



Vancouver School Board International Education Program

INSTRUCTIONS FOR APPLICATION COMPLETION

Translated brochures and application forms are provided for reference only. The Vancouver School Board always follows the policies and definitions as stated in the English version of brochures and application forms.

Application Requirements

Submit the following required items to apply:

1. A completed application form
2. All original transcripts/school records from the **current year** and the **last two years** (in English). NOTE: Photocopies of transcripts and school records **must be certified** with a school stamp. Failure to comply will result in a delay or a return of the application
3. Non-refundable application fee of CDN\$200.00 payable by VISA, Master Card, cheque or money order to the Vancouver School Board

Admission Criteria

Acceptance into the International Education Program is by invitation and is based on overall academic achievement. Each applicant's acceptance into the International Education Program and subsequent placement in a school will be determined by:

- (a) the applicant's educational background and present academic standing as indicated on the transcripts/school reports.
- (b) the availability of space in the International Education Program.

Apply as early as possible, because space in the International Education Program is limited, and processing international applications requires several weeks. All applicants will be acknowledged and applicants will normally be advised within 10 working days whether or not they have been offered placement in a Vancouver school.

Registration and Orientation

All accepted and confirmed students will be required to register at the international education office prior to school attendance. Students will attend an orientation and assessment, and course selection and timetabling will occur. Students commencing school studies in September should plan to arrive in Vancouver in mid-August.

Schools

Many schools in the Vancouver public school district accept international students. A brochure that contains profiles of all secondary schools is available from the international office. Elementary school placement is limited to appropriate programs and grade level availability.

Applicants may indicate a preference for a particular school or schools, or may ask the VSB to place them in appropriate schools. The VSB will try to accommodate the applicant's preference for placement, provided that the requested school has space and an appropriate program. The Vancouver School Board reserves the right to make the final decision regarding the applicant's school and program placement.

Grade Placement

The VSB will place the student into the final appropriate grade upon reviewing the student's age and transcripts, according to the student's age-grade correlation as follows:

Elementary: K 1 2 3 4 5 6 7
Secondary: 8 9 10 11 12

Grade placement based on age of the student as of December 31.														
Grade	K	1	2	3	4	5	6	7	8	9	10	11	12	Adult
Age	5	6	7	8	9	10	11	12	13	14	15	16	17	18+

School Placement

Placement of international students is subject to assessment by Board officials and is subject to available and appropriate spaces and programs in schools. Students will normally be placed in age appropriate grades. Students 18 years of age or older are normally placed in adult education centres.

International students will be placed in a regular academic program and may receive English Language Learning support based on assessment results and available programs. International students are not eligible for designated programs and services (e.g. special education or restricted enrollment programs) or alternate programs. If students are found to have special needs after enrollment in the program, the Board will not be able to accommodate those needs and the student must withdraw.



Vancouver School Board International Education Program

Fees

School Fees (Prices quoted are in Canadian funds)	
Application Fee	\$200
Tuition Fee per year (September to June the following year)	\$14,000
Compulsory Medical Fee	\$500
Homestay Fees	
Homestay Placement Fee	\$525
Monthly Homestay Fee	\$900 / month
Daily Homestay Fee if less than one month	\$30/day
Other Fees (if required)	
Airport Pick-up	\$75
Custodian	\$500

Book and lab fees are included; however, students will need to pay textbook deposit, locker rental, yearbook and some minimal materials fees depending on their timetable. Fees for the full school year are to be paid by **certified cheque, money order or bank transfer** payable to the **Vancouver School Board**. This payment is due upon receipt of the student's placement letter.

Short Term Program

The Vancouver School Board also offers short term school programs of 3 to 8 months, depending on available spaces, that introduce international students to Canadian school life. The application fee for short term programs is C\$200 and tuition fee is \$1400 per month. International students normally will not achieve academic credits as a full academic school year cannot be completed. Short-term programs must include either September or June.

Homestay Accommodation

The Vancouver School Board offers international students aged 13 and over the option to live with a Canadian family while enrolled in a Vancouver public school through our partner, Langara College Homestay. An information package will be sent to the student once the student is accepted into the program. If you do not have a custodian, you can request that your host parent be your custodian.

Custodian

Secondary School Applicants:

Parents of all secondary students are required to appoint a custodian 25 years of age or older, in the Vancouver area, who will take responsibility for their child and will ensure that his or her accommodation and other living necessities such as food, clothing and transportation are provided. Students must live with a responsible adult who is their custodian or their homestay parent. If you do not know anyone living in the Vancouver area who can act as custodian, the Vancouver School Board has made a special arrangement with homestay providers to act as custodians for students, if requested. Accordingly please indicate on this application form that you request a host family placement from Langara College Homestay.

Elementary School Applicants:

All elementary students must live with a parent or immediate adult family member: grandparent, aunt or uncle while studying in the Vancouver school district.

Study Permit

Applicants must obtain a study permit before leaving their country of residence to attend school in the Vancouver public school district. It is the responsibility of the applicant to obtain a study permit from the Canadian Embassy, or Canadian Consulate **in the country where the applicant resides**. Please consult the Embassy office for detailed information.

Health and Accident Insurance

Comprehensive health and accident insurance is mandatory in British Columbia. Every international student must have this coverage while studying in Vancouver. International students are entitled to medical and hospital benefits through the government Medical Services Plan (M.S.P.). It is the Vancouver School Board's requirement that its international education program administer registration of provincial medical insurance coverage for all students enrolled in the International Education Program. The annual payment is assessed and paid with the tuition fee. Private medical insurance will be provided for the first three months and for additional health insurance coverage, as needed.



Vancouver School Board International Education Program

INTERNATIONAL STUDENT APPLICATION FORM

Please submit a completed application to:
Vancouver School Board
International Education Program
1580 West Broadway Avenue
Vancouver, B.C. Canada V6J 5K8
T: (604) 713-4534
F: (604) 713-4536
E: intered@vsb.bc.ca

For Office Use Only:

I.E. file number _____

School assigned _____

Grade _____ Date _____

Copy sent to school Date _____

PLEASE PRINT CLEARLY IN ENGLISH on the English forms. Translated brochures and application forms are provided for reference only. The Vancouver School Board always follows the policies and definitions as stated in the English version of brochures and application forms.

Date: _____

Apply for school beginning: Applicants aged 17 or under: September January February
 Applicants aged 18 or above: September November February April

STUDENT INFORMATION

Surname (Family Name) _____ Given Name _____ English Name (if applicable) _____
 Date of Birth (Day / Month / Year) _____ Age _____ Gender: Female Male
 Citizenship _____ First Language _____ Student's E-mail address _____

I have a sibling who is applying to the Vancouver School District:

Sibling's name _____ Sibling's date of birth _____ Sibling's Vancouver school _____

PARENT INFORMATION

Father: _____ Mother: _____
 Family Name Given Name Family Name Given Name

Permanent Address (in Home Country) Street Address _____ City _____

Province/State _____ Country _____ Postal Code _____

Home Telephone _____ Cellular phone (father) _____ Cellular Phone (mother) _____

Work Telephone (father) _____ Work Telephone (mother) _____ E-mail address _____

LIVING ARRANGEMENTS WHILE STUDYING IN CANADA

- I request that homestay arrangements be made by Langara College Homestay. Secondary students may reside with parents, relatives, or in approved Vancouver homestays only. **All elementary international students must reside in Vancouver with their own parent(s).**

or

- My child will be living with the following person who is over the age of 25:

Family Name: _____ First Name: _____

Relationship to student: _____ Street: _____

City: _____ Province: B.C. Postal Code: _____ E-mail: _____

Phone (Home): _____ Phone (Work): _____

CUSTODIAN

International students are required to have a local custodian while in Canada, unless they are residing with their own parent(s).

- My child will be under the custodianship of the following person who is Canadian, or landed immigrant, and is over the age of 25.

Family Name: _____ First Name: _____

Relationship to student: _____ Street: _____

City: _____ Province: B.C. Postal Code: _____ E-mail: _____

Phone (Home): _____ Phone (Work): _____

or

- I request that homestay placement be made by Langara College Homestay and that the host parent acts as custodian of my child.

SCHOOL PLACEMENT

In what grade are you currently enrolled? _____ What grade are you applying for? _____

Students are placed into age appropriate grades according to Canadian age-grade correlation.

Are there any schools you prefer to attend in Vancouver? Yes No

If yes, please list three:

a. _____

b. _____

c. _____

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

EDUCATION HISTORY

Name and location of most recent schools attended:

School	City	Country	From (dates attended) To	Grades(s) Completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

_____	_____	_____	_____	_____
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ELECTIVE COURSE PREFERENCES

Secondary Students

Name: _____ School: _____

You will be required to study English (or ESL), Social Studies, science, mathematics, and other courses, according to your grade level requirements. **You may indicate preferences for 5 elective (choice) courses:** (e.g. write '1' for your first choice, '2' for your second choice, '3' for your third choice, up to '5').

Note: There is no guarantee you will receive your preferred courses. Some of the courses may not be offered at your school, or they may not be available due to: grade level, timetabling conflicts or full enrolment. Some courses require students to have adequate language ability.

If you are not sure about the choices below, your school counsellor will help you after you arrive. You will be placed into English and mathematics courses according to your assessment results.

1 = first choice, 2 = second choice, 3 = third choice, 4 = fourth choice, 5 = fifth choice	
Visual Art 10, Art Foundations 11 / 12	Marketing / Business Education
Ceramics/Sculpture 11 / 12	Business Computer Applications
Drawing and Painting 11 / 12	Accounting
Graphic Design 10 / 11 / 12	Information Technology (computers)
Film and Video Production 11 / 12	Physical Education
Photography 11	Foods (cooking)
Dance 10 / 11 / 12	Textiles (sewing)
Acting, Drama	Fashion Design
Stagecraft (set design)	Jewellery Making
Beginner Band	Woodworking
Band/Orchestra: What instrument? _____	Drafting
Strings (violin, bass, guitar, etc.)	Electronics
Guitar (available at <u>few</u> schools)	French
Choir (singing)	Spanish
Music Composition	Japanese
Physics 11, Physics 12	Français Langue (<i>Immersion</i>) (adequate French required – available at <u>few</u> schools)
Biology 11, Biology 12	Mandarin
Chemistry 11, Chemistry 12	
Other:	



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INTERNATIONAL PROGRAM PARTICIPATION AGREEMENT

Applicant Student and Parent(s)

Please review this document carefully. This document creates a legally binding agreement for participation in the Vancouver School District's International Program.

Introduction:

The Board of Education of School District No. 39 (Vancouver) (the "School District"), wishes to provide a challenging and exciting program to students studying in our International Program. This Agreement sets out the terms on which a student is accepted into the program and the obligations on those students and their families.

When this agreement is binding:

This Agreement is not binding upon the School District until it is signed by a parent or custodian of the student and the student applying for admission, is accepted by the School District and an offer of admission is made to the student by the School District, and all fees are paid.

Placement

1. While the School District takes into consideration requests for placement at a particular school, the final decision on any placement is determined solely by the School District, taking into account space availability and the appropriate program for the student based on the School District's assessment.
2. The School District's designated programs are open to qualified local students first, and to qualified international students, depending on available space.
3. The School District reserves the right to:
 - a. withdraw the student from the program, if the student's educational needs are greater than disclosed on the application;
 - b. withdraw the student from the program if the student develops health concerns;
 - c. withdraw the student if the student is found to have special educational needs, social or emotional needs, after enrollment in the program.

What I am agreeing to:

1. I agree that as a condition of participating in the School District's International Program that my child:
 - a. must comply with the laws of Canada and British Columbia;
 - b. must comply with the School and School District Rules, Policies and Code of Conduct;
 - c. must comply with the School District network and Internet Appropriate Use and Privately Owned Electronic Devices Appropriate Use Policies;
 - d. must comply with the terms of this International Student Agreement;
 - e. must not use drugs or alcohol;
 - f. must, if the student is participating in a Langara College Homestay, comply with all terms of the Homestay Agreement, and obey family rules and show respect for members of the Homestay family;
 - g. must not change Homestay arrangements without the consent of the Administrator of International Programs;



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- h. must attend all registered classes in the International Program, unless unable by reason of illness or injury to do so and must provide a note from a Parent, custodian or Homestay family for any absences;
- i. must not withdraw from courses without consent of school officials, and may not substitute in-class courses for the equivalent online courses;
- j. must complete homework as assigned;
- k. must not travel outside of Metropolitan Vancouver unless accompanied by an adult of at least 25 years of age; and
- l. maintain an up-to-date Citizenship and Immigration Canada Study Permit.

Custodian and Living Arrangements

2. I understand that students aged 13 years or older are not permitted to live independently while enrolled in the program. I agree to appoint a custodian over 25 years of age in the Vancouver area who will take responsibility for my child and will ensure that his/her accommodation and other living necessities such as food, clothing and transportation are provided. Students must live with a responsible adult who is their custodian or their homestay parent. Students will follow and respect homestay family household rules and property.

I agree that the School District reserves the right to withdraw the student if the accommodation arrangements are unsatisfactory.

I understand that international students aged 12 years or younger are accepted only if the following conditions are satisfied:

- a. A parent must accompany the student, reside full-time in Vancouver, and provide care and custodianship for the student. If the parent(s) must leave Vancouver (i.e. return to home country) while the student is enrolled in the international education program, the student must go with them.
- b. If requested, the School District will permit students under the age of 13 to reside with a direct relative. The School District defines direct relative to mean that the parent(s) are related to the individual by bloodline or by marriage. If the student is to be cared for by a relative as defined above, then the parent(s) and the relative must provide the School District with documents stating that the relationship is in compliance with this policy.

I agree to inform the International Program office and the school of any changes of student information, which includes custodian and living arrangements, contact information of the student, parents and custodian.

My representations:

3. I represent to the School District that my child has no history of engaging in criminal behaviour or sexual misconduct.
4. I know of no reason why my child cannot successfully participate in the School District's International Program.

How this agreement can be ended:

5. I agree that the School District may end this agreement at any time, without notice and without refunding any tuition paid, and may send my child home at my expense if:
 - a. any information in my child's application for admission is untrue;
 - b. my child breaches any of the obligations set out in paragraph 1;



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- c. my child is unable to perform or is not performing to a reasonable academic standard (grade average of less than C- or equivalent); or
- d. I breach any of the obligations set out in this agreement.

Fee Schedule and Refund Policy

- 6. In the event that my child does not come to Canada or decides not to attend or to leave Vancouver School District's International Program, I agree that the following terms will apply:
 - a. the application fee is non-refundable in any circumstances;
 - b. for students in the first school year of participation in the International Program, the following will apply:
 - i. the full tuition fee, less CAD\$500, will be refunded upon receipt of satisfactory evidence that the Study Permit was not approved by Citizenship and Immigration Canada (CIC).
 - ii. two-thirds (2/3) of the tuition fee will be refunded if the student withdraws prior to commencement of the program;
 - iii. one half (1/2) of the tuition fee will be refunded if the student withdraws before the end of the first calendar month of the program; and
 - iv. no refund will be granted, for any reason, if the student withdraws after the first calendar month of the program.
 - c. if a student indicates they will be returning to the Vancouver International Program for a second or subsequent school year and withdraws prior to commencing the second or subsequent school year, the following will apply:
 - i. 50% of the annual tuition fee will be refunded if they withdraw from the program on or prior to May 31 of the year in which the second or subsequent year of studies is to commence;
 - ii. No refund will be provided for any withdrawal after May 31 of the year in which the second or subsequent year of studies is to commence.
 - d. No refund will be provided if a student is dismissed from the program because of violation of this Agreement.
 - e. Students who become landed immigrants after tuition fees are paid will not be eligible for refunds other than as stated in the refund policies.

Insurance

- 7. The Student is obliged to at all times maintain adequate medical and health insurance while in Canada and that the School District is not responsible for any loss or damage suffered by the student as a result of failure to maintain adequate insurance. Students are required to enroll in medical insurance through the International Program office for the entire duration of their program in Vancouver School District. If a student cancels or fails to extend their insurance when needed, the School District is not responsible for any loss or damage suffered by the student as a result of failure to maintain adequate insurance.



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Assumption of Risk

8. I understand that there are risks associated with my child enrolling in the School District and that my child will not be under constant supervision. I understand that medical and health emergencies can occur without warning. I voluntarily assume the risk that my child may suffer illness, injury or another emergency and agree that I will not bring any claim against the School District or any of its employees for any injury suffered by my child while participating in the International Program.
9. I understand that the Student may wish to participate in extracurricular activities such as sports teams, field trips, or school clubs. I give my permission for the Student to participate in such extracurricular activities if the Custodian in their discretion considers such activity appropriate. However, I understand that the School District may not allow my child to participate in high risk activities such as skiing, surfing, snowboarding, mountain climbing, kayaking or canoeing unless I also provide my consent to that activity.

Forum for Dispute Resolution

10. I agree that any dispute arising under the interpretation, application or performance of this agreement or in any way arising out of my child's participation in the School District's International Program will be resolved in a British Columbia Court and I agree that I will not bring proceedings in any other court or jurisdiction and irrevocably attorn to the jurisdiction of British Columbia courts.

Collection, Use and Disclosure of Personal Information

11. I understand that for the purposes of my child's participation in the School District's International Program, the School District will collect, use and disclose personal information about me and my child, including information about my child's health and education as well as contact information for me and my child. I understand that the information will be collected, used and disclosed for the purposes of offering and administering the International Program as permitted by the British Columbia Freedom of Information and Protection of Privacy Act and the British Columbia School Act and may be shared with school authorities, medical and social service providers, homestay providers, custodians and others as required.

Please initial:

- Yes – I agree to the use of my and my child's personal information for purposes consistent with the above.
- No – I do not agree with the use of my and my child's personal information for purposes consistent with the above.

12. I agree that under FOIPPA, the School District has the legal authority to collect personal information about students and their families for educational and related purposes. The personal information collected by the School District may include images of identifiable students including class photos, individual photos, sporting, and special event photos. It is a tradition in the School District to publish student names and/or photographs of individual students and groups of students commemorating events, or promoting or celebrating participation in various educational, sports and cultural activities. Students' names, photographs and comments may be published in the School yearbook, newsletters, honour rolls, programs, calendars, annual reports, and the School or School District webpage. While such activities promote student achievement and accomplishments, the School District recognizes that there may be sensitivities to publishing such images where they name and/or identify students. Accordingly, I agree that my child's name, photograph or comments relating to these types of School Activities be used for these purposes.



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Please initial:

- Yes – I agree to the use of my and my child’s personal information for purposes consistent with the above.
- No – I do not agree with the use of my and my child’s personal information for purposes consistent with the above.

13. From time to time, teachers may use various websites and applications that store data outside Canada, such as Google Docs, Prezii, or NoodleBib. Parents must be aware that student information may reside on servers not located in Canada and their consent is required to uses such websites. Students are expected to use their school district-assigned email address and follow teacher guidelines when using website applications.

Please initial:

- Yes – I give my consent for my child, for learning purposes, to use website applications where servers are located outside Canada.
- No – I do not give my consent for my child, for learning purposes, to use website applications where servers are located outside Canada.

Consent to Medical Treatment

14. I authorize the School District and my child’s custodian to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment or hospital care which is deemed advisable by and is rendered under the general supervision of any licensed physician or surgeon, whether such treatment or diagnosis is rendered at the office of such physician or at a hospital.
15. It is understood that this authorization is not given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the School District to give specific consent to any and all such diagnoses, treatment or hospital care such physician may deem advisable.

Release

16. I waive and release all claims against the School District for the injury, loss, damage, accident, delay or expense resulting from my child’s participation in the School District’s International Programs. I also release the School District and agree to indemnify it, with regard to any financial obligations or liabilities that the School District may incur as a result of claims by others, or that my child may personally incur, or any damage or injury to the person or property of others that my child may cause while participating in the International Program.
17. I understand that the School District is not responsible for any loss or injury suffered by my child or me. If my child becomes ill or incapacitated, the School District may take such actions as it considers necessary, including securing medical treatment and transporting my child home at his or her own expense. I release the School District from all liability related to such actions.
18. I understand that my child’s participation in the International Program may be terminated at the discretion of the Administrators of the International Program without any refund of fees, and that my child may be sent home at my expense if he or she does not adhere to the School District rules, standards, and instructions as set forth in the school’s agenda, handbook and this Agreement.



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19. I agree that the School District is not liable for any loss suffered by my child or me as a result of any labour dispute that may affect the delivery of an educational program.

Amendment

20. This Agreement with the School District cannot be modified or interpreted except in writing by the School District.

Please Complete The Agreement Below:

I, _____, (PARENT) APPLY FOR THE ADMISSION OF

(NAME OF STUDENT) ON THE TERMS SET OUT IN
THIS AGREEMENT AND I HAVE READ AND UNDERSTOOD THE TERMS OF THIS INTERNATIONAL
STUDENT AGREEMENT AND AGREE TO COMPLY WITH THIS AGREEMENT AND THAT THESE
TERMS AND CONDITIONS ARE BINDING ON ME AND ON _____ (NAME
OF STUDENT).

SIGNATURE

DATE

I, _____, (NAME OF STUDENT) HAVE READ AND UNDERSTOOD
THE TERMS OF THIS INTERNATIONAL STUDENT AGREEMENT AND AGREE TO COMPLY WITH
THIS AGREEMENT AND THAT THESE TERMS AND CONDITIONS ARE BINDING ON ME.

SIGNATURE

DATE



Vancouver Board of Education

School District No. 39

INTERNATIONAL EDUCATION PROGRAM

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-4534

Fax: 604-713-4536

Email: intered@vsb.bc.ca

Credit Card Payment Form

Student Name		
File No.		
Remark		
Type of Credit Card	Visa Card ()	Master Card ()
Credit Card No.	
Expiry Date	/ (month/year)	
Cardholder's Name	
Amount Paid	CDN \$	

Cardholder's Signature: _____

Date: _____