

## INTERNATIONAL STUDENT APPLICATION

### Application Process:

#### STEP 1 Complete the application form(s):

- Complete the international student application form
- Complete the homestay application form  
(if student plans to live with a homestay family arranged by the Calgary Board of Education)

#### STEP 2 Prepare the following documents:

- School/academic records from the past two years translated into English (copies must have a school stamp)
- Letter of recommendation from the current teacher or principal translated into English
- Copy of passport (picture page)
- Custodianship documents (if parent appointing custodian)

#### STEP 3 Prepare the application fees:

- \$250 application fee
- \$400 homestay placement fee (If applicable)

##### Payment Methods

- Visa
- MasterCard
- Money Order (payable to Calgary Board of Education)
- Wire/Bank Transfer

#### STEP 4 Send the application form(s) with supporting documents & application fees to:

Calgary Board of Education  
International Bureau  
515 Macleod Trail S.E.  
Calgary, Alberta T2G 2L9

Email: [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca)  
Fax: 1-403-294-8299

**(NOTE: faxes or emails are acceptable but originals must be mailed)**

#### STEP 5 Notification of Acceptance

You will be notified within 2 weeks as to whether the application is accepted. Once accepted, you will be notified to pay full tuition and health insurance. The Letter of Acceptance will be issued once all fees have been paid in full.

#### STEP 6 Study Permit

Once the Letter of Acceptance has been received, the student must apply for a study permit at the nearest Canadian embassy/consulate.

## INTERNATIONAL STUDENT APPLICATION

When completing the application, please **PRINT in English** and ensure that the application is completed in full.  
**Retain a copy of the application for your records.**

### Student Information

Surname (Family Name)	Given Name(s)	English Name (if applicable)
Birth Date (Year / Month / Day)	Age	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Language(s) Spoken at Home	Citizenship	Student's E-mail

### Parent Information

Father's Name (Family, Given Names)	Mother's Name (Family, Given Names)		
Permanent Address in Home Country			
City	Province/State	Country	Postal Code
Home Phone	Cell Phone	Fax	
Parent's Email Address			

### Student's Health Information

Does the student have any severe or life threatening allergies (for example: food, medication)?     YES     NO

If YES, please specify: \_\_\_\_\_

Does the student have a medical condition or take any medications?     YES     NO

If YES, please specify: \_\_\_\_\_

Does the student have any special learning or physical needs?     YES     NO

If yes, please specify: \_\_\_\_\_

Does the student have any perceived or confirmed behavioral concerns, social integration difficulties or history of criminal behaviours?     YES     NO

If YES, please specify: \_\_\_\_\_

## Student's Educational Plan

This application is for:  One (1) semester (starting September OR February)\*  One (1) year Starting on: \_\_\_\_\_  
\*High school programs only Month Year

What grade is the student currently in? \_\_\_\_\_ What grade is the student applying for? \_\_\_\_\_

- Student prefers to attend school near where student will be living  Student would like to attend one of the following schools:  
(Please list 3 school choices in order of preference)

**CBE will make every effort to place the student as requested. However, this is not always possible and CBE reserves the right to make the final school and grade placement decision.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Does the student plan to complete high school graduation requirements in Canada?  YES  NO

Is it mandatory that the student receive credits for the courses studied in Canada?  YES  NO

Will the student need to co-validate his/her transcripts at the end of their stay (e.g. Brazil/Mexico)?  YES  NO

Are there any specific courses the student will need to take in order to co-validate their transcript?  
If yes, please list (the school will do their best to match as many as possible):  YES  NO

## Custodian Information

Please select one of the following:

- The homestay family arranged by the Calgary Board of Education will be the custodian for the student **OR**  
 The following person will be the custodian for the student while attending school in Calgary (please include 2 documents, one from the parent appointing custodian and the other from the custodian accepting responsibility)

\_\_\_\_\_  
Custodian's Surname First Name Relationship to student  
\_\_\_\_\_  
Street Address Calgary, AB Postal Code  
\_\_\_\_\_  
Home Phone Cell Phone Work Phone  
\_\_\_\_\_  
Email

## Living Arrangement

Please select one of the following:

- The student will live with a Calgary Board of Education **HOMESTAY FAMILY** – please complete Homestay Application Form  
 The student will be living at the address indicated below with: (select one of the following)  
 Parent (**mandatory for students in Kindergarten to Grade 6 – no custodian is required**)  
 Family Friend / Relative  
 Custodian (at the address provided above)

\_\_\_\_\_  
Surname (Family Name) First Name Relationship to student  
\_\_\_\_\_  
Street Address Calgary, AB Postal Code  
\_\_\_\_\_  
Home Phone Cell Phone Work Phone  
\_\_\_\_\_  
Email

## Student & Parent Participation Agreement

The Calgary Board of Education (CBE) wants the experience of all students to be exciting and rewarding so there are expectations in place to ensure that each student's experience is successful.

**Both student and parent must read the following guidelines carefully and sign indicating that they are understood and can agree to abide by them.**

The CBE reserves the right to dismiss a student and return him/her home, at the parent's expense and without tuition refund, for violating the following guidelines:

***The student must complete the following section:***

- I will obey the laws of Alberta, Canada - I will not purchase or consume alcohol or illegal (non-medical) drugs regardless of my age
- I will follow the policies of the Calgary Board of Education, the school, and my homestay
- I will attend all classes and hand in all homework and assignments – I understand that 'skipping' classes is never permitted
- I will inform my school of any changes in assigned custodianship or homestay or living arrangements
- I will live with a responsible adult who is a Canadian Citizen and over the age of 25 for the duration of my studies
- I will not accept employment while enrolled in a CBE educational program
- I understand that Canada is a diverse country. Discrimination based on gender, race, religion or cultural background will not be tolerated

I have read and understood the guidelines and expectations and verify that that all information provided on this application form and attached documents is complete, true and accurate.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Name (Signature)

Personal information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)* and the *School Act*. This information will be used to determine student's eligibility for enrolment. It will be treated in accordance with the privacy protection provisions of the FOIP Act. If you have any questions about the collection and/or its intended use, please contact the International Bureau at 403-284-8285.

***The parent must complete the following section:***

- I declare that my child has no history of criminal behavior or sexual impropriety
- I am aware that as part of the school curriculum, my child may participate in fieldtrips outside of the school and I authorize the custodian to provide the necessary permissions
- CBE is not liable for losses/expenses incurred as a result of CBE being unable to provide education owing to labour disputes, inclement weather or other causes beyond its control
- I agree to provide sufficient funding for my child's personal spending, living and travel expenses
- I understand that if my child's educational or homestay needs are greater than disclosed in the application, CBE may charge for extra support (where available) or send my child home at my expense
- I understand that Calgary and CBE schools are safe by world standards. While my child will be generally supervised, such supervision cannot be continuous therefore CBE cannot guarantee the student's safety. Therefore, should my child be injured while living/studying in Canada, CBE does not assume liability
- I hereby waive, release, absolve and agree to indemnify and save harmless the Calgary Board of Education, the host family and all school and board officials from all liability arising from my child's participation in the educational and homestay program except such as results solely from its or their willful neglect or willful default
- Any litigation will be governed by the laws of Alberta, Canada and the Courts of Alberta shall have exclusive jurisdiction

I have read and understood the guidelines and expectations and verify that that all information provided on this application form and attached documents is complete, true and accurate.

\_\_\_\_\_ Date \_\_\_\_\_  
Parent Name (print)

\_\_\_\_\_  
Parent Name (Signature)



- Full refund (less application fee) if Study Permit application is not approved by Citizenship and Immigration Canada (a copy of the rejection letter must be submitted with the refund request).
- Two-thirds (2/3) of the tuition will be refunded if a student withdraws prior to the commencement of the program (as per the start date on the letter of acceptance).
- No refunds will be issued once the program has commenced (as per the start date on the letter of acceptance).
- Tuition will not be refunded if a student is found to be in violation of the conditions as outlined in the Student Participation Agreement or is withdrawn from a Calgary Board of Education school for any reason.

**Refund policy for parents obtaining a work permit:**

- Full refund less \$250.00 administration fee will be granted if the work permit information is presented at the Kingsland Centre (7430 - 5 Street S.W, telephone: 403-777-7373) prior to September 30<sup>th</sup> of each school year. After September 30<sup>th</sup> no refund will be granted under any circumstances.

**The \$250 application fee is non-refundable.**

Please note: Tuition can only be refunded by the same method & to the same person that originally paid.

**Application Fee Payment**

Please indicate which fees are being paid:       \$250 Application Fee       \$400 Homestay Placement Fee

Visa       MasterCard       Money Order (payable to Calgary Board of Education)       Wire/Bank Transfer

**\*Must fax copy of transfer with students name to 001-403-294-8299**

**If paying by Visa or MasterCard, please complete the following:**

Credit Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Please sign below giving authorization to the Calgary Board of Education to charge applicable fees to your credit card:

**Card Holder's Signature:** \_\_\_\_\_

**How did you learn about our program?**

- Relative or Friend in Canada
- Calgary Board of Education Website (www.cbeinternational.ca)
- Relative or Friend in Home Country
- Education Fair (where?) \_\_\_\_\_
- Advertisement (where?) \_\_\_\_\_
- Agency (company name) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_