

## 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** and send it back to us along with the required documents and a minimum **payment** of the application fee and deposit (\$1,150 CAD). We will only verify a student's eligibility and documents once the payment has been received. Please allow 1-2 weeks for processing. Incomplete applications may cause delays in processing.
- ✓ 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 **COOP Work Permit**.
- ✓ 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 4-6 months prior** to the start date of the program to ensure having enough time to apply for the necessary immigration permits (CAQ, Study Permit, COOP 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](mailto: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)
- English language proficiency score (IELTS/TOEFL)

The Vocational Training Center (CDC Pont-Viau) **requires an IELTS or equivalent; see list below for entry scores into the programs.** For TOEFL/IELTS testing please visit these links: <https://www.ets.org/toefl> or <https://www.ielts.org/>

|                                  |     |                          |     |
|----------------------------------|-----|--------------------------|-----|
| 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 scores 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](mailto:isp@swlauriersb.qc.ca)**

**Upon confirmation of payment** (application fees of \$150 CAD & 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](mailto:isp@swlauriersb.qc.ca) or at 450-621-5600 ext. 1214 to set up an **appointment to finalize registration.**

## STUDY APPLICATION

Agent/Agency Name (if applicable): \_\_\_\_\_

Agent/Agency email (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

**Program Options:**

1<sup>st</sup> choice: \_\_\_\_\_ Intake (Month/Year) \_\_\_\_\_

2<sup>nd</sup> choice: \_\_\_\_\_ Intake (Month/Year) \_\_\_\_\_

3<sup>rd</sup> 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, 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 **full-time** daytime schedule during the weekdays. Also, 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 |
|---|----------------------|------------------|
| <b>HOC/PSW (Home Care Assistance)</b>         | 1 year               | \$475 CAD        |
| <b>LPN (Health, Assistance and Nursing)</b>   | 1 year & 9 months    | \$950 CAD        |
| <b>ACCT (Accounting)</b>                      | 1 year & 2 month     | \$630 CAD        |
| <b>CS (Computing Support)</b>                 | 1 year & 9 months    | \$950 CAD        |
| <b>SECR (Secretarial Studies)</b>             | 1 year & 3 months    | \$675 CAD        |
| <b>CBM (Construction Business Management)</b> | 8 months             | \$360 CAD        |
| <b>IN-DR (Industrial Drafting)</b>            | 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](http://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<br>Tuition fee deposit: \$1,000 CAD  | Application fee: \$150 CAD<br>Tuition fee deposit: \$1,000 CAD  |
| <u>2 Installments</u><br>1 <sup>st</sup> installment: 50% - Due 2 month before program is scheduled to start<br>2 <sup>nd</sup> installment: 50% - Due 6 months after 1 <sup>st</sup> installment<br><b>(Exception: CBM program must be paid in full 1 month before start of program)</b> | <u>3 Installments</u><br>1 <sup>st</sup> installment 34% - Due 2 month before program is scheduled to start<br>2 <sup>nd</sup> installment 33% - Due 6 months after 1 <sup>st</sup> installment<br>3 <sup>rd</sup> installment 33% - Due 6 months after 2 <sup>nd</sup> 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 Construc-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](mailto:isp@swlauriersb.qc.ca) for questions about our **payment options**.

## PAYMENT INSTRUCTIONS

**SWLSB accepts wire transfers through the Flywire secure payment processing platform. Please follow the instructions bellow to make your 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. Enter your CUSTOMER # and INVOICE # if you received one
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](http://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

All refund requests must be made in writing and sent to the Sir Wilfrid Laurier School Board International Student Program office at [isprefunds@swlauriersb.qc.ca](mailto:isprefunds@swlauriersb.qc.ca).

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

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

- 1) Students who receive a refusal letter for their visa application by the Canadian or Quebec Government will be entitled to a full refund except for the \$150 application fee. To be considered for a refund due to a visa denial, the refusal letter must be submitted with the refund request. *Please note this is the only request where the \$1000 tuition fee deposit may be refunded.*
- 2) Students who withdraw in writing 30 days or more, prior to the start of the program, will be entitled to a refund of the tuition fees. The \$1000 tuition fee deposit is not refundable.
- 3) Students who withdraw in writing less than 30 days prior to the start of the program, will be entitled only to 50% of their first tuition fee payment, as required by our payment structure. Any overpayment the student made will also be refunded. The \$1000 tuition fee deposit is not refundable.
- 4) Students who withdraw after the start of the program will be responsible for tuition payments as required by the SWLSB payment structure and are therefore not entitled to a refund. Any tuition fees that are not due on the date of the withdrawal will be cancelled and refunded if paid in advance.
- 5) **NO REFUND** will be granted if:
  - a. A student withdraws from the program, once the program has begun.
  - b. The student engages in an illegal activity or breaches school policy, regulation, rules, or code of conduct and must return home.
  - c. The student falsifies mandatory documents or medical information.

### **DEFERRALS:**

Students who wish to defer intakes must do so in writing a minimum of 30 days prior to the start of class. (\$200 change of program fee applies). Applicants may defer their admission up to a maximum of two (2) times. Subsequent deferrals will be considered new applications and a new application fee will apply. Students who do not confirm their placement or who have not formally requested a deferral 30 days prior to the start of the program may be considered withdrawn and will forfeit their \$1000 tuition fee deposit.

**The school board reserves the right to cancel or delay the start of a program for the following reasons:**

- Insufficient registrations to start a cohort
- Lack of space

In this case, students will have the choice to wait for the next available intake or will be granted a full refund with the exception of the application fee and/or deferral fee.

Please note, all refunds are in Canadian dollars. 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. The school board does not assume responsibility for the impact of foreign currency exchange, bank fees or related matters outside our control. All eligible refundable fees will be issued to the same payment method with which fees were paid. Please consider this when using a credit card for payment, this includes if someone is paying on your behalf. Kindly allow 4-6 weeks for processing. We will notify you if additional information is required.

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.

**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)