



Date: _____

School District No. 43 (Coquitlam) INTERNATIONAL STUDENT APPLICATION

Student's Legal Name: _____
Surname (Family name) Given Names English Name (if applicable)

Birthdate: _____ **Age:** _____ **Male/Female**
Day Month Year (please circle)

Permanent Address: _____
(Home Country) Street Address City Province/State
Country Postal Code () Telephone No.

Parent Contact: (Father) _____ (Mother) _____
Surname Given Names Surname Given Names

Parent Telephone: **Home:** _____ **Work:** _____
Area Code Telephone No. Area Code Telephone No.
Fax: _____ **E-Mail:** _____
Area Code Telephone No.

Custodian: In Coquitlam Area

Students enrolled at Elementary schools must reside with parent(s). High school students not with a parent must have submitted both notarized custodianship papers prior to final acceptance by the School District.

Name Home Telephone No.

Street Address Work Telephone No.

City/Postal Code Fax

Relationship to Student E-Mail

Student's Address: _____
(While in Coquitlam) With Parent With Temporary Custodian In Homestay Other

Street Address Home Telephone no.

City/Postal Code E-Mail

Is Homestay Required? Yes No (Please note that Student's name will be referred to a separate agency for Homestay)

Name and Location of current and last school attended:

Name of School Location

Name of School Location

*Please enclose photocopy of your current study permit (if applicable)

Grade: _____ (placement by year of birth)

When would you like to begin?: _____
Month Year

Which schools would you prefer to attend in Coquitlam? (Please list three in order)

1. _____
2. _____
3. _____

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

First Language spoken at home: _____ **Other Languages:** _____

List any physical handicaps of which the school should be aware: _____

Does this applicant have a perceived or documented learning disability, social integration difficulty or behavioural concern? _____

List any medications the applicant requires: _____

How did you hear about the Coquitlam School District's International Education Program?

Agent _____ Friend/Relative Other
(Name of Agent) (Telephone)

Enclose the following required items:

- Application fee of \$200.00 cdn. NON-REFUNDABLE
- All *original report cards (including teacher comments) from current year and last two years translated into English by Official Translator. *Note: Photocopies of transcripts/certificates must be certified with school stamp.

I understand that a successful experience in the International Education program of School District No. 43 (Coquitlam) depends upon regular class attendance, completion of all homework and assignments, and participation in all activities offered by the program. I acknowledge that the International Education program of School District No. 43 (Coquitlam) reserves the right to dismiss students and return them home, at their own expense, **without** tuition refund for violating school rules, the district code of conduct, and/or the laws of BC and/or Canada. I therefore agree to uphold the rules and regulations, and cooperate with administrators, teachers, and the students of School District No. 43 (Coquitlam).

It is a fundamental condition of the Board of School Trustees of School District No. 43 (Coquitlam) that the Board shall not be liable for losses or expenses you may incur as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

Parent's Signature

Student's Signature

Responsible Person's signature

Please submit application to:

School District No. 43 (Coquitlam)
INTERNATIONAL EDUCATION PROGRAM
1100 Winslow Avenue,
Coquitlam, British Columbia,
Canada V3J 2G3
E-mail: internationalead@sd43.bc.ca
www.sd43.bc.ca

Please provide photo of
student if possible

APPLICATION PROCESS

The Coquitlam School District takes the following steps to process an application:

- application is received with application fee and official transcripts (**translated into English by Official Translator**) for the current year and past two years
- applicant is screened for admittance into the International Education Program
- initial Letter of Offer is mailed to applicant with Custodianship forms to be completed and a homestay information package (if requested)
- payment of tuition fees and medical insurance received
- signed and notarized custodianship documents are received
- if homestay is requested, homestay application form, application fee and deposit received
- formal Letter of Acceptance is mailed to applicant
- student applies to the Canadian Embassy, Consulate or High Commission for Study Permit. Approval may take 6-12 weeks to process.

FEE SCHEDULE

<i>Fee</i>	<i>Duration</i>	<i>Cost (Canadian \$)</i> <i>(Medical Premiums Subject to change)</i>
Application Fee	One time (non-refundable)	\$ 200.00
Tuition Fee*	10 month program	\$12,000.00
Compulsory Medical Plan	12 months	\$ 700.00

*School activity fees are not included

FEE SHOULD BE:

- In a money order, certified cheque, bank draft, VISA or MASTERCARD and made payable to School District No. 43 (Coquitlam).
- Fees may be wired directly to the bank for School District No. 43 (Coquitlam):
ROYAL BANK OF CANADA
 Coquitlam Town Centre
 2885 Barnet Highway, Coquitlam, BC V3B 1C1
 Contact: (604) 927-5587, Account Number: 000-002-6, Transit Number 1260
- Please specify the name of the student on the wire.
- Please do not use "direct deposit"

FEE DEADLINES: November 15th (*January/February Start*)
 May 15th (*September Start*)

When payment is received by deadline date, space in School District No.43 is assured. After deadline date, space is on an availability basis.

NOTE: Late applications may be subject to a late processing fee.

APPLICATION FEE MUST BE INCLUDED WITH APPLICATION DOCUMENTS.

REFUND POLICIES

REFUND POLICY FOR TUITION FEES:

All requests for refunds must be made in writing to the International Education Program, School District 43 (Coquitlam). Refund requests must include the original Letter of Acceptance issued by the International Education Program as well as relevant supporting documentation (e.g. letter from Citizenship and Immigration Canada).

FULL REFUND less application fee will be given if Canadian Immigration does not approve a student Study Permit. To obtain a refund, written requests should be received within six months of the date of refusal. Requests must include the formal letter of refusal from Canadian Immigration and the original Letter of Acceptance issued by the International Education Program.

2/3 REFUND will be given when a student withdraws or becomes a landed immigrant or permanent resident prior to the commencement of the program.

1/2 REFUND will be given when a student withdraws or becomes a landed immigrant or permanent resident after commencement of the program but before 30 calendar days have elapsed.

NO REFUND will be granted to a:

- student who withdraws from any course after 30 days from the commencement of the program;
- student who withdraws or becomes a landed immigrant after 30 days from the commencement of the program;
- student who withdraws from the program 30 days after the enrolment date;
- student who is dismissed from the program due to a breach of the law, policy or regulation as determined by the Government of Canada, the Police, School District No. 43 (Coquitlam), and/or the International Education Program.

All international students are required to pay for medical coverage as a condition of their acceptance in the International Education Program. All international students must report with their passport and Study Permit to the International Education Program offices upon arrival in our school district to apply for this coverage.

MEDICAL COVERAGE FOR INTERNATIONAL STUDENTS

Medical Services Plan of British Columbia (MSP) will cover all international students at the end of a three-month waiting period that consists of the balance of the month of arrival in BC plus two months. MSP coverage is required by law in BC. In order to apply for this coverage, the international student must provide the school district with a passport and a current Study Permit indicating date of arrival in Canada. In addition, the international student must sign the MSP group application form provided through the International Education Program. At the end of the three-month waiting period, MSP will mail the Care Card to the student. This can be a lengthy process. Once the student has a Care Card number, he or she will receive medical services in the same manner as all British Columbians. Care Card benefits will, however, end if coverage is not renewed by providing the International Education Department with the new student Study Permit. This must be done every year while the international student remains in BC.

During the three-month waiting period for MSP coverage, the school district purchases private medical coverage on behalf of all of the international students. This International Student Sickness and Accident Group Medical Plan Policy Number **FS010122** (Travel Insurance Coordinators, #300-2609 Westview Drive, North Vancouver, BC V7N 4M2, Telephone 604-986-4292, FAX: 604-987-4527) is arranged through Koch B & Y Insurance Services, 1944 Como Lake Avenue, Coquitlam, BC V3J 3R3 at Como Lake Village Shopping Centre, Telephone 604-937-3601. International students have a group ID number, which is provided to the international student by the International Education Program on a brochure with a claim form. In case of illness or injury, the international student may visit any doctor. The doctor must photocopy and complete the claim form, including the doctor's stamp. The international student must mail the completed claim form together with the receipt from the doctor to Travel Insurance Coordinators. If an international student is hospitalized, it is imperative that a phone call be made to the private insurer within 48 hours of admission to hospital by **calling 604-639-8849 or toll free long distance 1-800-882-5246**. Failure to do so will result in a 20% reduction of the benefits payable.