



Hamilton-Wentworth District School Board International Student Programs

STUDENT APPLICATION PACKAGE



Welcome and thank you for your inquiry into the International Student Program at Hamilton-Wentworth District School Board. This information package includes application forms and explains our admissions procedures. If you are planning to attend the upcoming academic year, please note applications must be received **by May 31st** to attend the first semester of secondary school (beginning in September) and by **November 30th** to attend the second semester of secondary school (beginning in February).

Please read the package carefully and direct any questions to the **Admissions Office, 905.527.5092, extension 2235** or email to: admissionsoffice@hwdsb.on.ca. We look forward to hearing from you.

ADMISSION CRITERIA

Acceptance into Hamilton-Wentworth District School Board International Student Program and subsequent placement into a school will be determined by:

- The student's educational background and current academic standing as indicated in their transcripts. All applicants must have a B average or greater (approximately 70%) and are expected to arrive before school starts. All students **must** follow Hamilton-Wentworth District School Board's Code of Conduct which applies to all students.
- The availability of space in Hamilton-Wentworth District School Board's International Student Programs.
- Receipt of Study Permit. All students who plan to study for more than 6 months **must apply for, and receive**, a Study Permit from Citizenship and Immigration Canada before leaving their home country to attend a school in Canada. Guidelines and an application form can be found on the Citizenship and Immigration Canada website www.cic.gc.ca/english/information/applications/student.asp or the Canadian Embassy, High Commission, or Consulate in your home country. Students should contact the Canadian Visa Office in their home country to see if you need to complete any additional forms, or provide any additional documents.

PROGRAMS AND PLACEMENT

- **Secondary High School Program: Grade 9 to Grade 12**
All secondary school applicants **must have a B average** or greater (approximately 70%). The final placement, program and school a student attends will be determined by Hamilton-Wentworth District School Board and will be decided by the student's home address and level of English language proficiency. Wherever possible, arrangements will be made to match the student's academic interests.
- **Elementary School Program: Junior Kindergarten to Grade 8**
Elementary students will be placed in the grade for which they are age appropriate. Elementary students **must live** with an immediate family member while studying with Hamilton-Wentworth District School Board.

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APPLICATION PROCESS

STEP 1: Submit the documents listed below to:

Admissions Office
HWDSB Welcome Centre
465 East 16th Street
Hamilton, Ontario L9A 4K6
Tel: 905.527.5092, ext. 2235
Fax: 905.521.2550
Email: admissionsoffice@hwdsb.on.ca

1. Completed **Application Form** signed by parents/guardian or student (if over 18 years old)
2. Both official and English translated copies of **school transcripts** for the current year (if applicable) and the past 2 years
3. Signed **Student Participation Agreement** (provided in this application package)
4. Signed **Tuition Refund Policy Agreement** (provided in this application package)
5. Signed **Terms and Conditions** (provided in this application package)
6. Signed **Medical Consent Form** (provided in this application package)
7. Signed **Roles and Responsibilities of Custodian** (provided in this application package)
8. Payment of \$275.00 CDN **non-refundable application fee**

STEP 2:

When all of the above has been received, a receipt for the application fee will be issued. When the applicant is accepted, an invoice for tuition fees will be issued to the parents/guardian.

STEP 3:

Tuition fees and medical insurance must be paid in full. Fees are subject to change without notice.

When paying from a **foreign bank account**, please use the CIBC International Student Pay online portal. Go to <https://pay.cibc.com/hwdsb> and follow the steps below:

1. **Log in** – Access the CIBC International Student Pay secure web portal and enter student details
2. **Provide Payment Details** – Simply enter the amount in **Canadian dollars**, then select your country and payment currency.
3. **Enter Payer and Student Details** – Enter your student information and the payer details.
4. **Initiate Transfer** – Select Bank Wire, Visa, MasterCard, China Union Pay or ACH (Direct Debit) based on the available options in your country. Carefully review the Terms & Conditions provided by CIBC and when ready, click “Accept” and “Submit”.
5. **Track your payment** – Select “track your payments” on the CIBC International Student Pay portal.

***** Due to Covid-19, we currently do NOT accept Bank draft or Money Order. Please contact the Admissions Office directly for further information when paying from a Canadian bank account.**

For students under the age of eighteen (18), a qualified custodian residing in the Hamilton area should be appointed. The custodian’s name, address and phone number should be provided to the Admissions Office before a Letter of Acceptance can be issued.

STEP 4:

Upon receipt of full tuition and medical insurance fee, a **Letter of Acceptance** will be issued. This letter is used to apply for the necessary **Study Permit**. Please contact the nearest Canadian Immigration Office in your home country for detailed information on application processing times.

STEP 5:

Upon receipt of a *Canadian Visa and/or Study Permit (if applicable)*, the student’s parents, custodian or representative should contact the Admissions Office immediately to notify the student’s **arrival date** and **make an appointment for the student’s intake and English and Math assessment. Notarized custodianship declaration forms from the parents and the custodian must be provided to the Admissions Office to make this appointment.** It is highly recommended that the student arrive in Canada **at least two weeks before** the start of class. A delay in this appointment may result in a **delay starting school**. The assessment will identify the student’s level of English and Math proficiency. The results will be used by the school for course selection and support arrangements.

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CUSTODIANSHIP DECLARATION AND REQUIREMENTS

Any international student under the age of eighteen (18) who is not living with his/her parent(s), is required to have a qualified custodian residing in the Hamilton area. The custodian will assume responsibility for the student and will ensure that his/her accommodations and other living expenses such as food, clothing and transportation are provided. The custodian will act in place of a parent in emergencies. The custodian must be **over nineteen (19) years of age** and a **Canadian citizen or Permanent Resident** of Canada.

If a new custodian is appointed during the academic year, an original copy of the Custodianship Declaration must be submitted to the **Admissions Department** immediately. Each form must be **notarized in Canada** and in the home country as required.

- ◆ A custodianship declaration 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. An electronic (fax or email) copy of this document is accepted.
- ◆ A custodianship declaration completed by a Canadian citizen or permanent resident over the **age of nineteen (19)** years stating that arrangements have been made for the custodian to act in place of a parent in emergencies. This document must be notarized in Canada. An original copy of this document must be presented to the Admissions Office.
- ◆ Custodian Declaration forms are available from the Citizenship and Immigration Canada website www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf

For students who are eighteen (18) years of age or older, it is **highly recommended** that they live with a family through a “homestay”, which is a common component of a study abroad program that allows students to rent accommodations from a local family in a homelike setting. Homestay providers, which are businesses that match International Students with Homestay host families (in some instances other ancillary service providers) are able to assist such students with finding a Homestay. An emergency contact **must** be made available at all times.

UPON ARRIVAL IN CANADA

The following documentation must be presented to the Admissions Office. This is usually done on the same date as the English and Math assessment.

- ◆ Original Study Permit
- ◆ Passport
- ◆ Proof of residency in Hamilton-Wentworth region (lease or purchase agreement or homestay agreement)
- ◆ Updated school record (if not provided before)
- ◆ Notarized custodian declaration forms from the custodian and parents (if not provided before)

HEALTH INSURANCE

Hamilton-Wentworth District School Board requires that all International Students be enrolled in health insurance through a Board designated carrier. **Student Guard** health insurance is the carrier that will provide health insurance benefits for the student while the student is in Canada. The cost of the plan is as follows:

Administration Fee	\$75.00	CDN per annum (non-refundable)
Health Coverage for the Standard Plan	\$584.00	CDN per annum

Payment of \$659.00 CDN must be received by **Hamilton-Wentworth District School Board** prior to a Letter of Acceptance is issued. A wallet certificate and details about the plan will be provided to you upon arrival in Canada. A policy summary can be found at www.guard.me.

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SCHOOL FEES

Fees are subject to change without notice. Students who have paid prior to the announcement of new tuition fees will be invoiced for the difference between the actual payment received and the new tuition fees.

Application Fee (non-refundable) \$275.00 CDN

SECONDARY SCHOOL (GRADES 9-12)

Full Year \$14,500.00 CDN (maximum 8 credits)

One Semester \$7,250.00 CDN (maximum 4 credits)

For any additional credit exceeding the above maximum credits earned through **summer school, night school or e-learning classes**, a fee of \$1,812.50 per credit will be charged. Arrangements are made through the school and the Admissions Office.

Specialized programs, such as the **International Baccalaureate (IB) Program**, require additional fees paid to the school after the student has been accepted to the program. The Admissions Office does not invoice for specialized programs.

ELEMENTARY SCHOOL (KINDERGARTEN TO GRADE 8)

Full Year \$14,500.00 CDN

Please Note: If an **elementary student** is not studying for a full year, tuition fees will be prorated. **Elementary students must live with an immediate family member while studying with Hamilton-Wentworth District School Board.**

REFUND POLICY FOR TUITION FEE

Please note that every refund is subject to a CAD \$600 administration fee. The Application fee is not refundable. Medical Administration fee is not refundable if medical insurance has been ordered.

- ◆ A full refund of the tuition fee, minus \$600 administration fee, will be issued if Citizenship and Immigration Canada **does not approve a Study Permit**. The following documents must be submitted to the Admissions Office within 30 days of the Study Permit rejection in order to receive the refund:
 - A written refund request signed by the parent including the name and address of the refund recipient.
 - Copy of the Letter of Rejection from Citizenship and Immigration Canada
- ◆ There will be **no refund** of the tuition fee in the following circumstances:
 - the student decides not to come to study at Hamilton-Wentworth District School Board for reasons other than their Study Permit has been rejected by Citizenship and Immigration Canada.
 - The student chooses to withdraw during the school year.
 - the student is found in violation of Ministry regulations or policies or procedures of Hamilton-Wentworth-District School Board, and as such is directed to withdraw from Hamilton-Wentworth District School Board's school system.
- ◆ If the student changes immigration status during the school year, the parent of the student (under 18) or the student (18 and above) must contact the Admissions Office immediately and submit a written refund request. Decisions on refund are made on a case-by-case basis, subject to when the student's immigration status changes and the refund request is received.

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STUDENT/APPLICANT INFORMATION			
Family Name	Given Names	Gender <input type="radio"/> Male <input type="radio"/> Female	Country of Birth
Student's Home Address (in home country): Address: _____ City: _____ Province: _____ Country: _____ Postal Code: _____			Date of Birth (dd/mm/yyyy) _____ Citizenship: _____ First Language: _____ Second Language: _____
Telephone (Home): _____		Student E-mail address: _____	
PARENT INFORMATION			
Father's Family Name / Given Name: _____		Father's Contact Information Telephone (home): _____ Cell: _____ E-mail: _____	
Mother's Family Name / Given Name: _____		Mother's Contact Information Telephone (home): _____ Cell: _____ E-mail: _____	
Parents' Address: City: _____ Province: _____ Country: _____ Postal Code: _____			
Will the student live with a parent while he/she is studying at Hamilton-Wentworth District School Board <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, with whom will the student live? <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other (Specify): _____			
CUSTODIANSHIP: The Custodian must be over 19 years of age, a Canadian Citizen or a Permanent Resident of Canada, residing in the Hamilton area and named to assume responsibility for the student.			
Have you found a custodian in the Hamilton area? <input type="checkbox"/> Yes. If yes, please provide the detailed information of the custodian in the section below. <input type="checkbox"/> No. If no, do you require assistance in finding a custodian? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Custodian's Name: _____ Relationship to Student: _____ Telephone (home): _____ Cell: _____ E-mail: _____		Custodian's Address: _____ Town/City _____ P/Code _____	
Will the student live with the custodian?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require assistance in finding homestay?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
MEDICAL INFORMATION – please answer both questions. 1) List any medical conditions or concerns that school staff should be aware of: for example, ADD/ADHD (Attention Deficit, Hyperactivity Disorder), Anxiety, Depression, etc. _____			
2) List any medication(s) prescribed to the student: _____			

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STUDENT'S SCHOOL INFORMATION

Previous School Name:	Previous School Address: (City and Country)
Last Grade Completed:	Has the student ever attended a school in Canada? If Yes, where and when?
Current Grade Enrolled:	
Current Year Average:	Previous Year Average: _____ Year: _____

SCHOOL PLACEMENT

Please visit our website www.hwdsb.on.ca/schools for a list of elementary and high schools. Final school placement is subject to the student's English level, academic interests, school capacity and homestay arrangement.

Hamilton-Wentworth District School Board reserves the right to determine final school and grade placement.

The student is applying for the following term:
(please check appropriate box)

Elementary (Grade 1 to Grade 8)

- September – June
- September – December
- January – December
- January – June

Secondary (Grade 9 – Grade 12)

- September – June
- September – January
- February – June
- February – January

Indicate three secondary school preferences:

1. _____ Why is this school your first choice?

2. _____
3. _____

Specialties :

Favourite Subjects: _____

Least Favourite Subjects: _____

Strengths/Awards: _____

Hobbies/Interests: _____

What are the student's goals:

- Graduate from high school
- Develop English skills only
- Attend university in Canada
- Attend college in Canada
- Return to my home country

How did you hear about Hamilton-Wentworth District School Board's International Program?

- Hamilton-Wentworth District School Board website
- Family or Friend
- Agent
- Education Fair
- Other _____

Name of Agent: _____

**An Application Fee of \$275.00 CDN must be submitted with the application.
THIS APPLICATION FEE IS NON-REFUNDABLE.**

I confirm that the information contained on the application form and all documents submitted in support of this application are true and accurate.

Student's Signature

Date

Parent's Signature

Date

Hamilton-Wentworth District School Board International Student Application Package

Student Participation Agreement

A condition to student admission and your participation as an International Student with Hamilton-Wentworth District School Board is that you agree to comply with all requirements outlined below. Further, you accept Hamilton-Wentworth District School Board's refund protocol as outlined in the information package that accompanies this application.

In addition, the undersigned hereby acknowledge and agree that:

1. It is the student's responsibility to maintain a current **Study Permit** from Citizenship & Immigration Canada. Hamilton-Wentworth District School Board cannot and will not provide advice or assistance of any kind to the student with respect to any immigration matter, including the student's eligibility to live, study or work in Canada.
2. **Tuition fee** must be paid in full prior to a Letter of Acceptance being issued.
3. The student is required to maintain continuous health coverage through Hamilton-Wentworth District School Board's carrier – **Student Guard Insurance**.
4. The student must observe and adhere to the following:
 - all federal, provincial and municipal laws of Canada
 - the rules, policies and regulations of Hamilton-Wentworth District School Board
 - HWDSB Code of Conduct www.hwdsb.on.ca/programs/safeschools/pdfs/ConductPamphlet.pdf
5. The student shall attend school regularly, meet homework expectations and maintain an academic standing of at least a "C" or 65%.
6. Information regarding the student's attendance, academics and emotional, medical and psychological concerns may be shared with parents, custodians/guardians, school and Board staff so that guidance or assistance can be provided.
7. It is the student's responsibility to contact the Admissions Office if there is any change to custodianship, address, telephone number or emergency contact.
8. If the student is less than eighteen (18) years of age, he or she must reside in a selected residence approved by their parent/guardian or assigned custodian in order to remain eligible to participate in the International Student Program.

THE UNDERSIGNED HEREBY ACKNOWLEDGE AND AGREE THAT ANY FAILURE TO COMPLY WITH THIS AGREEMENT WILL RESULT IN DISCIPLINARY MEASURES AND/OR THE STUDENT BEING REMOVED FROM SCHOOL AND THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD INTERNATIONAL STUDENT PROGRAM AND BECOMING INELIGIBLE FOR ADMISSION RENEWAL WITHOUT REFUND OF TUITION FEE AND/OR ANY OTHER COMPENSATION

We have read, understand and agree to the above terms and conditions of this agreement and have had an opportunity to obtain independent legal advice with respect to this agreement.

Student's Signature

Date

Parent's Signature

Date

Parent's Signature

Date

Tuition Refund Policy Agreement

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Please note that every refund is subject to a CAD \$600 administration fee. The Application fee is not refundable. Medical Administration fee is not refundable if medical insurance has been ordered.

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 - A written refund request signed by the parent including the name and address of the refund recipient.
 - Copy of the Letter of Rejection from Citizenship and Immigration Canada
- ◆ There will be **no refund** of the tuition fee in the following circumstances:
 - The student decides not to come to study at Hamilton-Wentworth District School Board for reasons other than their Study Permit has been rejected by Citizenship and Immigration Canada.
 - The student chooses to withdraw during the school year.
 - The student is found in violation of Ministry regulations or policies or procedures of Hamilton-Wentworth-District School Board, and as such is directed to withdraw from Hamilton-Wentworth District School Board's school system.
- ◆ If the student changes immigration status during the school year, the parent of the student (under 18) or the student (18 and above) must contact the Admissions Office immediately and submit a written refund request. Decisions on refund are made on a case-by-case basis, subject to when the student's immigration status changes and the refund request is received.

We have read, understand and agree to the above refund policy.

Student's Signature

Date

Parent's Signature

Date

Parent's Signature

Date

Terms and Conditions

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1. Any inaccuracy in the application may result in dismissal from Hamilton-Wentworth District School Board (“HWDSB”) **without refund of tuition fee** and/or any other compensation.
2. HWDSB is not liable for any loss, expense or injury suffered by the student including periods of study and travel. If the student becomes ill or incapacitated, HWDSB may take such action **at the student’s expense** as it considers necessary, including securing medical treatment and transporting the student home.
3. HWDSB is not liable for losses or expenses as a result of HWDSB being unable to provide education owing including interruptions caused by labour disputes, inclement weather conditions or other causes beyond its control.
4. HWDSB is authorized to use photographs of the student and/or artwork and/or written work produced by the student in any promotional material and/or professional media for the International Student Programs at the Board.
5. Each of the undersigned hereby releases, holds harmless and indemnifies HWDSB and its employees, agents, officers and trustees for any damage, expense or injury incurred as a result of (a) the student’s failure to comply with these Terms and Conditions or the terms of the Student Participation Agreement; or (b) the student’s (i) failure to obtain and maintain a valid Study Permit, or (ii) wilful or negligent behaviour or actions.

We have read, understand and agree to the above terms and conditions and have had an opportunity to obtain independent legal advice.

Student’s Signature

Date

Parent’s Signature

Date

Parent’s Signature

Date

Medical Consent Form - Minors

I, _____ the parent or legal guardian of
minor child _____ confirm that I have applied for coverage for said
minor under the **Student Guard Health Insurance Policy** and agree to be bound by the terms and conditions of this
policy.

I consent to the use of said minor's personal information for the purposes of obtaining and administering insurance
coverage. I authorize any hospital, physician, other medical provider or insurer to provide said minor's complete medical
record to Reliable Life Insurance or Travel Healthcare Insurance Solutions Inc. (Student Guard) for the purpose of
administering claims. A photocopy or facsimile transmission of this authorization is as valid as the original.

All information is to be held in complete confidentiality and is not to be released to any party apart from those listed above.
Use of my email address will be restricted to insurance inquiries unless I initiate email contact.

Signature of Parent/Custodian if Student is under 18 years of age

E-mail Address

Date



Medical Consent Form

I, _____ confirm that I have applied for coverage under the
StudentGuard Health Insurance Policy and agree to be bound by the terms and conditions of this policy.

I consent to the use of my personal information for the purposes of obtaining and administering insurance coverage.
I authorize any hospital, physician, other medical provider or insurer to provide my complete medical record to Reliable
Life Insurance or Travel Healthcare Insurance Solutions Inc. (Student Guard) for the purpose of administering claims.
A photocopy or facsimile transmission of this authorization is as valid as the original.

All information is to be held in complete confidentiality and is not to be released to any party apart from those listed above.
Use of my email address will be restricted to insurance inquiries unless I initiate email contact.

Signature of Student if 18 years of age or older

E-mail Address

Date

Roles and Responsibilities of Custodian

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A responsible and reliable custodian is very important for international students, who are **under the age of 18** and not accompanied by their parent, to have a safe and successful learning experience while they are studying at the Hamilton-Wentworth District School Board.

If the international student applicant will be in the care of a custodian, the student's parent should read the following roles and responsibilities of a custodian carefully in order to arrange for the best care for their child.

The custodian, on behalf of the parents, is responsible for making the necessary arrangements for the care and support for the student while s/he is studying in Canada. The custodian should:

- Be the official contact for the International Student Program and the HWDSB school with regards to all matters involving the international student.
- Bring the student to the Assessment Centre with required documentation for an Admission Intake and Assessment and sign required forms.
- Bring the student to school with required documentation for school registration and sign school registration forms.
- Assist the student with settlement needs such as opening a bank account or buying a cell phone.
- Provide consent as needed by the school for academic programs and activities after communicating with parents and receiving their consent.
- Attend parent-teacher interviews and communicate with parents afterwards.
- Maintain correct custodian contact information with the school and the Admissions Office.
- Inform the school and the Admissions Office immediately if any change is made to the student's homestay or custodianship arrangement.
- If temporarily away from Hamilton, arrange for an emergency contact person and provide the emergency contact information to the school and the Admissions Office.
- Monitor the student's attendance record, report student absences to the school following school procedures, and communicate student's absences to parents timely.
- Send student's preliminary, mid-term and final reports to parents and communicate among the school, the Admissions Office and parents/students regarding any related concerns and/or follow-up plans.
- Assist the student with solving any behavioral, social, emotional and medical concerns and communicate among the school, student, parents and the Admissions Office.
- Assist the student with solving homestay issues and communicate with parents, schools and the Admissions Office.
- Respond in a timely fashion to requests/phone calls from the school and the Admissions Office in order to best ensure the student's safety.

As the student's parent, by signing below, I confirm that I have read the above information carefully.

Student's Name (Print) _____

Parent's Name (Print) _____

Parent's Signature _____

Date signed _____

Student Vaccination Record

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SUBMIT DIRECTLY TO HAMILTON PUBLIC HEALTH AFTER STUDENT ARRIVES IN HAMILTON

Every international student **must** complete and submit the **SCHOOL VACCINE HISTORY** form to **Hamilton Public Health** as soon as possible after she/he arrives in the city of Hamilton. This form can be submitted in person, by mail or fax to Public Health. **International students who do not submit this form to Hamilton Public Health or whose vaccination record does not contain all the following mandatory vaccinations MAY NOT BE ALLOWED TO ATTEND SCHOOL.**

Under the *Immunization of School Pupils Act (RSO 1990)*, students must be fully immunized against the following diseases in order to attend school in Ontario:

- **Diphtheria, Tetanus, Pertussis (DtaP)**
- **Polio**
- **Measles, Mumps, Rubella (MMR) x2 (provide two dates)**
- **Meningococcal A-C-Y-W**
- **Varicella (chickenpox) (ONLY for children born in 2010 or later)**

It **costs a fee** for international students to obtain vaccinations in Canada. Therefore, it is highly recommended that international students become fully vaccinated prior to arriving in Hamilton and bring a complete vaccination **record in English** with them to Hamilton.

Immunization Exemption:

If a child cannot be immunized for medical reasons, a medical exemption form must be completed and signed by a doctor. If a child is not immunized for religious or conscience reasons, a legal statement must be completed and notarized. These forms must be brought to Hamilton Public Health Services. Visit www.hamilton.ca/immunize for instructions on how to access, complete and submit these forms.