

YOUTH APPLICATION PACKAGE 2021-2022

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 to provide 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.

We look forward to assisting you through the process and greeting you in person upon your arrival.

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 (\$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.
- ✓ 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 and Study 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 their fees in full in order to finalize registration. Students will not be able to start without their original documents and permits.
- ✓ For students wishing to obtain a **Quebec's graduation certificate**, it is necessary to obtain 54 credits in secondary IV and V. See last page for more information (Quebec Graduation Requirements).
- ✓ In order for students to receive any **official transcripts**, they must hold immigration permits that are valid for the entire length of their studies (Visa and CAQ). This will enable us 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. 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 and cancelation policy 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/>
- Copy of Visa, CAQ, and Study Permit (upon reception)
- 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)

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): _____

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)

Type of stay (please circle one):

CULTURAL (no official results will be awarded)	ACADEMIC
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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

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 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.

Payments Methods:

Total fees can be paid by wire transfer (bank details will be provided on the tuition fee statement), money order, certified cheque, debit or credit card.

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 INSTRUCTIONS

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).

REFUND AND CANCELTION 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.

A **PARTIAL refund** (pro-rated, minus the \$150 CAD application fee, a \$1,000 CAD administration fee and minus 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 might be requested)

A **PARTIAL refund** (pro-rated for tuition and insurance, minus the \$150 CAD application fee, a \$1,000 CAD administration fee and minus 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 the documents received from the authorities will be required.

NO REFUND will be granted if:

- A student withdraws from 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.

All requests for refunds must be made in writing and sent to us at isp@swlauriersb.qc.ca. Kindly use the information below to submit a request.

CHEQUE/DIRECT DEPOSIT REFUND

- Student name 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 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 requests

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 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)

QUEBEC GRADUATION REQUIREMENTS

Students wishing to receive a **Quebec High School graduation diploma** are required to:

- Be fluent in English
- Accumulate at least 54 Secondary IV and Secondary V credits including the following subjects:
 - Secondary IV History
 - All Secondary V subjects (minimum 20 credits)
- Attend at least Secondary V (full year)

Students who join our program in Secondary V and wish to receive their graduation diploma at the end of their academic year will be obliged to do and pass the Secondary IV History of Quebec and Canada course. This might require attending additional remediation. Please note that although this is feasible, it is much more demanding as students will have to successfully complete Secondary IV and V courses during the same academic year.

Note: This option is only open to students who have excellent oral, reading and writing skills in English, and who have outstanding academic records.

It is possible to request a **derogation** for the course *French as a second language* but students must pass **ALL** their other subjects in order to be eligible to apply for this. Please note that the students' attendance will still be required and mandatory.

Students who join our program after the first semester of Secondary V (January), cannot be guaranteed a place in the program and will not be eligible to receive a High School diploma.

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.

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.

We strongly recommend arranging for student flights to arrive in Montreal 1-2 weeks prior to the beginning of classes to have sufficient time to settle in and get prepared for the start of school, finalize registration, visit the school, etc.

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

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



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:

Name

Profession

Institution

Department unit

Address: _____

SEND INFORMATION TO:

Address: _____

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)