



## 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 31<sup>st</sup>** to attend the first semester of secondary school (beginning in September) and by **November 30<sup>th</sup>** 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](http://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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### **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](http://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](http://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) \$350.00 CDN

### **SECONDARY SCHOOL (GRADES 9-12)**

Full Year \$14,850.00 CDN (maximum 8 credits)

One Semester \$7,425.00 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 \$1,856.25 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 \$14,850.00 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.