



COQUITLAM SCHOOL DISTRICT

INTERNATIONAL STUDENT RE-APPLICATION FORM 2025 – 2026

(IF YOU ARE NOT RETURNING, PLEASE ADVISE YOUR SCHOOL AND INTERNATIONAL EDUCATION DEPARTMENT IN WRITING)

STUDENT INFORMATION

Legal Last Name: _____ Legal First Name: _____ True North # (TN): _____
Date of Birth: _____ Student Email: _____
Full address in Canada (please include Street Name, City, Postal Code, Phone Number)

Who are you currently living with?

Parent Custodian Homestay Name & Phone Number: _____

Home Country Address (please complete only if there has been a change):

Study Permit Expiry Date: _____

CUSTODIAN INFORMATION

Last Name: _____ First Name: _____
Email: _____ Cell Phone: _____

Once Re-Application form is completed please return to ieapplications@sd43.bc.ca

Please email my Re-Acceptance Letter to: _____

Letters of Re-Acceptance will be processed within 1 – 2 weeks.

**BEFORE YOUR STUDY PERMIT EXPIRES, YOU MUST APPLY FOR A NEW STUDY PERMIT.
CLICK HERE TO VIEW THE GOVERNMENT OF CANADA WEBSITE ABOUT EXTENDING YOUR PERMIT.**

The International Education annual program fees are: January 2026 – December 2026: **\$18,300 CAD** (\$18,200 + \$100 renewal fee)
January 2026 – January 2027: **\$20,150 CAD** (\$20,050 + \$100 renewal fee)
February 2026 – January 2027: **\$18,350 CAD** (\$18,250 + \$100 renewal fee)

Payments can be made by bank draft, Visa, Mastercard, or bank wire. Please include the student's full name and TN number on the payment.

PLEASE DO NOT USE DIRECT DEPOSIT.

Bank Information

Royal Bank of Canada
2885 Barnet Highway
Coquitlam, BC, Canada, V3B 1C1
Contact: 604 927 5555

Bank Information

Account Number: 000 002 6
Transit Number: 01260
Swift: ROYCCAT2
Institution Number: 003

Beneficiary Information

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

FEE PAYMENT DEADLINE: November 1, 2025

When payment is received by the deadline date, space in School District No. 43 is assured.
In the event payment is not received by November 1, 2025, a late fee of \$500.00 is required.

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.
- My child and I have reviewed the International Education department's Academic Dishonesty Policy and agree to abide by it.
- 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 and agree that my child must receive permission from their school counsellor before enrolling in any online high school credit course or summer credit course outside of SD43.
- 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 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