



Memorandum

Date: October 5, 2009
Memo to: School Principals
From: Patricia Gartland
Re: **International Student Renewals for 2009/2010**

Please bring the attached forms to the attention of your International Education Contact and/or Secretary.

The renewal forms should be sent home with the international students for completion and parent signature at your earliest convenience.

All forms must be signed by the principal or designate from the school attending.
Please ensure the forms are signed *before* sending them home with students.
International students will only be renewed with your approval.

Forms are due back in our office by November 15, 2009 with full payment of tuition and medical. Please advise parents that space in the current school cannot be guaranteed after the deadline has passed.

To provide assistance with study permit renewals, International Education will hold an “Information Sessions for Renewals”:

Tuesday, November 10, 2009
1:00 p.m. – 2:00 p.m. Birch Room (Room 111),
Winslow Campus, 1100 Winslow Avenue, Coquitlam, BC

Contact the International Education Office for further information at 604-936-5769.

If the student is not planning to renew, please advise us. If possible, the reason should be stated on the form (i.e. going back to Korea) and forwarded to our attention.

Thank you for your assistance with this important renewal process.

Patricia Gartland - Director
International Education

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