

**Thank you for your interest in the Burnaby School District's International Student Program. Please carefully read the following instructions and program information.**

## **Application Process**

STEP 1: To submit an application, please:

- Complete the application form and have it signed by both a parent and the student (not custodian or agent).
- Attach original transcripts or school records from both the **current and previous school year** (in English). Photocopies of transcripts/certificates must be certified with the official school stamp. Failure to comply will result in the delay or return of this application.
- Include a **non-refundable** application fee of \$200 CDN payable by VISA, MasterCard, cheque or money order to the Burnaby School Board.

STEP 2: Applicants will be advised within one week of the school district receiving the application whether or not they have been accepted. Once an applicant has been notified of his/her acceptance, the school district will require:

- Payment of fees (see below) in full by bank draft, certified cheque, money order or bank wire transfer payable to the Burnaby School District.
- If a custodian has been appointed, copy of notarized letters confirming the appointment of the custodian—one from the custodian and the other from the parent. For a sample of these letters, please contact the International Education Office.

STEP 3: After an applicant has paid the tuition and medical fees and provided all required documentation, the school district will:

- Provide an official letter of acceptance. Applicants can then apply for their Study Permit at the nearest Canadian Embassy.
- Provide students with details of the international student orientation. Orientation is generally held one week before the start of classes and is mandatory.

STEP 4: Once the student arrives in Burnaby:

- The student will attend an orientation for new students. At the orientation students must provide a current Study Permit issued by Citizenship & Immigration Canada. Both secondary and elementary students will be required to complete an English language assessment. Once the assessment has been completed, students will be placed in appropriate courses.

## **Admission Criteria**

Each applicant's acceptance into the Burnaby School District's International Student Program and subsequent placement in a Burnaby public school will be determined by:

- the applicant's educational background and present academic standing as indicated on the school transcripts provided; and
- the availability of space in the International Student Program. Applicants are advised to apply as early as possible as space is limited and Citizenship & Immigration Canada processing requires several weeks.

## **Program Information**

### **Study Permit – Citizenship & Immigration Canada**

It is the responsibility of the applicant to obtain a Study Permit from the Canadian Embassy or Canadian Consulate in the country where the applicant resides. Applicants must obtain a Study Permit before leaving their country of residence in order to attend school in Canada. The student must:

- Submit to the Canadian Embassy or the Canadian Consulate in the country of residence, an acceptance letter from the Burnaby School District, an official receipt of payment of tuition fees, and proof of sufficient funds to maintain the student for one year.
- In most cases, pass a medical examination.

International students can only attend the school authorized by the school district. **It is the student's responsibility to keep the Citizenship & Immigration Canada Study Permit up to date.**

### **Living Arrangements**

- Students are to reside in Burnaby or along its borders.
- Students are to reside with an adult 25 years of age or older.
- Elementary students are to reside with a parent.
- Parents who have indicated that they will be residing with their child for the duration of the program must do so, or the student may be withdrawn from the program.

### **Appointment of Custodian**

For parents who will not be residing with their child in Canada, Immigration Canada requires that a custodian be appointed to act in their place. The custodian must be 25 years of age or older and a Canadian citizen or permanent resident. This is also a requirement of the

Burnaby School District. Before the district will issue a final Letter of Acceptance, parents must provide notarized letters—one signed by the parents and one signed by the custodian, stating that arrangements have been made for the custodian to act in place of the parents.

### Homestay and Airport Pick Up

The district refers homestay requests to the Langara College Homestay Program. Students must be 13 years of age or older in order to be eligible for a homestay placement. The cost for homestay for one year is: \$450 placement fee (one-time only) and \$800 homestay fee (per month). For one semester the cost is: \$300 placement fee (one-time only) and \$800 homestay fee (per month) If parents require the homestay family to act as custodian, there is an additional fee of \$300 for one year or \$175 for one semester (one-time only). Students also have the option of being picked up at the airport (\$50 fee). Please be aware that the monthly homestay fee will increase to \$850 starting September 2009.

### School Placement

Applicants may indicate a preference for a particular school or schools, or may ask the Burnaby School District to place them in appropriate schools. The district will attempt to accommodate the applicant's placement preference, provided the requested school has adequate enrolment space and an appropriate program. **The Burnaby School District reserves the right to make the final decision regarding the applicant's placement.**

### Grade Level

The district's International Education Office will place applicants at the appropriate grade level upon reviewing school transcripts and assessment test results.

### English Language Skills

Initial acceptance into the International Student Program is not dependent upon the Test of English as a Foreign Language (TOEFL) score. Applicants with low English proficiency will be placed in one of the following programs:

- A combination program of English as a Second Language support with a varying number of academic courses; or
- A full-time academic program with some English as a Second Language instruction until English language proficiency has been demonstrated.

Placement will be determined through an English language assessment to be completed at the international student orientation. Students will be assessed for both oral and written English language ability.

### Fees for the School Year

- Elementary & secondary program tuition fees, one school year: \$12,000 CDN (Kindergarten students: \$6,500 CDN)
- Elementary & secondary program tuition fees, one semester, January/February only: \$6,500 CDN (Kindergarten students: \$3,250 CDN)
- Health Insurance, one school year: \$700 CDN
- Health Insurance, one semester: \$350 CDN
- Regular student and book fees are included.

### Health and Accident Insurance

Comprehensive health and accident insurance is mandatory in British Columbia. Every international student must have this coverage while studying in Burnaby. International students are entitled to medical and hospital benefits through the government Medical Services Plan (MSP). The Burnaby School District will administer payment of medical insurance premiums for all students enrolled in the International Student Program. Medical insurance will be provided to students starting orientation week and ending the last month of their school program (unless the student has been withdrawn or withdraws before that date). Students residing in British Columbia before the start of orientation week or after the last month of their school program will be required to arrange for their own medical insurance. The payment for one school year (\$700 CDN) is assessed and paid along with the tuition fee.

### Refund Policy

In the event that an applicant does not come to Canada or decides to leave the Burnaby School District for personal reasons, a portion of the paid tuition fee will be refunded. All requests must be made in writing. The following refund policy will apply to international students:

- Full refund, less application and \$600.00 CDN administrative fees, if the Study Permit is not approved by Citizenship & Immigration Canada (students must include the letter of rejection from the Canadian Embassy).
- Two-thirds (2/3) of tuition fee if the student withdraws prior to the commencement of the program.
- One-half (1/2) of tuition fee if the student withdraws any time between commencement and the end of the first calendar month of the program.
- No refund if the student withdraws after the first calendar month of the program.
- No refund if (a) the student is found to be in violation of the district's code of conduct, (b) the district was not informed of any special learning needs prior to the student's acceptance to the program, or (c) a parent of an elementary student is not residing with their child.

**Students who become permanent residents after tuition fees are paid will not be eligible for refunds other than as stated in the above refund policy.**

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**I have thoroughly read and fully understand the above program information and policies.**

Signature: \_\_\_\_\_  
Parent

Signature: \_\_\_\_\_  
Student

Printed Name: \_\_\_\_\_  
Parent

Printed Name: \_\_\_\_\_  
Student

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**For assistance, please contact:**

Telephone 604-664-8414 or email international@sd41.bc.ca

**Please fax or mail your application to:**

Burnaby School District  
International Student Program  
5325 Kincaid Street  
Burnaby, British Columbia  
Canada V5G 1W2  
Fax: 604-664-8345

**Please complete in English in CAPITAL LETTERS**

**Date of Application:** \_\_\_\_\_

## Student Information

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Last Name (Family Name)                      First Name (Given Name)                      English Name (if desired)  
Date of Birth: YY..... MM..... DD.....      Citizenship: .....                      Gender: M  F   
Do you have siblings applying to study in Burnaby: Yes  No       Sibling Name: \_\_\_\_\_

## Education Information

Applying for school beginning: Sept 20..... / Jan 20..... (elementary only) / Feb 20..... (secondary only)

Duration of Study: One Year  One Semester  (*Limited semester seats are available in September*)

Grade Requested: .....

Name and location of current school:

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School Name                      Location                      Current Grade

Is there a Burnaby school you prefer to attend: Yes  No  If yes, please list three choices:

1. .... 2. .... 3. ....

## Parent Information (Home Country)

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Father's Name                      Mother's Name

YY..... MM..... DD.....                      YY..... MM..... DD.....  
Father's Birthdate                      Mother's Birthdate

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Permanent Address (Home Country)

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City, Country, Postal/Zip Code

(.....).....                      (.....).....                      .....  
Country Code/City Code/Telephone                      Country Code/City Code/Fax                      E-mail

## Agency Submitting Application (if applicable)

Agent Name: .....                      Company Name: .....

Telephone: .....                      Fax Number: .....

Mailing Address: .....

E-mail address: .....

## General Student Information

List any physical handicaps or medical conditions that the school should be aware of: .....

Does the applicant have any special learning needs? Yes  No  If Yes, please describe: .....

List any special interests or talents: .....

## Student's Address While Studying in Burnaby

- I require Burnaby School District to arrange a homestay placement for me. (Our homestay provider will send you an information package and application.)
- I will arrange my own homestay.
- I have made the following living arrangements:

.....

Family Name First Name Relationship to Student Birthdate

.....

Street Address City, Province, Postal Code

.....

Telephone Number Fax Number Cellular Number

.....

Work Number Email Address

## Appointment of Custodian

Immigration Canada requires parents to appoint a custodian to be responsible for their child in their absence during his/her study in Canada. If a parent will be accompanying their child, normally a custodian is not required.

- I will be residing with my child during his/her study in Burnaby.
- I request that the homestay parent be appointed as custodian.
- I have arranged for the following person to be appointed as custodian:

.....

Family Name First Name Relationship to Student Birthdate

.....

Street Address City, Province, Postal Code

.....

Telephone Number Fax Number Cellular Number

.....

Work Number Email Address

## Please indicate how you first learned about the Burnaby School District's International Student Program?

- Friend/Relative in Canada
- Friend/Relative in Home Country
- Education fair
- Government Office
- Burnaby Website
- Advertisement, where? .....
- Referred by Agent
- Burnaby Information Seminar
- Other: .....

I hereby certify that the above information is true and complete. I understand that any false or incomplete information submitted in support of my application may invalidate my application and result in the withdrawal by the Burnaby School District of an offered school placement at any time during my enrollment.

I have thoroughly read and fully understand the *Program Information* section of this application, including the district's refund policy.

During the school year we will be taking photos/video of international students for promotional purposes. The students will not be identified in the photos/video. By signing this form you are allowing us to publish these photos/video, including on the internet.

It is a fundamental condition of the Board of School Trustees of School District No. 41 (Burnaby) agreement to provide your education that the Board shall not be liable for losses or expenses incurred as a result of the Board being unable to provide education owing to labor disputes or other causes beyond its control. Fees will be refunded only if the education program in which you are enrolled cannot be completed within the term.

Everything stated in the application must be true. Any inaccuracy in the application is grounds for the school district to withdraw the student and send the student home without refund and at the parent's own expense

Signature: \_\_\_\_\_  
Parent

Signature: \_\_\_\_\_  
Student

Printed Name: \_\_\_\_\_  
Parent

Printed Name: \_\_\_\_\_  
Student

Date: \_\_\_\_\_

Date: \_\_\_\_\_