



# SURREY SCHOOL DISTRICT

## 2010/11 International Student Program Application

### Submission and Deadline Dates

**September Start**  
(Grade: Kindergarten - 12)

Submission: February 15  
Deadline: May 31

**January Start** (Grade: K-7)  
**February Start** (Grade: 8-12)

Submission: October 15  
Deadline: November 30

### Instructions and Information

#### 1. Application Submission

- Submit signed (student & parent) 3 page **application** with *copy of student's passport* and last 2 years of **school records** (English only).
- If already studying in British Columbia also submit a copy of the student's Care Card.

#### 2. Notification of Acceptance

- Will be provided within 2-4 business days by **Confirmation of Application** letter (invoice).

#### 3. Custodian Appointment (3 Documents Required)

- Students not residing with a parent must appoint a Custodian. Both **Custodian and Parent Declaration forms** must be **notarized** and are available here:  
[www.sd36.bc.ca/general/InternationalEd/Index.html](http://www.sd36.bc.ca/general/InternationalEd/Index.html)
- These forms must be submitted with **proof of Custodian's Canadian status** (passport, birth certificate, citizenship card, Permanent Resident card or Landed Immigrant certificate).
- For an explanation of Custodian Requirements or a list of local Custodian Providers go to:  
[www.sd36.bc.ca/general/InternationalEd/Index.html](http://www.sd36.bc.ca/general/InternationalEd/Index.html).

#### 4. Proof of Address (1 Document Required)

- Submission of **rental/mortgage agreement** or a current (last 3 months) **utility bill** (hydro, gas, cable only) where the student will be living is required.
- Print the student's full legal name, and birth date or International Student Number and the Surrey telephone number on the top margin of the agreement or bill.

#### 5. Payment of Fees

- **Fees** are due within 2 weeks of notification of acceptance and can be paid by bank draft, certified cheque (payable to: Surrey School District) or wire transfer. Wire transfer instructions found here:  
[www.sd36.bc.ca/general/InternationalEd/Index.html](http://www.sd36.bc.ca/general/InternationalEd/Index.html).
- Fees are based on a ten month school year: \$12,800 CAD (\$12,100 tuition + \$700 medical)

#### 6. Official Letter of Acceptance and Study Permit Application

- Upon receipt of fees and documents the **official Letter of Acceptance (LOA)** will be issued.
- The **LOA** is required for the student to apply for a **Study Permit** at nearest Canadian Embassy. Surrey requires all fee-paying international students are required to have a valid Study Permit.



# SURREY SCHOOL DISTRICT

## 2010/11 International Student Program Application Form

### Send completed application to:

Surrey School District  
 International Education Department  
 103 - 6329 King George Highway  
 Surrey, BC CANADA V3X 1G1  
 Fax: 604.590.0043 Email: [internationaleled@sd36.bc.ca](mailto:internationaleled@sd36.bc.ca)

<b>For Office Use Only:</b>
School _____
Grade _____ International Student # _____
Approved _____ Date _____
Notes _____

### Please print clearly in ENGLISH

Date: \_\_\_\_\_ Program starting:  September or  January (Elementary)  
 February (Secondary)

### Student Information (Attach copy of student's passport)

Student's Surname (Family Name) _____	First Name _____	Middle Name _____
English Name (if applicable) _____	Birth date (Year / Month / Day) _____	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Place of Birth (Country) _____	Language(s) Spoken _____	
Student's E-mail _____		

### Parent Information

Father's Full Legal Name _____	Mother's Full Legal Name _____	
Permanent Overseas Address _____	City, Country, Postal Code _____	
Home Phone _____	Mobile Phone _____	Parent's E-mail _____

### School History/Requested (Attach previous 2 years school records in ENGLISH)

Name of Last School Attended \_\_\_\_\_ Location \_\_\_\_\_ Grade Completed \_\_\_\_\_

School Requested: 1. \_\_\_\_\_  No preference, please assign  
 2. \_\_\_\_\_



Student Name: \_\_\_\_\_

Birth date (YY/MM/DD): \_\_\_\_\_

**Custodian Information: Must be appointed at time of application**

- Custodian Requirements and Providers are available here: [www.sd36.bc.ca/general/InternationalEd/Index.html](http://www.sd36.bc.ca/general/InternationalEd/Index.html).
- The International Education Department and school must be notified immediately of any change in custodian.

Surname (Family Name) \_\_\_\_\_ First Name \_\_\_\_\_  Ms.  Mrs.  Mr. \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ City, Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

No Custodian required: student living with parent

**Homestay or Living Arrangements: Student must reside with someone 25 years of age or older**

- Information about Homestay Providers in Surrey available here: [www.sd36.bc.ca/general/InternationalEd/Index.html](http://www.sd36.bc.ca/general/InternationalEd/Index.html).
- International Education Department must be notified immediately of change in homestay/living arrangements.

The Custodian named above will also be the student's homestay.

The student will reside apart from Custodian – contact information as follows:

Surname (Family Name) \_\_\_\_\_ First Name \_\_\_\_\_  Ms.  Mrs.  Mr. \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Street Address \_\_\_\_\_ City, Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Agent Submitting Application**

Agent or Agency Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

**Official Letter of Acceptance**

Check **who will receive** the original official Letter of Acceptance:

Agent  Parent  Custodian

Check the **method by which** the original official Letter of Acceptance should be **sent or if will be picked up**:

Mail  Overseas Courier  Pick-up



Student Name: \_\_\_\_\_

Birth date (YY/MM/DD): \_\_\_\_\_

**Health Information**

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

If student is already studying in BC, please provide Care Card # \_\_\_\_\_

Does the student have any medical condition / or take any medication?  Yes  No

If **YES**, please describe: \_\_\_\_\_

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: \_\_\_\_\_

**Terms, Conditions and Refund Policy**

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

- a) 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);
- b) 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;
- c) 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;
- d) 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 School District (ie: chronic absenteeism, suspension from school, consumption of alcohol, drug involvement)

**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:**

- a) 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 if September 30 is a weekend or statutory holiday).
- b) Change in status occurs October 1 and January 31 then second semester fees will not be collected or fees already paid will be refunded (less \$500 CAD administrative fee).
- c) Change in status occurs between February 1 and June 30 then tuition fees for the current school year will not be refunded.

School District #36 (Surrey) is not liable for losses/expenses that may incur as a result of the District being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control.

Canada and Surrey School District are very safe by world standards. While the student will be generally supervised, such supervision can not be constant and the District can not guarantee the student's safety. Therefore, should the student be injured while studying in Canada, the District will not be held liable.

If the student's educational needs are greater than disclosed on the application, the District reserves the right to charge for extra support if such support is available.

Any inaccuracy in the application is grounds for the District to terminate the agreement and send the student home without refund and at the parent's own expense.

*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 the District in offering a place to the student in the International Program.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature