



**2016 – 2017**

# School District No. 43 (Coquitlam) INTERNATIONAL STUDENT APPLICATION

- PLEASE USE CAPITAL LETTERS -

## STUDENT INFORMATION

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

Student's Legal Name (as stated on passport)

\_\_\_\_\_

Surname (Family name)

Given Names

English Name (if applicable)

Birth date: \_\_\_\_\_  
Day Month Year

Age: \_\_\_\_\_

Male  Female

When would you like to begin?  September 2016 (All levels)  February 2017 (Secondary)  
 January 2017 (Elem/ Middle)  Other: \_\_\_\_\_

Grade Request: \_\_\_\_\_ (placement by year of birth)

Citizenship: \_\_\_\_\_

Sibling Already in Attendance:  No  Yes: \_\_\_\_\_  
Name School

## PARENT INFORMATION

Father's Name: \_\_\_\_\_  
Surname Given Names

Cell phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Social Media: \_\_\_\_\_

Correspondence in English:  Yes  No

Mother's Name: \_\_\_\_\_  
Surname Given Names

Cell phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Social Media: \_\_\_\_\_

Correspondence in English:  Yes  No

Permanent Address: \_\_\_\_\_  
(Home Country) Street Address City Province/State

Country Postal Code Area Code Home phone No.

## CUSTODIAN INFORMATION

Custodian: In Coquitlam Area

Students under the age of 12 must reside with parent(s). High school students not with a parent must have submitted both notarized custodianship papers prior to final acceptance by the School District.

\_\_\_\_\_ Name

\_\_\_\_\_ Home Telephone No.

\_\_\_\_\_ Street Address

\_\_\_\_\_ Mobile No.

\_\_\_\_\_ City/Postal Code

\_\_\_\_\_ Work Telephone No.

\_\_\_\_\_ Relationship to Student

\_\_\_\_\_ Email

**LIVING ARRANGEMENTS**

- I will live with my parent(s)
- I require Homestay arrangements to be made for me (Please note: student's name will be referred to a separate agency for Homestay)
- I will arrange Homestay
- I have made the following tentative arrangements with my parent and/or custodian:

\_\_\_\_\_

It is expected that contact information is current and accurate at all times as a condition of enrollment in the Coquitlam School District Program. Any student residing independent from one of our certified Homestay agencies and requesting approval to change living arrangements while in our program, must submit a written request to our department, no less than 30 days in advance. This includes new students, who later in the application - arrival process, amend their initial request to utilize our recommended agency and seek out living arrangements independent of our referral.

**Student's Address:**

(While in Coquitlam)

	Name	Relationship to Student
	Street Address	Home Telephone no.
	City/Postal Code	Email

**ACADEMIC INFORMATION**

\*Please enclose a photocopy of your current study permit (if applicable)

**Name and location of current school attended:**

School Name	Location	Grade	9 digit BC PEN # (if applicable)
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**Which schools would you prefer to attend in Coquitlam?** (Please list three in order)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Placement in school of choice is not always possible. The Coquitlam School Board reserves the right to determine final placement.

**Language spoken at home:** \_\_\_\_\_ **Other Languages:** \_\_\_\_\_

**TOEFL or IELTS Scores – Grade 10 to 12 Only:**

Grades 10 to 12 students are recommended to submit their TOEFL or IELTS test score as part of their application. This will ensure proper initial course placement leading to meeting the graduation requirements for a BC high school diploma in a timely manner. English proficiency is not a sole determining factor for acceptance.

Reading:	Listening:	Speaking:	Writing:	Total:

It is understood that regular attendance is considered a basic behavioural expectation to be in good standing in our program. Vacations should be arranged during school holidays and breaks, departure dates will be arranged for after the student's program and/or school calendar end date, ongoing illness requires medical documentation, and ongoing nonattendance is cause for dismissal.

Yes, I understand

Does this student have any learning or physical disabilities, social and/or behavioral difficulties, either perceived or documented, which may prevent this applicant from being successful in a regular course of studies?

Yes  No

If yes, please explain: \_\_\_\_\_

Does the student take any medications?  Yes  No If so, please list: \_\_\_\_\_

Does the student have any pre-existing health conditions or allergies?  Yes  No

If so, please explain: \_\_\_\_\_

**How did you hear about the Coquitlam School District's International Education Program?**

Agent \_\_\_\_\_  
(Name of Agent) (Telephone) (E-mail)

Friend/Relative  Student Fair  
 Website / Social Media  Other: \_\_\_\_\_

**Enclose the following required items:**

- Application fee of \$300.00 CDN. NON-REFUNDABLE
- Copy of student identity document showing full legal name (passport, birth certificate, ID card, etc.)
- All \*original report cards (including teacher comments) from current year and last two years translated into English by Official Translator. \*Note: Photocopies of transcripts/certificates must be certified with school stamp.

**TERMS OF AGREEMENT**

I understand that a successful experience in the International Education program of School District No. 43 (Coquitlam) depends upon regular class attendance, completion of all homework and assignments, and participation in all activities offered by the program. I understand that my child's photo will be taken throughout the program for educational purposes and that the photos may be used for educational advertisements in the future. I acknowledge that the International Education program of School District No. 43 (Coquitlam) reserves the right to dismiss students and return them home, at their own expense, **without** tuition refund for violating school rules, the district code of conduct, School District Policy & Procedure, and/or the laws of BC and/or Canada. I therefore agree to uphold the rules and regulations, and cooperate with administrators, teachers, and the students of School District No. 43 (Coquitlam). It is also understood that failure to disclose any information regarding the applicant's ability to be successful in a regular course of studies may result in the removal of the student from the International Education program, **without** tuition refund.

It is a fundamental condition of the Board of Education of School District No. 43 (Coquitlam) that the Board shall not be liable for losses or expenses you may incur as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

\_\_\_\_\_  
Parent's Signature

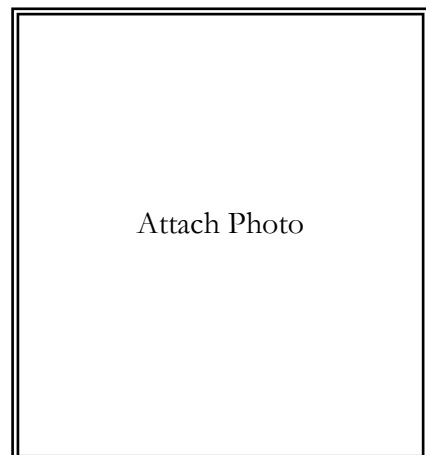
\_\_\_\_\_  
Date (M/D/Y)

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Student's Signature

**Please submit application to:**

**School District No. 43 (Coquitlam)  
INTERNATIONAL EDUCATION PROGRAM  
1100 Winslow Avenue,  
Coquitlam, British Columbia,  
Canada V3J 2G3  
E-mail: [internationalead@sd43.bc.ca](mailto:internationalead@sd43.bc.ca)  
[www.sd43.bc.ca](http://www.sd43.bc.ca)**



## APPLICATION PROCESS

- application form with application fee, copy of student identification showing full legal name, official transcripts for the current year and past two years submitted to International Education Office.
- applicant is screened for admittance into the International Education Program
- if accepted, initial Letter of Offer is mailed to applicant with Custodianship forms to be completed and a homestay information package (if requested)
- tuition fees and medical insurance are sent to International Education Office. Custodianship documents are sent if student not accompanied by parent.
- formal Letter of Acceptance is mailed to applicant
- student applies from abroad to the Canadian Embassy, Consulate or High Commission for Study Permit. Approval may take 3-12 weeks to process.

### FEE SCHEDULE

<i>Fee</i>	<i>Duration</i>	<i>Cost (Canadian \$)</i> <i>(Medical Premiums Subject to change)</i>
Application Fee	One time (non-refundable)	\$ 300.00
Tuition Fee*	School Year Program	\$14,000.00
Compulsory Medical Plan	12 months	\$ 1,000.00

\*School activity fees are not included

#### FEE SHOULD BE:

- In a money order, certified cheque, bank draft, VISA or MASTERCARD and made payable to School District No. 43 (Coquitlam).
- Fees may be wired directly to the bank for School District No. 43 (Coquitlam):  
 ROYAL BANK OF CANADA  
 Coquitlam Town Centre  
 2885 Barnet Highway, Coquitlam, BC V3B 1C1  
 Contact: (604) 927-5555, Account Number: 000-002-6, Transit Number 01260  
 Swift: ROYCCAT2  
 Institution Number: 003
- Please specify the name of the student on the wire.
- Please do not use "direct deposit"

**FEE DEADLINES:** November 15<sup>th</sup> (*January/February Start*)  
 May 15<sup>th</sup> (*September Start*)

When payment is received by deadline date, space in School District No.43 is assured. After deadline date, space is on an availability basis.

**APPLICATION FEE MUST BE INCLUDED WITH APPLICATION DOCUMENTS.**

## REFUND POLICY FOR TUITION FEES

**All requests for refunds must be made in writing to the International Education Program, School District 43 (Coquitlam). Refund requests must include the original Letter of Acceptance issued by the International Education Program as well as relevant supporting documentation (e.g. letter from Citizenship and Immigration Canada).**

**FULL REFUND** less application fee will be given if Canadian Immigration does not approve a student Study Permit. To obtain a refund, written requests should be received within six months of the date of refusal. Requests must include the formal letter of refusal from Canadian Immigration and the original Letter of Acceptance issued by the International Education Program.

**2/3 REFUND** will be given when a student withdraws or becomes a permanent resident prior to the starting date indicated on the Letter of Acceptance.

**1/2 REFUND** will be given when a student withdraws or becomes a permanent resident after the starting date indicated on the Letter of Acceptance but before 30 calendar days have elapsed.

**NO REFUND** will be granted to a:

- student who withdraws from any course after 30 days from the starting date indicated on the Letter of Acceptance;
- student who withdraws or becomes a permanent resident after 30 days from the starting date indicated on the Letter of Acceptance;
- student who withdraws from the program 30 days after the enrolment date;
- student who is dismissed from the program due to a breach of the law, policy or regulation as determined by the Government of Canada, the Police, School District No. 43 (Coquitlam), and/or the International Education Program.

**All international students are required to pay for medical coverage as a condition of their acceptance in the International Education Program. All international students must report with their passport and Study Permit to the International Education Program offices upon arrival in our school district to apply for this coverage. The International Education office will forward medical premiums to the MSP office on the student's behalf provided that the student has a valid Study Permit or permission to attend school, and is enrolled as an international student in School District 43 (Coquitlam).**

## MEDICAL COVERAGE FOR INTERNATIONAL STUDENTS

Health Insurance B.C. – Medical Services Plan (MSP) will cover all international students after a three month waiting period. MSP coverage is required by law in B.C. for all B.C. residents. In order to activate this coverage, the international student must apply at this office with a passport and the current Study Permit upon arrival in B.C. At the end of the waiting period, MSP will mail a Care Card to the student. Once the student has a Care Card number, he or she will receive medical services in the same manner as all British Columbians. Each Care Card has an expiry date which is usually the same expiration date as the Study Permit. This is the date until when all students are eligible for coverage, not the date to when premiums have been paid. Premiums are paid by the International Education office to MSP on behalf of each international student while the student is enrolled in the program. When the student ceases to be part of the International Program, insurance benefits are then the responsibility of the student and parent/guardian. To renew the Care Card, students must provide the International Education office with a copy of the renewed Study Permit. Care Card benefits will end if coverage is not renewed by providing the International Education Department with the new student Study Permit. This must be done every year while the international student remains part of the International Program in School District 43 (Coquitlam).

During the three-month waiting period for MSP coverage, the school district purchases private medical coverage on behalf of all international students: guard.me [www.guard.me](http://www.guard.me). Upon arrival, each international student will receive an envelope from guard.me with an ID card, Policy and Claim Form. The international student must keep their ID card with them at all times and, in case of illness or injury, may visit any doctor. Some medical clinics will bill guard.me directly. If direct billing is not available, the student must pay the clinic directly and the doctor will complete the claim form including the doctor's stamp and signature. The international student must mail the completed and signed claim form together with all original receipts to guard.me Claims at the address outlined on the claim form. If the student is hospitalized, the student or hospital should contact guard.me immediately at the numbers listed on the reverse of their ID card (24 hour Emergency Procedures). Should you have any concerns or questions, please contact our office at 604-936-5769.

Students, parents and custodians are recommended to familiarize themselves with the *Insurance Policy for Emergency Healthcare* provided by guard.me for details regarding benefits, exclusions, emergency and claims procedures.