

YOUTH SECTOR STUDENT CONTRACT 2023-2024

Welcome to the **Sir Wilfrid Laurier School Board's 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 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.

To facilitate your application process, please take note of the following:

- ✓ Students must duly complete all required fields of this online application. They must attach the required documents including this student contract, in pdf format.
- ✓ If a **complete application** is submitted and no requirements are missing, we will send out instructions to make the initial payment of application fees of \$200 CAD. Please note that if the application is submitted with an expired passport, the initial payment must include an administrative fee of \$1000 (total of \$1,200 CAD for such cases). In order to make this payment through **Flywire**, we will provide you with a Client #. Please leave the *invoice #* field blank. We will only verify a student's eligibility and documents once this initial payment has been received. Please allow 5-7 business days for processing. Incomplete applications may cause delays in processing.
- ✓ Upon reception of the payment and **Verification of Eligibility**, we will then send a detailed **Invoice** and **Letter of Acceptance**. Within this letter, there will be direct links to apply for the **Certificate of Acceptance of Quebec (CAQ) and Study Permit (if applicable)**.
- ✓ Students attending our program for under 6 months are only required to obtain a CAQ. Students attending our program for more than 6 months, will require to obtain the CAQ and Study Permit. In any case, it is strongly recommended to apply for both permits since final duration of studies may change throughout the course of their studies.
- ✓ It is strongly recommended to **submit applications at least 4-6 months prior** to the start date of the program to ensure receiving the immigration permits on time and to **arrive in Canada at least 1-2 weeks prior to the beginning of the program** to finalize the registration process. 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.
- ✓ In order for students to receive any **official transcripts** (if applicable), they must hold immigration permits that are valid for the entire length of their studies (CAQ and Study Permit). This is required 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) provides this service. Health insurance is mandatory for all students and the cost of the insurance will be added to the student's invoice if purchased through our insurance provider.

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 sector student contract
- 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
- Copies of the student's original transcripts/diplomas obtained in the country of origin
- Students applying to Grade 10 or 11, must provide proof of an official English testing score

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/>

- 1 copy of the Declaration of Parental Authority (Immigration Quebec)
- 1 copy of the Custodianship Declaration (Immigration Canada)
- Copy of Visa, CAQ, and Study Permit (the official permits are required, not the letters of confirmation)

NOTE: Any official documents in a language other than English or French, must be accompanied by an official translation. Please merge originals with their translated version and attach as a single pdf.

Renewal of the student's CAQ, Study Permit, COOP Work Permit (and private medical insurance if applicable) 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.1225/1214 to set up an **appointment to finalize registration.**

Student's full name: _____

Agent/Agency Name (if applicable): _____

Agent/Agency email (if applicable): _____

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

Educational goals
(please circle one):

CULTURAL
(no official results will be awarded)

ACADEMIC
(a report card with grades will be issued)

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.

Will the student require homestay? Yes _____ No _____ (Please fill out the lines below)

If so, please contact MLI Homestay to request this service.

Please note that custodianship services are only offered to students staying with a Homestay.

MLI: fmubeen@mlihomestay.com / kash@mlihomestay.com or by phone at 416-646-5405 x 515.

Name of Guardian or Family member student will be living with Relationship

No. Street Name City Province Postal Code

Guardian/Family member's email address (mandatory) Guardian's Mobile Tel. (mandatory)

Important Notice:

The address of where the student will be living will determine the school they are zoned to attend.

No transportation services are granted to students living outside of the SWLSB territory nor to students that will be attending an out of zone school. Placement is dependent on school availability and student needs. To determine which school the student will be zoned for please click on this link and input your civic number address: [List of schools \(swlauriersb.qc.ca\)](http://List of schools (swlauriersb.qc.ca))

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 signature

Parent's 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".

I understand that attendance is **highly** considered for the issuing of any documentation by the school in that it is used in order to attest a student's academic standing.

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.

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 signature
Parent's signature
Date (mm/dd/yyyy)

USE OF IMAGE AND NAME AUTHORIZATION FORM

I hereby confirm being the parent/guardian of the above-mentioned student and I understand that the Sir Wilfrid Laurier School Board, its employees and partners wish to take, distribute and publish images of my child (photographs or videos) and/or his or her productions as well as his or her name, without any compensation to me whatsoever, in the following cases **(Please select an option below)**:

<input type="checkbox"/>	I authorize the Sir Wilfrid Laurier School Board to use my child's image and name
<input type="checkbox"/>	On the website, Facebook page and/or any other social media authorized by the School Board and/or the school
<input type="checkbox"/>	In the media (ex.: newspapers, television)
<input type="checkbox"/>	In the school or School Board publications (ex.: yearbook, honor roll, leaflets, brochures, news releases, newsletters)
<input type="checkbox"/>	For the school's internal use (ex.: bulletin board, school journal)
<input type="checkbox"/>	I do not authorize the Sir Wilfrid Laurier School Board to use my child's image and name

Student's signature
Parent's signature
Date (mm/dd/yyyy)

MEDICAL INSURANCE CONTRACT & STUDENT FEES

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 can provide this service through their designated insurance provider (INGLE international). The insurance fee will be included on the student's invoice unless otherwise indicated by the student/agent. If so, proof of medical insurance will be required.

Please note that this service is mandatory for all students.

Months	Application Fee	Medical insurance	Tuition fee	Total
10 Months (Full Year)	\$200	\$500	\$12,750	\$13,450 CAD
5 Months (Half Year)	\$200	\$275	\$6,375	\$6,850 CAD
3 Months (Partial)	\$200	\$200	\$3,825	\$4,225 CAD
2 Months (Partial)	\$200	\$150	\$2,550	\$2,900 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.

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 signature

Parent's signature

Date (mm/dd/yyyy)

PAYMENT POLICY

Applicants are required to submit their application fee (**\$200 CAD or \$1,200 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 4 for total fees).

Detailed instructions regarding payment methods will be shared with the student upon confirmation of eligibility.

SWLSB encourages students to make all payments through our secure online payments platform Flywire.

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).

Please use the Flywire receipt to submit along with your applications for the CAQ and the Study Permit.

REQUIREMENTS FOR OBTAINING A QUEBEC SECONDARY SCHOOL DIPLOMA

The pass mark for each course is **60%**. A Secondary School Diploma is awarded to a student who has obtained at least **54 credits in Secondary 4 (grade 10) and Secondary 5 (grade 11)**, at least **20 of which are in Secondary 5**.

In addition, the student must pass the following courses:

- Secondary 4 Mathematics
- Secondary 4 Science and Technology or Applied Science and Technology
- Secondary 4 History and Citizenship Education
- Secondary 4 Arts Education
- Secondary 5 English
- Secondary 5 French Second Language
- Secondary 5 Ethics and Religious Culture or Physical Education and Health

The obtainment of a Quebec Secondary School Diploma is conditional upon students meeting all graduation requirements. As a result, students entering in Secondary 5 without having completed Secondary 4 in Quebec, **MAY NOT attain all the necessary graduation 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.

Student's signature

Parent's signature

Date (mm/dd/yyyy)



SIR WILFRID **LAURIER** SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM
REFUND AND CANCELATION POLICY

All requests for refunds must be made in writing and sent to us at isprefunds@swlauriersb.qc.ca.

A **FULL refund** excluding the \$200 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** excluding the \$200 CAD application fee and a \$1000 administrative fee will be granted if the student withdraws prior to the start of the program.

A **PARTIAL** refund excluding the \$200 CAD application fee, the \$1000 CAD administrative fee and the amount representing the value of services performed until the date of withdrawal as well as the fees and expenses incurred to provide these services, will be granted if a student withdraws or is expelled after the start of the program.

In the event that a student becomes eligible to an exemption of tuition fees (i.e. change of immigration status throughout the course of the school year), a **PARTIAL** refund excluding the \$200 CAD application fee, the \$1000 CAD administrative fee and the amount representing the value of services performed until the date of eligibility as well as the fees and expenses incurred to provide these services may be granted. A copy of all relevant documentation will be required in order to assess eligibility.

The student will be responsible for all additional expenses including their travel arrangements to go back home.

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.

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 signature

Parent's signature

Date (mm/dd/yyyy)

YOUTH 2023-2024

235, montée Lesage, Rosemère (Québec) J7A 4Y6 | T 450 621-5600 / 1 866 621-5600 F 450 621-7929

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)