducation et de l'Enseignement Supérieur (MEES)

Direction de la Sanction des études, formation générale des jeunes (FGJ)

Address: sanction.dse@education.gouv.qc.ca

This authorization is valid for the current school year and can be revoked at any time.

Date

Signature of Parent / Guardian or Student (if over 14)

(Please make a copy of this form for your records)

Date:

To whom it may concern,

I, _____ (parent/guardian) of _____
(student), understand that without the required immigration permits (CAQ and Study Permit) my student will not be issued any official documents (transcripts or diplomas).

The only document he/she is entitled to receive will be an attestation indicating the duration of the cultural stay and a report card from the school.

I understand that for short stays, even if the student holds a valid CAQ and Study Permit, evaluation and grading (mark allocation) is not guaranteed and it will be entirely up to the discretion of his/her teachers.

I understand the importance of having an intermediate level of English in order for the student to successfully attain his/her academic goals. I understand that the student is entirely responsible for the marks he/she obtains.

Signature of parent/guardian

Signature of student

Date