

# ADMISSION GUIDELINES AND PARTICIPANT AGREEMENT

Admission into the Thames Valley District School Board's International Program is based on completion of the application process as listed and arrival for the start of the program. Application and tuition fees must be paid in full, in advance, in accordance with the Fee Schedule. Incomplete applications will result in a delay in processing.

See the Thames Valley District School Board Fee Schedule for a list of current fees.

Apply as early as possible to assist with course selection. Processing international applications may take several weeks. When completed application packages have been received, reviewed, and approved, a Letter of Acceptance will be provided.

Students who are 19 years old or younger by December 31 are eligible to attend. Students who reach the age of 18 years of age while studying in the program must sign the Consent for Information Age of Majority form to enable the Thames Valley District School Board and/or its International Education staff to share personal information with their parents, education agent, and/or homestay provider.

## INTERNATIONAL TUITION

International tuition covers all regular, in-school programs. Special education needs, services and psychoeducational assessments are not covered by international tuition fees. If the needs of the student exceed the support that the school is able to provide, parents will be contacted and required to assume the financial responsibility for any additional services, supports or resource modifications necessary to facilitate their child's safety and progress at the Thames Valley District School Board. Where it is believed that such services would benefit a student, the school will make recommendations. If parents refuse to assume such financial responsibility, or these services are unavailable, then the Board reserves the right to terminate the registration of the student in the Board's International Program.

## STUDENT CONDUCT

If the international student is found in violation of the Codes of Conduct, policies, procedures, rules and guidelines of the school and the Board, they may be asked to withdraw from the school. If the international student is asked to leave as a result of unacceptable behaviour or a failure to adhere to the terms and conditions of Canada Homestay Network Inc., the student may be required to withdraw from school and the International Program and if that is the case there shall be no refund of tuition fees.

## CUSTODIAN INFORMATION

All international students under the age of 18 are required to have a Custodian over the age of 19 years.

Submit copies of the following two notarized documents, as provided by Immigration, Refugees and Citizenship Canada, with their tuition fee payment:

1. A Custodianship Declaration - Parent/Guardian completed by the parent in the country of origin, stating that arrangements have been made for a custodian to act in the place of the parent. This document must be notarized in the country of origin.
2. A Custodianship Declaration - Custodian completed by a Canadian citizen or permanent resident over the age of 19 years, stating that arrangements have been made for the custodian to act in place of a parent in times of emergency, as when immediate medical or other intervention is required. This document must be notarized in Canada.

These documents can be obtained from the Immigration, Refugees and Citizenship Canada website. The Custodian must reside in the geographical boundaries of the Thames Valley District School Board. Custodians can also be provided as part of the Homestay program provided through Canada Homestay Network (see below). The Thames Valley District School Board requires that students under the age of 12 years old reside with a parent or close family relative. Even when residing with a parent, a Custodian is required.

## HOMESTAY AND CUSTODIAN OPTIONS

Thames Valley provides homestay and Custodian options through the Canada Homestay Network. Airport pick-up services are available through this service.

The location of the homestay will affect the designated school. When possible, Canada Homestay Network will attempt to place students in the area of their preferred school but due to availability, this is not always possible.

## MEDICAL INSURANCE

Medical insurance is mandatory and listed on the Fee Schedule. Insurance will be purchased by International Program staff and a confirmation of insurance will be provided at the time of acceptance.

## ACADEMIC YEAR

The academic year begins in September and finishes in June each year.

**Elementary** - Students can start school in September. Admissions at other times is subject to availability at the school and approval of the school principal and International Program staff. At the elementary level, school placement is limited to appropriate grade level availability.

**Secondary** - The Secondary academic school year is divided into semesters, starting in September and February each year. Secondary students may apply to start in September or February.

## LATE ARRIVAL

A student must be arrived and ready to begin classes by the first day of their enrolment period. If a student's arrival will be delayed, they must contact the International Office to request a delayed start. A delayed start may be granted, at the discretion of International Program staff, of up to one week. If a student's arrival will be later than the approved delayed start, or a delayed start is not available, the admission may be deferred to the next available start date. Only one deferral per student will be permitted. To ensure enough time to complete the registration and any required assessments, students are advised to arrive at least two weeks before the start of the enrolment period.

## SHORT-TERM PROGRAM

Students may apply to participate in a short-term program for a duration of two months or longer if credits toward a high school diploma are not required. Admission is subject to availability at the school and approval of the school principal and International Program staff.

## ORIENTATION

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All new secondary students are recommended to attend an orientation session prior to the start of the semester. Dates will be made available after acceptance into the program.

## ADMISSION AND REGISTRATION - AFTER ARRIVING IN CANADA

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After arrival in Canada, the Custodian or parent must make an appointment with the International Office: **519-452-2117** or **international@tvdsb.ca**.

1. Admissions appointment: Please bring the following documents to the admissions appointment:

- A. Student's passport together with the Study Permit issued at the port of entry;
- B. Documentation to verify student's first ever date of entry into Canada (eg. passport stamp / immigration documents / airline ticket etc.);
- C. Proof of residential address / tenancy (eg. lease agreement/tax bill/utility bill - driver's license not acceptable).

2. School Registration: The following documents must be provided by the parent/Custodian to the school when registering the student.

- A. Proof of Birth (Passport / Birth Certificate / Family Register, translated into English);
- B. Official Transcripts/Report Cards, translated into English, for the past two years;
- C. An up-to-date immunization record translated into English and completed by a certified health care provider from the student's country of origin; and
- D. Proof of residential address (eg. lease agreement/tax bill/utility bill - driver's license not acceptable).

## SCHOOL AND GRADE PLACEMENT

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Students are assigned to the school based on their address in London or the surrounding area, and, in addition, whether or not English as a Second Language (ESL) is required and available.

Students are registered in the age appropriate grade at the Thames Valley District School Board. At the secondary level, upon demonstration of success, students will receive equivalency credits for high school courses previously completed in their home country. At the secondary level, it is common for students to take subjects at different grade levels as needed if they meet the subject pre-requisites. Registration in academic courses is subject to availability at each school.

**Elementary** - ESL is available in all elementary schools in London. ESL is available in some areas outside of London and more information on the availability can be provided if required.

**Secondary** - ESL is available at eleven secondary schools in London. ESL is available in some areas outside of London and more information on the availability can be provided if required.

## ESL AND MATHEMATICS ASSESSMENT

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All incoming international secondary students must complete a language proficiency assessment (ESL assessment) and a Mathematics assessment. Information about the assessments will be provided after a student's acceptance into the program.

## EDUCATION OVERVIEW

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To graduate with the Ontario Secondary School Diploma (OSSD) from the Thames Valley District School Board, students must complete:

- 18 compulsory credits
- 12 elective credits
- pass the Ontario Secondary School Literacy Test
- complete 40 hours of community service

## IMMUNIZATION RECORD

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All students attending Thames Valley District School Board schools are required to provide an up to date immunization record at the time of registration and when requested by the Middlesex-London Health Unit. The immunization record must be in English and completed by a certified health professional from the country of origin. If the student's immunizations are not in accordance with Ontario law, the student will not be allowed to attend classes until the required vaccinations are obtained. Any cost to receive the required vaccinations shall be the responsibility of the student.

For information regarding immunizations, contact the Middlesex-London Health Unit at: <http://www.healthunit.com/default.aspx>

## RE-ENROLMENT

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Students must apply for re-enrolment each academic year. The re-enrolment process takes place twice during the academic year in accordance with the student's end date. International students must maintain satisfactory academic standing, meet attendance expectations and demonstrate adherence to the Codes of Conduct, policies, procedures, rules and guidelines of both the school and the Board, to be considered for re-enrolment. Re-enrolment applications may be denied upon the request of the school principal. The re-enrolment deadlines are May 20th for 1st semester (starting in September) and October 30th for 2nd semester (starting in February).

## REFUND GUIDELINES

1. If Immigration, Refugees and Citizenship Canada refuses an application to study in Canada, the tuition fees, less a \$100.00 administrative fee, will be refunded when a copy of the letter of refusal issued by Immigration, Refugees and Citizenship Canada is provided.
2. If International Admissions issues a letter of acceptance, and the student withdraws from the Thames Valley District School Board, before the first day of the enrolment period, the tuition fee will be refunded, less a \$1000.00 administrative fee. The first day of the enrolment period is that listed on the letter of acceptance, and the enrolment period is the term covered by the tuition fees paid. The enrolment period may span two semesters and/or two academic years.
3. If an international student withdraws from the Thames Valley District School Board, within the first 30 days of the enrolment period, two-thirds of the tuition fees, less a \$1500.00 administrative fee, will be refunded. The first day of the enrolment period is that listed on the letter of acceptance, and the enrolment period is the term covered by the tuition fees paid. The enrolment period may span two semesters and/or two academic years.
4. There will be no refund of tuition fees if an international student withdraws from the Thames Valley District School Board, after the first 30 days of the enrolment period. The first day of the enrolment period is that listed on the letter of acceptance, and the enrolment period is the term covered by the tuition fees paid. The enrolment period may span two semesters and/or two academic years.
5. There will be no refund of tuition fees if the student is found in violation of admission, school or homestay policies and procedures and is asked to withdraw from the school or homestay program at any time.
6. There will be no refund of tuition fees if the student changes immigration status during the enrolment period, with the exception of students who become permanent residents of Canada. Those students will be eligible for a refund on a pro-rated basis. The first day of the enrolment period is that listed on the letter of acceptance, and the enrolment period is the term covered by the tuition fees paid. The enrolment period may span two semesters and/or two academic years.

## PARTICIPANT AGREEMENT

1. The student must obey the laws of Canada, the Province of Ontario and follow the rules, guidelines and policies and procedures of the Thames Valley District School Board and the school in which the student is enrolled, (including the Codes of Conduct of the Board and the school).
2. All students including those over the age of eighteen (18) years of age agree that the student's reports on attendance, academics, homestay, and emotional/psychological concerns can be shared with parents, Custodians, education agents, school and Board personnel in order to provide the necessary guidance and assistance for student success.
3. The student or Custodian must contact the International Office if the student moves and/or changes Custodian. Students under the age of 18 must have a local Custodian at all times to remain enrolled.
4. The Thames Valley District School Board is not liable for losses or expenses that may incur as a result of the Board being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control.
5. If a student's educational needs are greater than disclosed on the application, the Thames Valley District School Board reserves the right to charge for extra support if such support is available. The Thames Valley District School Board also reserves the right to terminate the registration of the student in the Board's International Program.
6. If the health and academic needs of the student exceed the support that the school is able to provide, parents will be required to assume the financial responsibility for any additional services, supports or resource modifications necessary to facilitate their child's safety and progress at the Thames Valley District School Board. If parents refuse to assume such financial responsibility, or such services are not available, then the Board reserves the right to terminate the registration of the student in the Board's International Program.
7. The tuition paid allows a student to take up to a full course load at their regular school. Enrolment in night courses and summer school courses require additional fees.
8. Students must make satisfactory academic progress to be eligible for re-enrolment with the Thames Valley District School Board. Re-enrolment applications are completed annually.
9. The student understands and agrees that failure to abide by the above conditions may result in immediate termination from the International Program of the Thames Valley District School Board.

I have read and understand the Refund Guidelines and the Participant Agreement and I verify that everything stated in the application is true.

Parent's name \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's name \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's name \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Notice of Collection: The personal information provided on this form and any other correspondence relating to involvement in Board programs is collected by the Thames Valley District School Board under the authority of the Education Act and Regulations (R.S.O. 1990 c.E.2) as amended. The information will be used to register the student in a school, for the collection of applicable student/activity fees, as well as for any consistent purpose. Information is shared with employees such that they may carry out their job duties. In addition the information may be used or disclosed to comply with legislation, for compelling circumstances affecting health and safety or discipline, as required in circumstances related to law enforcement matters, or in accordance with any other Act. For questions about this collection, contact the Board's Freedom of Information Coordinator, Thames Valley District School Board, 1250 Dundas Street, London, Ontario, N6A 5L1, Telephone 519-452-2000 ext. 20218.