

STUDENT APPLICATION



2024 – 2025

COQUITLAM
SCHOOL  DISTRICT

internationaleled.com





COQUITLAM SCHOOL DISTRICT

PERSONAL INFORMATION

STUDENT INFORMATION

2024-2025

Please provide the students LEGAL SURNAME (Family name as stated on passport)

Surname: _____ Date: _____

Given Name(s): _____ English Name (If applicable): _____

Birthdate: _____ Age: _____ Male Female

Phone Number: _____ Email: _____

When would you like to begin? September 2024 (All levels) February 2025 (Secondary)
 January 2025 (Elementary/Middle) Other:

Grade Request: _____ (Placement by year of birth) Citizenship: _____

Sibling Already in Attendance: Yes No First Language: _____

If yes: _____

Sibling's Full Legal Name

School Attending

PARENT INFORMATION

*Parent 1 will be considered the primary parent for correspondence. Parent 2 must be completed and is required unless deceased.

Parent 1 Name: _____
Surname Given Name Relation to Student

Cell Phone: _____ Email: _____

Marital Status: _____ Birthdate: _____ English Speaking: Yes No

Parent 2 Name: _____
Surname Given Name Relation to Student

Cell Phone: _____ Email: _____

Marital Status: _____ Birthdate: _____ English Speaking: Yes No

PERMANENT ADDRESS (Home Country)

_____ Street Address City Province/State

_____ Country Postal Code Phone Number

CUSTODIAN INFORMATION

*Custodian must reside in the Metro Vancouver Area

Custodian Name: _____ Birthdate: _____

Status in Canada: _____ Email Address: _____

Street Address: _____

City/Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Relation to Student: _____

Students attending grade 5 and below must reside with parent(s) and do not require a custodian. Secondary school and middle school students not residing with parent(s) must have submitted both notarized custodianship papers to our office prior to final acceptance into the program.

LIVING ARRANGEMENTS

All students in our program must live with a responsible adult over the age of 25 as per the BC Ministry of Education's K-12 International Student Homestay Guidelines.

If you are arranging your own homestay (including with relatives, family friends, etc.), you must provide full contact details of the host family before the student may start the program.

If your homestay is arranged through one of our homestay providers, the homestay provider will provide homestay contact information.

You must update the International Education office with any changes to your living arrangements or contact information. This is a condition of enrollment in the Coquitlam School District's International Program.

I require homestay arrangements to be made for me. (Please note, student's name will be referred to local Homestay Provider Companies)

I do not require homestay arrangements because:

I will live with my parent(s). Students attending grade 5 and below must reside with parent(s).

I will live with my custodian.

I will arrange my own homestay.

If you have the contact information where you will be living while attending in the Coquitlam School District, please provide it in the space below:

Name: _____ Phone Number: _____

Street Address/City/Postal Code: _____

Email Address: _____ Relation to Student: _____

ACADEMIC INFORMATION

How long do you intend to study here? _____

Name and location of current school attended: _____

School Name	Location	Grade	9 Digit BC PEN# (If applicable)
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Which school(s) would you prefer to attend in Coquitlam? (Please list three in order)

1. _____

2. _____

3. _____

Placement in school of choice is not always possible. The Coquitlam School District reserves the right to determine final placement

LIVING ARRANGEMENTS

The International Education office will ensure medical coverage on the student's behalf provided that the student has a valid Study Permit or permission to attend school and is enrolled as an international student in School District 43 (Coquitlam).

Health Insurance B.C. – Medical Services Plan (MSP) will cover all international students after a three month waiting period. MSP coverage is required by law in B.C. for all B.C. residents. In order to activate this coverage, the international student must apply at the International Education office with a passport and the current Study Permit upon arrival in B.C. At the end of the waiting period, MSP will mail a Care Card to the student. Once the student has a Care Card number, he or she will receive medical services in the same manner as all British Columbians. Each Care Card has an expiry date which is usually the same expiration date as the Study Permit.

During the three-month waiting period for MSP coverage, the school district purchases private medical coverage on behalf of all international students from guard.me. Upon arrival, each international student will receive confirmation of guard.me coverage with an ID card, Policy, and Claim Form. The international student must keep their ID card with them at all times in case of illness or injury in order to be able to visit a doctor. Some medical clinics bill guard.me directly. If direct billing is not available, the student must pay the clinic directly and collect a receipt including the clinic's stamp and signature. The international student can submit claims for reimbursement electronically or by mail. If the student is hospitalized, the student or hospital should contact guard.me immediately at the numbers listed on the reverse of their ID card (24 hour Emergency Procedures).

Students, parents, and custodians are recommended to familiarize themselves with the Insurance Policy for Emergency Healthcare provided by guard.me for details regarding benefits, exclusions, emergency and claims procedures. Should you have any concerns or questions, please refer to www.guard.me or contact our office at 604-936-5769.

To renew the B.C. Care Card, students must provide the International Education office with a copy of the renewed Study Permit. Care Card benefits will end if coverage is not renewed by providing the International Education Department with the new student Study Permit. This must be done every year while the international student remains part of the International Program in School District 43 (Coquitlam).

When the student ceases to be part of the International Program, insurance benefits become the responsibility of the student and parent/guardian.

Students, parents, and custodians are recommended to familiarize themselves with the **Insurance Policy for Emergency Healthcare** provided by guard.me for details regarding benefits, exclusions, emergency and claims procedures.

MEDICAL INFORMATION

Learning and Pre-Existing Health Conditions

Does this student have any learning or physical disabilities, social and/or behavioral difficulties, either perceived or documented, which may prevent this applicant from being successful in a regular course of studies?

- Does the student have any learning issues? Yes No
- Does the student have any social or behavioural issues? Yes No
- Does this student take any medication(s)? Yes No
- Does this student have any pre-existing health concerns or allergies? Yes No

If you answered yes to any of the questions above, please explain: _____

Important: If the LEARNING AND PRE-EXISTING HEALTH CONDITIONS section is left blank it is assumed that this is an acknowledgement that there are NO Learning or Physical Disabilities, NO medications, and NO Pre-Existing Health Conditions for this student. Failure to disclose complete and accurate information prior to commencement of the program can have consequences up to and including removal from the program at a later date.

It is understood that regular attendance is considered a basic behavioral expectation to be in good standing in our program. Vacations should be arranged during school holidays and breaks, departure dates should be arranged for after the student's program and/or school calendar end date. Ongoing illness requires medical documentation, and ongoing nonattendance is cause for dismissal.

Yes, I understand.

REFERENCES

How did you hear about the Coquitlam School District's International Education Program?

- Agency: _____
- | | |
|---------------------|---------------------------|
| Agency Company Name | Agent Representative Name |
| Email Address | Phone Number |
- Website: _____
- Friend/Relative: _____
- Student Fair: _____
- Other: _____

TERMS OF AGREEMENT

PARTICIPATION AGREEMENT

I, _____, for myself and my child, agree to the terms of this Participation Agreement as a term of my child's enrollment with School District #43 (Coquitlam) (the "District") and their participation in the International Education Program (the "Program").

1. Student Conduct

- I will ensure that my child attends class regularly, completes homework and assignments, and participates in activities offered by the Program. I understand that a successful experience in the Program depends on this commitment.
- I will ensure that my child abides by all the laws of Canada and British Columbia. My child and I have reviewed the [International Education Handbook](#), including the [SD43 District Code of Conduct for Students, Policy 17](#).
- My child and I have reviewed the [SD43 Digital Responsibility for Students](#) and agree to abide by it. I understand that internet at the school is intended for educational purposes only.
- I agree that any materials given to my child, including textbooks, will be returned to the District in the same condition as distributed. I confirm that I will be responsible for any costs for repair and/or replacement of texts.

2. Walking Field Trip Permission

- While the school staff will take reasonable steps to prevent injuries to students, some degree of risk is inherent in the nature of activities and may occur without fault on the part of the District, its employees or agents, or the facility where the activity is taking place. By allowing my child to participate in the school activity, I agree that the activity is suitable for my child and that there is a risk of injury associated with the activity.
- My child and I understand that both the District and the school's Code of Conduct apply during field trips. I will be responsible for any costs caused by my child's failure to abide by the Codes of Conduct, including any costs to send my child home.

3. Educational Needs

- I confirm that the application submitted to the Program includes a declaration of any perceived or documented physical or mental health, learning, social, or behavioural issues that may impact my child's participation in the Program.
- I understand that failure to disclose complete and accurate information prior to the commencement of the Program can have consequences, including removal from the Program without any Program Fee refund.
- I understand that while all efforts are made to place the student in one of the preferred school choices, it is not always possible. The District reserves the right to determine final school placement for my child.

4. Removal from the Program

- I acknowledge that the District reserves the right to dismiss students for violating school rules, the District Code of Conduct, School District Policy & Procedure, and/or the laws of British Columbia and/or Canada. Students dismissed from the Program will be returned home, at their own expense, without any Program Fee refund. I therefore agree that my child will uphold the rules and regulations, and cooperate with administrators, teachers, and the students of the District.

5. Living Arrangements

- I confirm that my child will live with a responsible adult for the full duration of their enrollment in the Program. I understand and agree that a responsible adult is defined as:
 - A biological parent or legal guardian; or,
 - An adult of at least 25 years of age who agrees to safeguard my child's well-being.
- I confirm that I have arranged one of the following for my child:
 - A custodian who will safeguard my child and act in place of the parent for the full duration of their enrollment in the Program.
 - A parent who will accompany my child for the full duration of their enrollment in the Program.
- I understand that students in grade 5 and below must live with a biological parent or legal guardian (not custodian.) Students in grade 6 and above are not required to live with a parent.
- I will update the International Education Department promptly with any changes to my child's living arrangements or custodian arrangements.

6. Refund Policy

- All requests for refunds must be made in writing to the International Education Department, School District 43 (Coquitlam).
- Refund requests must include relevant supporting documentation.
- Application fees, deferral fees, and renewal fees are non-refundable in any circumstance.
- A full refund (less \$500 CAD administrative fee) will be granted if Immigration, Refugees and Citizenship Canada (IRCC) does not approve a Study Permit for my child. To obtain a refund, a complete Request for Refund form and the formal letter of refusal from IRCC must be received by the International Education Department within 60 days of the date on which the Study Permit is refused.
- A partial refund assessed at 2/3 of program fees paid will be granted if:
 - My child withdraws or becomes a permanent resident of Canada prior to the starting date indicated on the Letter of Acceptance or Re-Acceptance, provided that the Request for Refund form is submitted and received by the District within one month of the date on which my child withdraws or becomes a permanent resident.
 - IRCC does not approve a student Study Permit for my child and the Request for Refund form and the formal letter of refusal from IRCC is received by the District more than 60 days after the date on which the Study Permit is refused.
- A partial refund assessed at 1/2 of program fees paid will be granted if my child withdraws or becomes a permanent resident of Canada after the starting date indicated on the Letter of Acceptance or Re-Acceptance and within one month of the starting date indicated on the Letter of Acceptance or Re-Acceptance, provided that the Request for Refund form is submitted and received within one month of the date on which my child withdraws or becomes a permanent resident.

NO REFUND will be granted if:

- My child withdraws from the program more than one month after the starting date indicated on the Letter of Acceptance or Re-Acceptance;
 - My child becomes a permanent resident of Canada more than one month after the starting date indicated on the Letter of Acceptance or Re-Acceptance;
 - My child is dismissed from the Program due to a breach of the law, policy or regulation as determined by the Government of Canada, the Police, the District, and/or the Program.
- **NO REFUND** will be granted unless I have completed, signed and submitted the Request for Refund form and all other required documents within the time period indicated above.
 - No refunds or credits towards future program fees will be granted for weeks missed due to late arrival, including late arrival due to visa processing time or visa rejection.
 - Refunds are calculated based on my child's enrollment at the time the refund is requested. An enrollment is defined as the period from the start date to end date listed on a Letter of Acceptance or Letter of Re-Acceptance, regardless of the calendar year or school semesters. For example, an enrollment may cover the period from September to June, or from February to January.
 - It is a fundamental condition that the District shall not be liable for losses or expenses I may incur as a result of the District being unable to provide education due to labour disputes or other causes beyond its control.

7. Deferral Policy

- Students may defer their program to the next semester only if their study permit is rejected by Immigration, Refugees, and Citizenship Canada (IRCC).
- Elementary and middle school students may defer their studies based on parent visa rejections. Secondary school students may not defer their studies based on parent visa rejections.
- All requests for deferral must be sent in writing to the International Education Department, School District 43 (Coquitlam) and are subject to approval by the International Education Department. Deferrals are subject to a deferral fee as indicated on the Program's current fee schedule.

8. Medical Insurance

- The Program will ensure medical coverage on my child's behalf provided that my child has valid authorization to study in Canada and is enrolled as an international student in the District.
- When my child ceases to be part of the Program, insurance benefits become the responsibility of me and my child. If my child's study permit duration is longer than their participation in the Program, my child must notify MSP of their intent to leave Canada or pay their international student medical fees directly to Health Insurance BC.

9. Collection, Use and Disclosure of Personal Information

- My child's photo will be taken throughout the Program for educational purposes and the photos may be used for educational advertisements in the future.
- My child's basic personal information will be shared with guard.me and British Columbia's Medical Services Plan (MSP) for the purpose of providing the medical insurance required to be a part of the Program.
- I understand that the information collected by the District may be stored in or accessed from a location outside of Canada and I hereby consent, on behalf of my child, to my child's information identified above being stored in, or accessed from, a location outside of Canada.

PLEASE CHECK ONE BOX BELOW:

- I am working with _____ (agent/agency name) and I agree to have the following information shared with that person and that person's affiliates until and unless I revoke the permission.
 - Student learning updates (report cards)
 - Student timetables
 - Student attendance
 - Student academic/behavioural updates
- I do not give permission for student academic information as listed above to be shared with an agent/agency.

10. Legal Jurisdiction

- This Agreement shall be interpreted under and is governed by the applicable laws of the Province of British Columbia and will be treated in all respects as a British Columbia contract and the courts in British Columbia will have exclusive jurisdiction over any disputes arising out of this Agreement.
- By signing the declaration below, I confirm that I have read and understood all terms and conditions contained within this application and agree to abide by them.

Signature of Parent

Signature of Student (if over 13)

Name of Parent

Name of Student

Signature of Agent

Date

FEE SCHEDULE 2024–2025

FULL SCHOOL YEAR	SECONDARY	MIDDLE	ELEMENTARY
Application Fee	\$300	\$300	\$300
Program Fee	\$17,500	\$17,500	\$17,500
HALF SCHOOL YEAR	SECONDARY	MIDDLE	ELEMENTARY
Application Fee	\$300	\$300	\$300
Program Fee	\$8,750	\$10,500	\$10,500

For half school year program: Secondary School start date is February 2025. Middle and Elementary school start date is January 2025.

FEES:

- All fees are subject to change without notice; fees vary depending on service.

ADDITIONAL FEES

All additional fees are non-refundable.

- Deferral Fee \$500. Applicant must provide Study Permit rejection letter from the IRCC.
- Late Application Fee \$100. Applications received after the deadline are subject to a \$100 late application fee.
- Renewal Fee \$100. All returning students must pay a renewal fee.
- Late Renewal Fee \$600. Returning students who renew after the deadline must pay a late renewal fee. This includes the \$100 renewal fee.
- Courier Fee \$50.

Medical Insurance Costs connected with the curriculum are covered in the Program Fee.

School Activity Fees and Other Costs (including personal technology devices) are not included in the Program Fee.

PAYMENT INSTRUCTIONS

Payments can be made by bank draft, bank wire, certified cheque, credit card (Mastercard or Visa), e-Transfer, or money order. Please do not use direct deposit.

PLEASE SPECIFY THE NAME OF THE STUDENT AND STUDENT'S TRUE NORTH NUMBER ON ALL PAYMENTS.

BANK WIRES

Bank wires should be sent to:

Bank Information

Royal Bank of Canada
Coquitlam Town Centre Branch
2885 Barnet Highway, Coquitlam, BC V3B 1C1
604 927 5555
Account Number 000-002-6
Swift: ROYCCAT2
Institution Number: 003

Beneficiary Name

School District 43, Coquitlam
1080 Winslow Avenue
Coquitlam, BC, Canada, V3J 0M6
604 939 9201

CREDIT CARDS

Credit card payments can be made in person at our International Education office at 1080 Winslow Avenue, Coquitlam, BC, V3J 0M6 during business hours, or by emailing the Credit Card Authorization Form to ieapplications@sd43.bc.ca. The Credit Card Authorization Form can be found on the **Forms** page of our [website](#).

MONEY ORDERS, CERTIFIED CHEQUES AND BANK DRAFTS

Money orders, certified cheques or bank drafts should be made payable to: School District No. 43 (Coquitlam). Please bring the payment to our International Education office at 1080 Winslow Avenue during business hours.

E-TRANSFERS

INTERAC e-Transfers can only be sent from Canadian bank accounts. You cannot use this payment method if your bank account is in another country. When creating an e-transfer request, please use the following information.

Recipient Name: School District 43 – Coquitlam
Recipient Email Address: ieapplications@sd43.bc.ca
Message: Name of student, student's True North number and invoice number

E-transfers to the Coquitlam School District do not require a security question. If you are prompted to set up a security question, please verify that you have entered the recipient email address correctly.

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE; FEES VARY DEPENDING ON SERVICE.

APPLICATION PROCESS

- Submit International Student Application form with application fee and all required documents to the International Education Office.
- Applicant is screened for admittance into the International Education Program. Note that acceptance into the program is not guaranteed.
- Successful applicants will receive a Letter of Offer by email.
- Formal Letter of Acceptance is sent to the applicant by email. A physical copy of the Letter of Acceptance can be mailed on request with payment of a courier fee.
- Student applies to the Canadian Embassy, Consulate or High Commission for Study Permit. Approval timelines and more details can be found on the IRCC website.

APPLICATION DEADLINES

November 15 (January/February Start)

May 15 (September Start)

- If application is submitted before the Application Deadlines: full payment must be received within 30 calendar days of the Letter of Offer date.
- If the application is submitted after the Application Deadlines: full payment must be received within 10 business days of the Letter of Offer date.
- Full payment must be received by the deadlines listed above or the student registration will be deleted.
- When full payment is received within the deadlines then space in School District No. 43 is assured.
- Placement in school of choice is not always possible. The Coquitlam School Board reserves the right to determine final placement.

ENCLOSE THE FOLLOWING ITEMS

REQUIRED ITEMS

- Non-refundable application fee of \$300 (Canadian Dollars)
- Copy of passport picture page
- All original report cards (including teacher comments) from current year and last two years translated into English by Official Translator. Photocopies of transcripts, certificates must be certified with school stamp
- Signed Consent of Storage and Access of Information Outside of Canada (Vital English) from
- Signed Terms of Agreement

OPTIONAL ITEMS

- TOEFL and/or IELTS scores
- Medical documentation
- Immunization Records
- Copy of Study permit
- Custodianship declaration

CONSENT FOR STORAGE AND ACCESS OF INFORMATION OUTSIDE OF CANADA (VITAL ENGLISH)

Coquitlam International Education Program is recommending its international students to complete Vital English's Pre-Arrival Learning module to better prepare them for the cultural differences they might encounter while studying in Canada.

Vital English will have access to the following data:

- Student legal name
- Grade
- Program start and end dates
- School
- Country
- Student and parent email addresses

In order to be able to access this service, Vital English will send an Activation Email to the contact email associated with the student from the data listed above. They will be asked to delete their account at the end of the term or school year.

Note that Vital English is an online service located outside of Canada. As a result, in accordance with the BC Freedom of Information and Protection of Privacy Act (FOIPPA), consent is required prior to storing personal information in this tool. More information about Vital English's Privacy Policy can be found at the following link:

<https://vitalenglish.com/privacy-policy/>

Consent: I understand that the information collected by the Coquitlam School District #43 may be stored in or accessed from a location outside of Canada and I hereby consent, on behalf of my child, to my child's information identified above being stored in, or accessed from, a location outside of Canada.

Parent Signature

Print Parent Name

Student Signature

Print Student Name

Date

CREDIT CARD PAYMENT FORM

Date: _____

Student Information:

Student Name: _____

Phone Number: _____

Email Address: _____

Payment Information:

Important: We only accept Visa and Mastercard

Amount: _____

Credit Card Type: _____

Credit Card Number: _____

CSC Security Code: _____

Expiry Date: _____

Card Holder Name: _____

Card Holder Signature: _____

A RECEIPT OF PAYMENT WILL BE GIVEN TO YOU WITH YOUR LETTER

COQUITLAM

SCHOOL  DISTRICT

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Coquitlam, British Columbia
Canada, V3J 0M6

Telephone: +1 604 936 5769
Email: internationaled@sd43.bc.ca

internationaled.com