

Surrey Schools International Student Program Application Form



Instructions

Application submission and deadline dates

The Canadian education year begins in September and ends in June. Elementary schools (Grades K to 7) have two terms: September to December, and January to June. Secondary schools (Grades 8 to 12) also have two terms: September to January and February to June.

September start (Elementary and Secondary):
Applications can be accepted starting on Feb 15.
Deadline for complete application with
payment before May 31.

Elementary January start:
Applications can be accepted starting on Oct 15.
Deadline for complete application with
payment before Nov 30.

Secondary February start:
Applications can be accepted starting on Oct 15.
Deadline for complete application with
payment before Nov 30.

Steps for the application process

1. Submit the Application Form

- Submit all five pages of the completed Application Form signed by the parent and student
- Include a copy of student's passport
- Include the last two years of school records (translate into English)

2. We will notify you when the student is accepted.

Within two to four business days, we will send you a *Confirmation of Application* letter accepting the student. This is your invoice.

3. Appoint a custodian for the student (3 Documents Required)

Students not residing with a parent must appoint a Custodian. An explanation of Custodian Requirements or a list of local Custodian Providers can be found at www.sd36.bc.ca/general/InternationalEd/Index.html.

You must complete and submit three forms:

- Custodian Declaration Form and Parent Declaration form. These must be signed and notarized.
See: www.sd36.bc.ca/general/InternationalEd/Index.html for these forms.

4. Submit proof of address

The student must live in the catchment area of the school they wish to attend. Please confirm the address where the student will be living while going to their school. Acceptable proofs of address are:

- a rental/mortgage agreement, or
- a current hydro, gas, or cable bill (from the last 3 months only)

Please print the student's full legal name, birth date, and International Student Number on the top margin of the bill or agreement so we may match the form to the student. Also include the local telephone number. The student must be live in the official catchment area of the school they enrol in. A proof of address for this home must be submitted to the International Education Department no later than five business days before the first day of school.

5. Payment of Fees (in Canadian dollars)

Fees are due within two weeks of receiving a Confirmation of Application letter. Fees can be paid by bank draft, certified cheque (payable to: Surrey School District) or wire transfer. Please contact the International Education Department for wire transfer instructions. Fees are:

- Full year (10 months): \$12,900 CAD (\$12,100 tuition + \$800 medical)
- Secondary Term 1 or 2 only (5 months): \$6,450 (\$6,050 tuition + \$400 medical)
- Elementary Term 1 (4 months - September to December): \$5,160 (\$4,840 tuition + \$320 medical)
- Elementary Term 2 (6 months - January to June): \$7,740 (\$7,260 tuition + \$480 medical)

6. Official Letter of Acceptance (LOA) and Study Permit application

The official Letter of Acceptance (LOA) can only be issued once we receive payment for the fees.

The LOA is required for the student to apply for a Study Permit at nearest Canadian Embassy. Surrey requires all fee-paying international students to have a valid Study Permit.

For more information, contact us:

Surrey Schools International Education Department
14033 92 Avenue
Surrey, BC CANADA V3V 0B7
Email: internationaled@sd36.bc.ca
Office: 1.604.595.6168
Fax: 1.604.595.6169
Web: www.StudyinSurrey.ca



Surrey School District International Student Program Application Form

All entries must be clearly written in English.

- Please choose the program you wish to apply for:
- Full year: \$12,900 CAD
 - Secondary Term 1 (September to January): \$6,450
 - Secondary Term 2 (February to June): \$6,450
 - Elementary Term 1 (September to December): \$5,160
 - Elementary Term 2 (January to June): \$7,740
 - Elementary Term 2 + Secondary Term 1 (Gr. 7 to 8): \$14,190

OFFICE USE ONLY:

Student #: _____

School assigned: _____

Grade Assigned: _____ O/C: Yes No

Date Received: _____

Notes: _____

Please list the school(s) you prefer to be placed at:

First Choice:
 Second Choice:
 No preference.

Student Information. (This information must match the student's passport; please send a copy of the students passport.)

Student's Surname (Family Name)
 First Name
 Middle Name
 English Name (if applicable)

Birth date (Year / Month / Day)
 Gender: Female Male
 Place of Birth (Country)

Student's email address
 Language(s) Spoken

Parent Information

Father's Full Legal Name
 Mother's Full Legal Name

Parent's email address
 Home Phone
 Mobile Phone

Permanent Overseas Address
 City
 Country
 Postal Code

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Student's Surname (Family Name)

First Name

Birth date (Year / Month / Day)

School History (Attach previous two years school records translated into English.)

Name of Last School Attended

Location

Grade
Completed
If a BC student already, enter
Personal Education Number (PEN)

Custodian Information (Must be appointed at time of application.)

Custodian Requirements and Providers are available at www.sd36.bc.ca/general/InternationalEd/Index.html.
The International Education Department must be notified immediately of any change in custodian.

No Custodian required because the student is living with parent (skip to Homestay Information on pg. 3)

Surname (Family Name)

First Name

Gender: Female

Male

Street Address

City

Postal Code

Home phone

Work phone

Mobile phone

Fax

Custodian's email address

Is the student related to custodian (e.g. nephew or niece?)

Agent Submitting Application (must be an official agent of Surrey Schools at the time of application)

Agent / Agency Name

Agent's Email address

Street Address

City

Postal Code

Work phone

Mobile phone

Fax

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Student's Surname (Family Name)

First Name

Birth date (Year / Month / Day)

Homestay or Living Arrangements (Student must reside with someone 25 years of age or older.)

If the student will not live with the Custodian, please complete the homestay families contact information below. Information about Homestay Providers in Surrey is available at www.sd36.bc.ca/general/InternationalEd/Index.html. International Education Department must be notified immediately of change in homestay/living arrangements.

Surname (Family Name)

First Name

Gender: Female

Male

Street Address

City

Postal Code

Home phone

Work phone

Mobile phone

Fax

Email address

Is the student related to homestay family (e.g. nephew or niece?)

Official Letter of Acceptance (LOA)

Check who will receive the original official LOA:

- Agent
- Parent
- Custodian

Check the method by which the original official LOA should be sent or if will be picked up:

- Mail (standard delivery)
- Overseas courier (airmail)
- Pick-up at International Education Department

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Student's Surname (Family Name)

First Name

Birth date (Year / Month / Day)

Health Information

The fees paid for the International Student Program include only basic health insurance coverage.

If student is already studying in BC, please provide Care Card number:

Does the student have a perceived or documented learning disability, physical handicap, social integration difficulty, behavioural concern or history of criminal behaviour?

Yes

No

If 'Yes', please describe:

Does the student have any medical condition or take any medication?

Yes

No

If 'Yes', please describe:

**Please save the form and email it to: international@sd36.bc.ca
Now proceed to Page 5.**

Surrey School District International Student Program Application Form

Student's Surname (Family Name)

First Name

Birth date (Year / Month / Day)

Terms, Conditions and Refund Policy

In the event that a student applicant does not come to the Surrey Schools or decides to leave for personal reasons, a request for refund must be made in writing. A portion of the tuition fee will be refunded as follows:

Section 1

1. Full refund of tuition fees paid (less \$500 CAD administrative fee), if the study permit is not approved by Citizenship and Immigration Canada (letter of rejection from Citizenship and Immigration Canada must be provided);
2. Two-thirds (2/3) of tuition fees paid, if student withdraws prior to the commencement of the program – complete refund request must be received before the program commences;
3. One-half (1/2) of the tuition fees paid, if the student withdraws any time between commencement and the end of the first calendar month of the program – a complete refund request must be received no more than one week after the end of the first calendar month;
4. No refund of the tuition fee if the student withdraws after the first calendar month of the program or is found to be in violation of the law, policy or regulation as determined by the Government of Canada, police or Surrey Schools (i.e: chronic absenteeism, suspension from school, consumption of alcohol, drug involvement)

Section 2

In the event students whose residing parent(s) become Permanent Resident(s) or obtain a valid Work or Study Permit (and meet supporting District criteria) after tuition fees are paid the following shall apply:

1. Change in status occurs prior to September 30 will receive a full refund (less \$500 CAD administrative fee). Complete refund requests must be received no later than 10:00am September 30 (or the Friday prior to if September 30 is a weekend or statutory holiday).
2. Change in status occurs between October 1 and January 31 then second semester fees will not be collected or fees already paid for the second term or semester will be refunded (less \$500 CAD administrative fee).
3. Change in status occurs between February 1 and June 30 then tuition fees for the current school year will not be refunded.

Surrey Schools is not liable for losses/expenses that may incur as a result of Surrey Schools being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control. Canada and Surrey Schools are very safe by world standards. While the student will be generally supervised, such supervision cannot be constant and Surrey Schools cannot guarantee the student's safety. Therefore, should the student be injured while studying in Canada, Surrey Schools will not be held liable. If the student's educational needs are greater than disclosed on the application, Surrey Schools reserves the right to charge for extra support if such support is available. Any inaccuracy in the application is grounds for Surrey Schools to terminate the agreement and send the student home without refund and at the parent's own expense.

Date

I agree to uphold school and district rules and regulations and cooperate with Administrators, teachers and students.

I have read and understand the terms, conditions and refund policy and verify that everything stated in the application is true and will be relied upon by Surrey Schools in offering a place to the student in the International Program.

Student Signature

Parent Signature