*COQUITLAM SCHOOL DISTRICT No.43*

OFFICE USE ONLY.

\_\_\_\_\_Custodian

\_\_\_\_\_Home Address

\_\_\_\_\_ Pick Up

**International Education Program**

**STUDENT RE-APPLICATION FORM 2016-2017**

**By checking this box I agree the information on record is correct. I have read the terms of the Coquitlam International Education Program and agree that I will continue to comply with this agreement and that these terms and conditions are binding on me.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT INFORMATION** | | | | | | | | | | |
| Family Name | | | First Name - Legal | | | DOB | | | | Gender |
| Student email address: | | | | | Cell phone # in Canada | | | | | |
| Address where you live in Canada: | | | | | | | | | | |
| Name of adult at same address: | | | | Email address: | | | | Contact (home or cell) # : | | |
| Relation to you: | | | | | | | | | | |
| Passport # : | Expiry Date: | | | | Study Permit # : | | | | Expiry Date: | |
| **CUSTODIAN INFORMATION** | | | | | | | | | | |
| Custodian’s Name: | | Email address: | | | | | Contact #: | | | |
| Address: | | | | | | | | | | |

**Please update my information with the following (use CAPITAL letters):**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UPDATED STUDENT INFORMATION** | | | | | | | | | | |
| Family Name | | | First Name - Legal | | | DOB | | | | Gender |
| Student email address: | | | | | Cell phone # in Canada | | | | | |
| Address where you live in Canada: | | | | | | | | | | |
| Name of adult at same address: | | | | Email address: | | | | Contact (home or cell) # : | | |
| Relation to you: | | | | | | | | | | |
| Passport # : | Expiry Date: | | | | Study Permit # : | | | | Expiry Date: | |
| **UPDATED CUSTODIAN INFORMATION** | | | | | | | | | | |
| Custodian’s Name: | | Email address: | | | | | Contact #: | | | |
| Address: | | | | | | | | | | |

**IMPORTANT RENEWAL INFORMATION**

* Please visit the International Education Office with full payment between now and April 15, 2016. See payment details below.
* **As soon as you receive your new Study Permit (Visa) you must bring it to the International Education Office with your passport so that we can renew your medical coverage for the new school term.**

**\*If your Study Permit expires before the end of the school year, it is necessary to apply for a new Study Permit. Renewal packages are available from our office or online at**:

[**http://www.cic.gc.ca/english/applications/student.html**](http://www.cic.gc.ca/english/applications/student.html)

Information workshops will be held in April and October. Dates to be determined. For more information you may contact: Angela Jeoung, Korean Youth Worker [ajeoung@sd43.bc.ca](mailto:ajeoung@sd43.bc.ca) and Mati Ma, Chinese Youth Worker [mma@sd43.bc.ca](mailto:mma@sd43.bc.ca)

**Payment Details**

The International Education Program tuition fee is $14,000 plus the annual Medical Services Insurance Plan (MSP) premium of $1,000.00 for a total of **$15,000.** The application fee is not required for renewals. Please submit your fees by certified cheque, bank draft, wire or visit the International Education office and pay by Visa or MasterCard. **Please do not do a direct deposit to our bank account.**

**If the fees are coming from another country**, the fees may be wired directly to the school district’s bank account, **with the student’s name & school clearly indicated**, at:

ROYAL BANK OF CANADA, Coquitlam Town Centre,

2885 Barnet Highway, Coquitlam, BC V3B 1C1

Account Number: 000-002-6, Transit Number: 01260

Swift Code: ROYCCAT2

**Please make payable to School District No.43 (Coquitlam)**

**FEE PAYMENT DEADLINES:** **April 15th** …………………. September Start

**November 1st** ……………. January/February Start

**When payment is received by the deadline date, space in School District No. 43 is assured. In the event payment is not received by the 5th working day after the deadline a late fee of $500.00 is required.**

**TERMS OF AGREEMENT**

I understand that a successful experience in the International Education program of School District No. 43 (Coquitlam) depends upon regular class attendance, completion of all homework and assignments, and participation in all activities offered by the program. I understand that my child’s photo will be taken throughout the program for educational purposes and that the photos may be used for educational advertisements in the future. I acknowledge that the International Education program of School District No. 43 (Coquitlam) reserves the right to dismiss students and return them home, at their own expense, **without** tuition refund for violating school rules, the district code of conduct, and/or the laws of BC and/or Canada. I therefore agree to uphold the rules and regulations, and cooperate with administrators, teachers, and the students of School District No. 43 (Coquitlam). It is also understood that failure to disclose any information regarding the applicant’s ability to be successful in a regular course of studies may result in the removal of the student from the International Education program, **without** tuition refund.

It is a fundamental condition of the Board of Education of School District No. 43 (Coquitlam)’s to provide your education that the Board shall not be liable for losses or expenses you may incur as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

If this agreement is translated into any other language and there is a difference between the English version and the translated version, the English version shall prevail.

**REFUND POLICY FOR TUITION FEES**

All requests for refunds must be made in writing to the Office of International Education Program, School District 43 (Coquitlam). Refund requests must include the **original** Letter of Acceptance issued by the International Education Program as well as relevant supporting documentation (e.g. letter from Citizenship and Immigration Canada).

**FULL REFUND** (less application fee) will be given if Canadian Immigration does not approve a student Study Permit. To obtain a refund, written requests should be received within six months of the date of refusal.

Requests must include the formal letter of refusal from Canadian Immigration and the originalLetter of Acceptance issued by the International Education Program.

**2/3 REFUND** will be given when a student withdraws or becomes a landed immigrant prior to the starting date indicated on the Letter of Acceptance.

**1/2 REFUND** will be given when a student withdraws or becomes a landed immigrant after the starting date indicated on the Letter of Acceptance but before 30 calendar days have elapsed.

**NO REFUND** will be granted to a:

1. student who withdraws from any course after 30 days from the starting date indicated on the Letter of Acceptance;
2. student who withdraws or becomes a landed immigrant after 30 days from the starting date indicated on the Letter of Acceptance;
3. student who withdraws from the program 30 days after the enrollment date;
4. student who is dismissed from the program due to a breach of the law, policy or regulation as determined by the Government of Canada, the Police, School District No. 43 (Coquitlam), and/or the International Education Program.