

VOCATIONAL TRAINING APPLICATION PACKAGE

Welcome to 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**. Incomplete applications may cause delays in processing. Once the application package is complete and sent to us along with the documents required, we will provide students with a **Client Number** and a minimum **Payment** of the application fees (\$1,150 CAD) must be made. We will only verify a student's eligibility and documents once the payment has been received. Upon reception of the payment and **Verification of Eligibility**, we will then send an **Invoice** and **Letter of Acceptance**. With this letter, the student can apply for a **CAQ**, **Study Permit**, and **Work Permit**. Please allow 1-2 weeks for processing.
- ✓ End dates for vocational programs are tentative and could vary. The school board reserves the right to cancel or delay the start date of a program if there is a lack of space or insufficient registration to start a cohort.
- ✓ When applying for a **CAQ**, make sure to select "**Vocational training Program / Diplôme d'études professionnelles**" under the *Program or level of studies / Programme ou niveau d'études* field.
Note: If you already have a CAQ with a different level of studies, please request a change as soon as possible.
- ✓ When applying for a **Study Permit**, make sure to indicate, "**Designated learning institution in the province of Quebec**" under the *Institution Name / Nom de l'institution* field. Please be sure to also apply for a **COOP/Work Permit** at the same time.
- ✓ It is strongly recommended to **submit applications at least 3-4 months prior** to the start date of the program to ensure having enough time to apply for the necessary immigration permits (CAQ, Study Permit, Work Permit).
- ✓ It is strongly recommended to arrive in Canada **at least 2-3 weeks prior to the beginning of the program** in order to finalize the registration process in a timely manner. Students must come in person with all their original documents and have already paid for their first installment in full in order to finalize registration. Students will not be able to start without their original documents and permits.
- ✓ It is mandatory to maintain regular and consistent **attendance** in all programs. The maximum extension we could make for students who are late, will be 1-2 days. If the student's arrival is scheduled for a date beyond this exception, he/she will be deferred to the next intake.
- ✓ Students joining our daytime programs must take a **French as a second Language** course outside of their classes. These classes will help students learn and improve their French skills when they start their internships as well as during/after their studies in Quebec.
- ✓ **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.

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

DOCUMENT CHECKLIST

- SWLSB Vocational Training Application Package
- Attendance policy, medical insurance, and refund policy contract signed by the student
- 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)
 - The International Student Program office and the Vocational Training Center will determine if the documents submitted are recognized for equivalency and admission purposes. Students who meet the criteria will be exempted from providing a comparative evaluation.
- English language proficiency score (IELTS/TOEFL)

TOEFL paper based minimum score:	547	Cambridge minimum score:	169
TOEFL CBT minimum score:	210	PTE minimum score:	58
TOEFL IBT minimum score:	78	CEFR minimum score:	B2
IELTS minimum score:	6	ELTIS minimum score:	228

We are currently accepting English language proficiency score's online:

DUOLINGO minimum score: 95

CELP/CLB minimum score: 7

CAEL minimum score: 50

- Copy of the original CAQ, Study Permit, and COOP/Work Permits (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 & tuition fee deposit of \$1,000 CAD) **and eligibility**, an invoice and a Letter of Acceptance will be provided to apply for the CAQ, Study Permit and COOP/Work permit.

Renewals of the student's CAQ, Study Permit, and COOP/Work 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 their program. 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): _____

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

Applicant's Information:

Last Name First Name Middle Name

Date of Birth (mm/dd/yyyy) Gender

City of Birth Province Country

Passport No. Passport Expiry Country of Issue

Home Tel. Mobile Tel.

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

Mailing Address:

No. Street Name City

Province Country Postal Code

Residential Address (complete if different from mailing address):

No. Street Name City

Province Country Postal Code



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

Program Options:

1st choice: _____ Intake (Month/Year)

2nd choice: _____ Intake (Month/Year)

3rd choice: _____ Intake (Month/Year)

Processing Stream Option

Please select one of the following options: SDS (Student Direct Stream) Non-SDS

Kindly note that the SDS is only available for certain countries. Please consult with IRCC (Immigration, Refugees and Citizenship Canada). Students selecting SDS will be required to pay one-year tuition fees to obtain a Letter of Acceptance.

LANGUAGE INFORMATION

The Sir Wilfrid Laurier School Board is an English School Board that offers programs in English. Students are expected to have functional English skills to succeed in their programs. Students with basic English skills will need to take English classes as a prerequisite prior to starting their program.

Please note that some programs (especially those that interact with clients or patients) will require functional French speaking skills, therefore students must take a French as a Second Language course outside of school to help them learn or improve their French skills. **It is their responsibility to acquire the language to meet their needs and succeed in their program.** Kindly note that students will also have a competency in their program in French they will have to complete, thus the importance of attending/learning the French language.

Please put an (X) in the column the best describes the student to get a better insight on the student's English and French skills.

	Beginner	Intermediate	Above Average	Strong
English				
French				

Kindly see page 2 for our school boards English language requirements.

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

Applicant's full name

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".

Our Vocational Training Programs follow a daytime schedule during the weekdays. However, some of our programs have internships which may be offered in the evenings or weekends.

In the event that a student fails a final examination for a second time, remediation arrangements must be made directly with the center and at the expense of the student.

Students caught cheating or plagiarizing at any time during their program, will be permanently removed from their class and will not be allowed to re-join.

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.

MEDICAL INSURANCE CONTRACT

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 in the tuition fee statement and is **mandatory for all students with our school board**. **The medical insurance fee is subject to change on an annual basis.**

Insurance Extensions are the sole responsibility of the student.

PROGRAM	APPROXIMATE DURATION	APPROXIMATE COST
HOC/PSW (Home Care Assistance)	1 year	\$475 CAD
LPN (Health, Assistance and Nursing)	1 year & 9 months	\$950 CAD
ACCT (Accounting)	1 year & 2 month	\$630 CAD
CS (Computing Support)	1 year & 9 months	\$950 CAD
SECR (Secretarial Studies)	1 year & 3 months	\$675 CAD
CBM (Construction Business Management)	8 months	\$360 CAD
IN-DR (Industrial Drafting)	1 year & 9 months	\$950 CAD

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,

Applicant's full name

Signature

Date (mm/dd/yyyy)

PAYMENT STRUCTURE

Programs less than 19 months	Programs of 19 months
Application fee: \$150 CAD Tuition fee deposit: \$1,000 CAD	Application fee: \$150 CAD Tuition fee deposit: \$1,000 CAD
<u>2 Installments</u> 1 st installment: 50% - Due 2 month before program is scheduled to start 2 nd installment: 50% - Due 6 months after 1 st installment (Exception: CBM program must be paid in full 1 month before start of program)	<u>3 Installments</u> 1 st installment 34% - Due 2 month before program is scheduled to start 2 nd installment 33% - Due 6 months after 1 st installment 3 rd installment 33% - Due 6 months after 2 nd installment
Medical Insurance fee	Medical Insurance fee

Student applying SDS will need to pay their first-year fees in full (application fees, medical insurance and tuition fees). Please note that our Price List is subject to change at any time.

All programs at our Constru-Plus Center must be paid in full 2 months before the program is scheduled to start.

I understand the payments above are payable to the Sir Wilfrid Laurier School Board. **Failure to submit payments**, indicated in the box above, **on time** will result in (but not limited to): late fee charges, hold on student account, removal from program etc. The due dates for these fees will be listed on the student's invoice.

I understand that **School fees** such as school materials, textbooks etc. are not included in the tuition or administrative fees and that these fees are paid directly to the school/center.

Please contact us at isp@swlauriersb.qc.ca for questions about our **payment options**.

PAYMENT INSTRUCTIONS FOR WIRE TRANSFERS

Please note that SWLSB will no longer be accepting direct wires for payment. Please disregard/remove our current bank details that you may have on file, as this account number will no longer be active to receive payments. Instead, please follow the instructions below to process with wire transfer payments.

1. Copy-paste the following link on your browser <http://swlauriersb.flywire.com/>
2. Select your country of origin and indicate the amount to be paid in Canadian dollars.
3. Select your preferred payment method.
4. Enter your information including your full name, email, address and telephone.
5. Please indicate your program of choice and enter your CUSTOMER # and INVOICE # which you will find on your invoice.
6. Process your transaction and print your receipt for your records.
7. 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 customer support team at Flywire at +1 800 346 9252 (more international contact methods available at flywire.com/contact).

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

Applicant's full name

Signature

Date (mm/dd/yyyy)

REFUND POLICY

A **FULL refund** minus 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** minus the \$150 CAD application fee and minus a \$1,000 CAD administration fee will be granted if the student withdraws prior to the start of the program.

Students who **withdraw less than 1 month** before the start of their program will be refunded 50% of their first tuition fee payment as required by our payment structure. Any fees that are not due on the date of the withdrawal will be cancelled and refunded if paid in advance.

1. **NO REFUND** will be granted if:
 - a. A student withdraws from the program at any given time
 - b. The behavior of a student necessitates their removal from the program
2. The client hereby waives 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.

Please note that the following are non-refundable in all cases:

- \$150 CAD Application Fee
- \$200 CAD Deferral Fee

All requests for refunds must be made in writing and sent to the Sir Wilfrid Laurier School Board International Student Program office at isprefunds@swlauriersb.qc.ca. Kindly use the information below to submit a request.

CHEQUE/DIRECT DEPOSIT REFUND

- Student name, program and ID (client #)
- Beneficiary's name (if other than the student, please indicate relationship)
- Beneficiary's address
- Account number
- Transit number
- Institution number
- Refusal letter from Immigration (if applicable) or brief explanation on the reason for the refund request

WIRE TRANSFER REFUND

- Student name, program and ID (client #)
- Beneficiary's name (if other than the student, please indicate relationship)
- Beneficiary's address
- Bank's name
- Bank's address
- Account number
- Transit number (if available)
- SWIFT code
- Refusal letter from Immigration (if applicable) or brief explanation on the reason for the refund request

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.

Kindly allow 4-6 weeks for processing. We will notify you if additional information is required.

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

Applicant's full name

Signature

Date (mm/dd/yyyy)