

Application for School Admission (International Students)

School Requested			
When will you arrive in Canada?		<input type="checkbox"/> New Student or <input type="checkbox"/> Returning Student	
Student Information			
Last Name		Given Names (as shown on identity documents)	Date of Birth (YYYY/MM/DD)
<input type="checkbox"/> Male <input type="checkbox"/> Female	First Language (Mother Tongue)	Other Languages	
Email address		Telephone Number (including country code)	
Street Address	Town/City	Province/State	Country
Education			
Highest level, form, year or grade completed:			
Do you presently attend school? <input type="checkbox"/> Yes , Level/Form/Grade: _____ or <input type="checkbox"/> No , Completion Date: (YYYY/MM/DD)			
Name of your present school or the last school attended		Address of your present school or the last school attended	
Current Language(s) of Instruction:		<input type="checkbox"/> Transcripts attached (must be translated into English)	
Parent / Guardian Information (In Home Country)			
Last Name		Given Names (as shown on identity documents)	Relationship to Student
Street Address	Town/City	Province/State	Country
Email address		Telephone Number (including country code)	
Parent / Guardian Information (In Canada)			
Last Name		Given Names (as shown on identity documents)	Relationship to Student
Street Address	Town/City	Province/State	Country
Email address		Telephone Number	
Other Emergency Contact (In Canada)			
Last Name		Given Names	
Street Address	Town/City	Province/State	Country
Email Address		Telephone Number	
Person who will pay fees <i>If a refund is required, it will be forwarded to the person who has paid the fees.</i>			
Name		Address	
Program			
SECONDARY SCHOOL		ELEMENTARY SCHOOL (Must submit Roman Catholic Baptismal Certificate)	
<input type="checkbox"/> Full School Year (September – June)	<input type="checkbox"/> Semester 1 only (September – January)	<input type="checkbox"/> Full School Year (September – June)	<input type="checkbox"/> Semester 1 only (September – January)
<input type="checkbox"/> Semester 2 only (February – June)	Grade requested:	<input type="checkbox"/> Semester 2 only (February – June)	Grade requested:

Applicant's Signature (If over 18 years of age)

Date (YYYY/MM/DD)

Parent/Guardian Signature (Home Country)
(If student is under 18 years of age)

Date (YYYY/MM/DD)

Application Guide

Step 1 – Complete the Application Form



LEARN MORE:

isp.hcdsb.org/apply-now

Step 2 – Attach the Required Documents (Translated into English)

Secondary Applicant

- Attach copies of all secondary grade Report Cards/Transcripts

Elementary Applicant

- Attach a copy of the most recent Report Card/Transcript
- Attach a copy of the Roman Catholic Baptismal Certificate

Step 3 – Pay the \$300.00 Application Fee

- Pay via Western Union Student Global Pay

[MAKE PAYMENT NOW](#)

Step 4 – Submit the Application

- Submit all documents via email to: isp@hcdsb.org
- Or submit documents via regular mail:

International Student Program
Halton Catholic District School Board
802 Drury Lane
Burlington, ON L7R 2Y2
CANADA

International Student Program Application Process

Application Form Applicants must complete the *Application for School Admission* form (which can be found below). Incomplete forms will be returned. For Semester 1, applications must be received no later than June 15th, 2017. For Semester 2, applications must be received no later than November 15th, 2017.

Transcript/Report Cards The *Application for School Admission* form must be accompanied by copies of all secondary grade Report Cards and Transcript of Marks - both must be translated in English. For elementary students, the most recent Report Card/Transcription of Marks will suffice.

Application Fee There is a \$300.00 non-refundable application fee that must be paid before a student's application is reviewed by the associated School Superintendent.

Tuition Fees Tuition Fees must be paid immediately after a student confirms their admission. Please note that Tuition Fees are subject to change without prior notice.

Secondary

Full School Year (2017/2018).....	\$13,500.00
Semester 1 (September 2017 to January 2018)....	\$6,750.00
Semester 2 (February 2018 to June 2018).....	\$6,750.00

Elementary

Full School Year (2017/2018).....	\$12,500.00
Semester 1 (September 2017 to January 2018)....	\$6,250.00
Semester 2 (February 2018 to June 2018).....	\$6,250.00

Adult Learning Centre (Includes Summer Credit Courses)

Tuition Fee per course (2017/2018).....	\$1,687.50
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Payment Method Application and Tuition Fees are to be paid through Western Union Student Global Pay: <https://student.globalpay.wu.com/geo-buyer/hcdsb>

Letter of Acceptance The *Letter of Acceptance (LOA)* will assist the student in applying for a Study Permit from Citizenship & Immigration Canada or the Consulate or Immigration Office in the applicant's country of residence. The Study Permit allows the student to study in Canada. On receipt of the following documents, and approval from the School Superintendent, a *Letter of Acceptance* will be prepared:

- Completed *Application for School Admission Form*
- Education Documents (copy of applicable report cards/transcripts)
- Application Fee (non-refundable)

International Student Program Application Process

Guardianship

A signed *Parental Consent* and *Guardianship Agreement* is required for all students under the age of 18. Students who arrive in Canada must be age appropriate for JK to Grade 12, which means they must be less than 21 years old on December 31st of the current year. If they are older, they will be directed to Adult Learning/Continuing Education once they have received a Student Authorization.

Student Entering a Halton School for the First Time

Once the student has arrived in Canada with a valid Study Permit, they must supply the Halton Catholic District School Board's International Student Program Office with the following:

A. Personal Document Requirements *Must be translated into English*

- ii. Verification of age
- iii. Roman Catholic Baptismal Certificate (elementary only)
- iv. Immunization Record
- v. Proof of Health Insurance
- vi. Halton address where the student will be living

If under 18 years of age, the student must be living in Halton with his/her parents or guardian. If the student shall be residing with guardians, a *Parental Consent* and *Guardianship Agreement* must be completed and signed.

Effective March 31, 1994, the Ministry of Health no longer covers International Students under the Ontario Health Insurance Plan. It is now the student's responsibility to purchase sufficient private medical insurance.

B. Tuition Fees

Tuition fees must be paid once a student confirms their admission.

Returning Students

A *Letter of Acceptance* will be necessary each time the student needs to obtain an updated Study Permit. Upon arrival in Canada, the returning student must provide a valid Study Permit, tuition fees, up-to-date Medical Insurance, and Halton address where student will be living. A new *Parental Consent* and *Guardianship Agreement* must be signed in the event that the guardian(s) have changed.

Refunds

The tuition fee for the present semester will not be refunded once the student has started school. Contact the International Student Program Office for any exceptions to this policy. A full refund will be issued to the original payee, if the student is denied a Study Permit by Citizenship and Immigration Canada and is unable to travel to Canada. The original Letter of Rejection must be provided.