

# Calgary Board of Education

## Authorized Service Provider Manual



**Calgary**

Great place to live

Great place to learn



**Calgary Board  
of Education**



## Learn more about our excellent city and school system

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## About Global Learning

Global Learning  
1221 - 8 Street SW  
Calgary, Alberta  
Canada T2R 0L4

Global Learning was established by the Calgary Board of Education (CBE) in 2002 to provide excellent service to international students and their families. We are available to help you throughout the application process and provide ongoing support to international students.

The Director and Manager provide leadership for Global Learning at the Calgary Board of Education. The department is also supported by friendly and helpful staff responsible for registration, marketing, finances, and other assistance for our students.

Learn more | w | [cbeinternational.ca](http://cbeinternational.ca)  
t | 403-817-7711  
e | [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca)

## About the CBE



Information based on the 2022-23 school year





**Calgary has an excellent quality of life and is considered by many to be one of the best cities in the world.**

## Calgary is a great place to live

### Calgary is an urban centre located close to the Rocky Mountains

The City of Calgary is a safe and clean urban centre with a population of 1.6 million people. In Calgary, there are many cultural attractions, diverse restaurants, and beautiful parks and pathways that offer some of the most picturesque natural areas in North America.

Located in the southern region of the province of Alberta, it is about one hour away from the world-famous Canadian Rocky Mountains.

Calgary and the Rocky Mountains area offer many opportunities to ski, snowboard, hike, fish, mountain climb and camp. The Bow and Elbow Rivers also flow through Calgary, making it the perfect destination for students and families who love the outdoors!

Areas surrounding the City of Calgary have varied landscapes consisting of open prairie and agricultural lands, small acreages, rolling foothills and spectacular views of the snow-capped Rocky Mountains.

### Mild climate and sunny days

Calgary enjoys the most days of sunshine per year of any major Canadian city. The average summer temperature is 20° Celsius and -5° to -10° Celsius in the winter.

In the colder months, all homes and schools remain warm with central heating and Calgary winters are famous for their 'Chinooks' which are warm, dry winds that cause the temperature to warm up significantly and rise above freezing.





### Facts about Calgary

- Ranked as the third most livable city (2022) in the world (top in North America) for health care, infrastructure, culture, and environment (Source: Economic Intelligence Unit).
- Alberta high school students ranked among the highest in mathematics, science and writing in English speaking countries (Source: Organization for Economic Co-operation and Development, PISA, 2018).
- Sunniest major city in the country with 2,300 hours of sunshine every year (Source: Calgary Economic Development, [www.lifeincalgary.ca](http://www.lifeincalgary.ca)).
- One of the most affordable cities in Canada to live in; only province in Canada without a sales tax. (Source: Calgary Economic Development, [www.lifeincalgary.ca](http://www.lifeincalgary.ca)).
- Energy capital of Canada (Source: Calgary Economic Development, [calgaryeconomicdevelopment.com](http://calgaryeconomicdevelopment.com)).
- Home of the 1988 Winter Olympics





### Transportation options make travel easy

Calgary is serviced by a modern, international airport located in the northern part of the city. Direct flights are offered to destinations around the globe on a daily basis.

The C-train and buses provide accessible and convenient travel around Calgary.

### Committed to protecting the health and safety of its citizens

Calgary offers a state-of-the-art Children's Hospital. The Calgary Fire Department, Police Service and Emergency Medical Services are committed to protecting the community and ensuring its health and safety.

### Strong vibrant economy

The oil and gas industry, tourism, technology and business investments all contribute to a strong economy in the city of Calgary.

### Many things to see and do

Calgary is a very modern and prosperous city with vibrant energy. Its diverse blend of people and global connections creates a very cosmopolitan feel. The City of Calgary is home to three major art centres, various performing arts venues, theatres, auditoriums and museums.

Throughout the year, more than 20 festivals occur throughout the city of Calgary and everyone is welcome to attend.

Students can enjoy many great events including:

Every July, Calgary entertains thousands of tourists at the Calgary Stampede – the world's largest outdoor rodeo.

Calgary's professional hockey team, the Calgary Flames, attracts sports fans to the very distinctive Saddledome and football fans enjoy cheering for their home team, the Calgary Stampeders.

Calgary is also host to internationally renowned events like the Spruce Meadows Masters Equestrian events.

WinSport was the home of the 1988 Winter Olympics and it continues to offer a wide range of both summer and winter activities and events.

There are many popular attractions in the area including:

- Aerospace Museum
- TELUS Spark Science Centre
- Devonian Gardens
- Calgary Zoo, Botanical Garden and Prehistoric Park
- Calgary Tower

For more information about these and other attractions visit:

[www.calgaryattractions.com/](http://www.calgaryattractions.com/)





## Calgary Board of Education is a great place to learn

The Calgary Board of Education is the largest school board in Alberta, with over 250 schools and about 130,000 students. The CBE has an annual operating budget of over \$1 billion and over 15,000 permanent teaching, administrative and support staff.

We **believe** public education belongs to the public, and we are committed to offering every opportunity for our students to succeed.

We **offer** a wide depth and breadth of programs and supports to meet the unique learning needs and interests of our students and our community.

We **foster** a caring, inclusive and welcoming environment in schools that supports and encourages each child to explore his/her strengths and passions.

We **focus** on personalizing the learning experience so that each student is engaged, inspired and learning to his/her full potential.



### Award-winning school system

The CBE has won many awards including:

- 2013 Canadian Bureau for International Education (CBIE) Board of Directors Award for Comprehensive Internationalization.
- Our teachers receive various teaching awards such as the Award for Provincial Excellence in Teaching, the Governor General's Award for Excellence in Teaching Canadian History, and Prime Minister's Awards for Teaching Excellence.
- Two Conference Board of Canada National Awards for overall excellence in governance and public sector governance. The Calgary Board of Education is the first public school district in Canada to receive these awards.

### Teacher qualifications

CBE teachers are considered to be some of the most highly trained in the world. Our teachers are required to have Alberta Government certification and must possess a university degree in Education. Many of our teachers have Masters and Doctoral degrees in teaching and learning that demonstrate their commitment and love of teaching.

## Strong academic results

- Within the province of Alberta, the CBE has consistently outperformed provincial averages on Provincial Achievement tests and Diploma Examination results.
- Alberta high school students are consistently ranked among the top in mathematics, science and in writing in Canada (national tests) and around the world (Organization for Economic Co-operation and Development's 2018 PISA study).
- CBE students consistently score higher than world averages on the International Baccalaureate (IB) and Advanced Placement (AP) exams.



## Celebrating a decade of strong student success on provincial tests

Provincial testing is one of several measures the CBE uses to measure academic success. These provincial results provide a valuable snapshot that helps to identify areas for growth and build upon our successes.

For the past five years when tests were administered, CBE consistently showed stronger performances as compared to the province in the acceptable standard and the standard of excellence on both provincial achievement tests and diploma exams.

In 2021-22 school year, students completing diploma exams demonstrated particularly impressive results. In 10 of 11 subjects tested, CBE students outperformed the province at the standard of excellence and at the acceptable standard.

In 2021-22, more than 81 per cent of CBE high school students achieved the acceptable standard in their diploma exams whereas around 75 per cent of the students in the province achieved the same standard in the diploma exams.

On the Grades 6 and 9 Provincial Achievement Tests, CBE students outperformed the province at the acceptable standard and at the standard of excellence in 18 out of 20 measures in 2021-22.

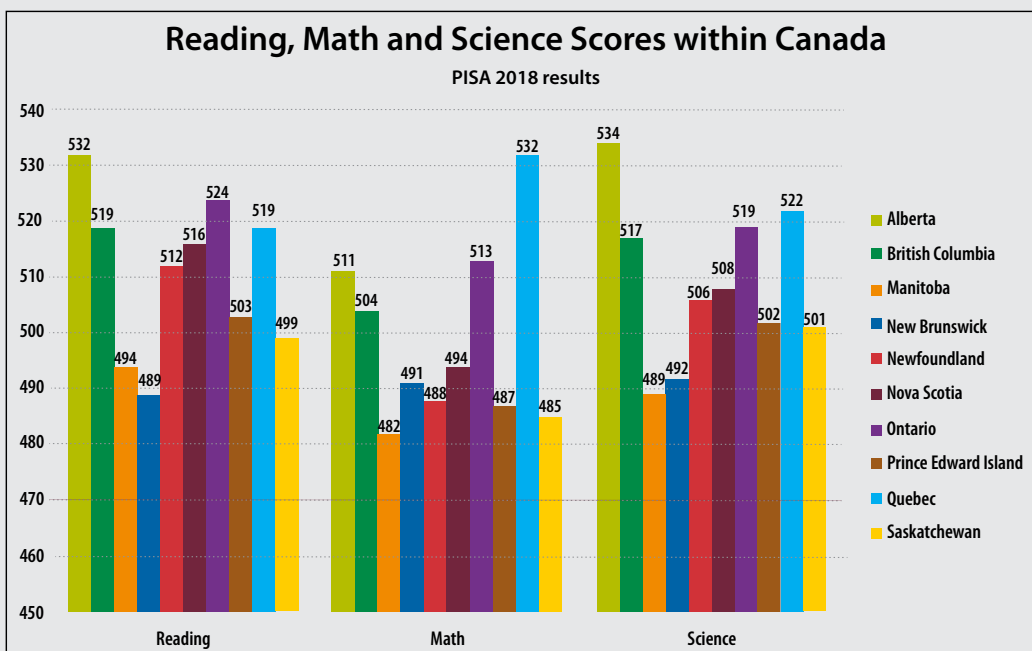
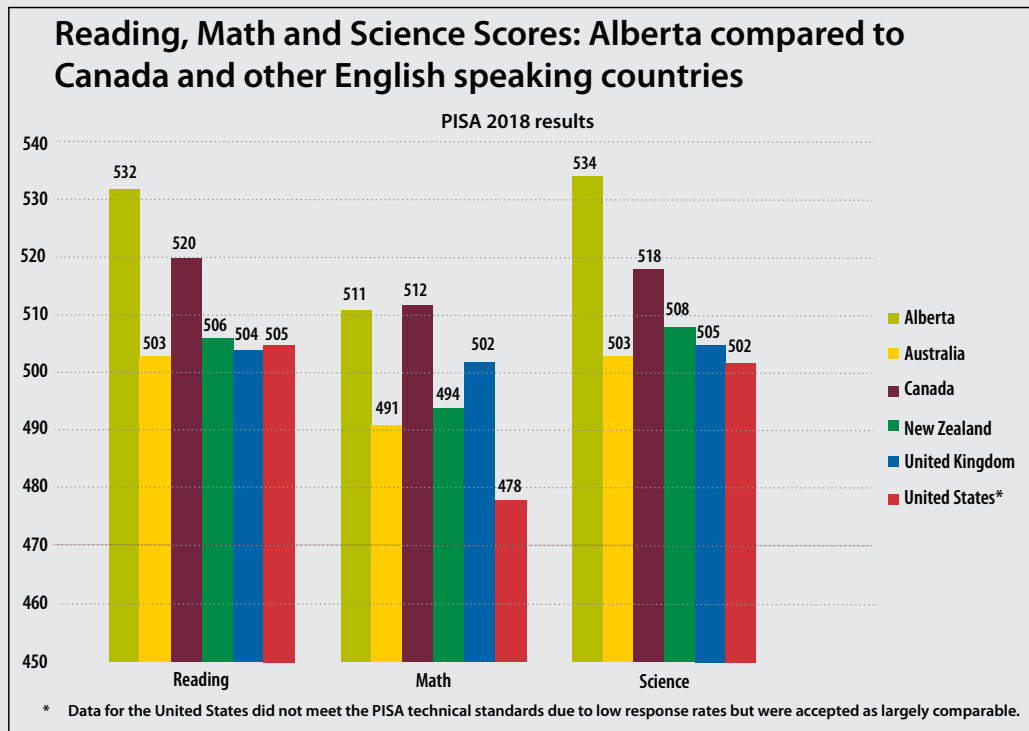
For full results, please visit our website at [cbe.ab.ca/results](https://cbe.ab.ca/results)

## Alberta continues strong results in PISA testing

Seventy two countries and economies participated in the Programme for International Student Assessment (PISA) 2018. Over half a million 15-year-old students, including 20,000 Canadians, were tested on their skills and knowledge in three core learning areas: mathematics, reading and science.

Alberta performed above the Canadian average in reading and in science. These tests are administered every three years.

Learn more | <https://www.oecd.org/education/pisa-2018-results-volume-i-5f07c754-en.htm>



## Our schools

### Applying to CBE schools



International students can study in elementary (Kindergarten - Grade 6) or junior high (Grade 7-9) schools beginning in September.

High school programs are based on a school year of two semesters/terms starting in September. Students can apply for the February intake for one semester. Students can start up to two weeks after the semester start date but after that, we reserve the right to defer the study period.

All students must apply for admission through CBE's Global Learning department. For a September start, applications will be accepted as of the first Monday in November. For a February start, applications will be accepted as of the first Monday in May. Application information is found on our website at: [cbeinternational.ca/apply.htm](https://cbeinternational.ca/apply.htm)

### Choosing a school



Schools are chosen based on the student's interests, the Calgary address, space, and program availability. A specific school may be requested and Global Learning will make every attempt to accommodate the request. However, we reserve the right to make the final placement decision.

Please note that not all Calgary schools can accept international students.

### Grade placement

In most cases, the student's age will determine the grade placement. However, an English language and academic assessment can also help determine the best program. Previous school records are reviewed to determine the grade completed in the student's home country and the course marks received. If the courses completed are equivalent to high school courses at the CBE, a test may be given to see if the student can be placed in the next level. Most courses have prerequisites so one level must be finished before entering the next level.





### English Language Learning (ELL) support

When the first language is different than English, a student may need additional support to ensure success. Full ELL support is provided at no extra cost for international students who require this.

### International coordinators

Each CBE high school has an international coordinator who is responsible for ensuring the educational, emotional and social well being of the school's international students.

### School calendar

The regular school year begins in September and ends in June. There are two weeks where classes are NOT in session in late December/early January and another one week break in March. In high school the last two weeks of January and June are dedicated to scheduled exams and there are no classes.

In high schools, Semester 1 begins in September and ends in January and Semester 2 begins in February and ends in June. Schools are closed during July and August and optional 'Summer School' classes are held during these months.

Calendars for current and future school years are available at:

[www.cbe.ab.ca/calendars/default.asp](http://www.cbe.ab.ca/calendars/default.asp)



## Our high schools



High school is about student's interests, goals and learning. At the CBE, we are committed to student success. High school is a place where students can study core (required) subjects, optional courses, and participate in extracurricular clubs and volunteer activities. Each high school offers a combination of unique programs and courses. All CBE high schools follow the same curriculum which is determined by the government of Alberta.

There are many choices in high school and no one path suits everyone. High school has programs and pathways that lead towards university entrance, college, technical schools, or directly to work. To learn more about high school at the CBE and the various programs and courses we offer, visit:

[www.cbe.ab.ca/programs/high-school/Pages/default.aspx](http://www.cbe.ab.ca/programs/high-school/Pages/default.aspx)

### High school completion

Students who successfully complete high school courses receive credits. There are several ways the province of Alberta recognizes high school completion:

- a High School Diploma (minimum of 100 credits)
- a High School Certificate of Achievement (minimum of 80 credits)
- transitioning to a post-secondary institution or apprenticeship in Alberta

For more details about Alberta High School Diploma graduation requirements visit: [alberta.ca/graduation-requirements-credentials-and-credits.aspx?utm\\_source=redirector](http://alberta.ca/graduation-requirements-credentials-and-credits.aspx?utm_source=redirector)

High school completion depends on several things including the age of the student and level of English upon arrival, as well as graduation expectations. In most cases, students who require the English Language Learning (ELL) program will take longer to complete the requirements than a student who was born in Canada. We may not be able to accept a request to start a program at the grade 12 level if the intention is to get a high school diploma.

For many 30-level courses, students will be required to write a Provincial Diploma Exam. Final marks in these courses are a blend of school marks and the Diploma Exam mark.





## Required courses

In all high schools, students can choose from different courses in English language arts, mathematics, social studies and science.

## Complementary courses

We encourage students to explore options, or complementary courses, in high school. These optional courses help students discover interests, goals and career aspirations.

Students can choose from:

- **Career and Technology courses** in Business, Health, Media Design and Communications, Natural Resources, Trades, Manufacturing and Transportation.
- **Fine and Performing Arts** including visual arts, dance, drama, instrumental music, choral music. Participation in the arts enhances creativity, critical thinking and problem solving abilities. Students can also choose a Performing and Visual Arts Program (PVA), offered at one of our high schools.
- **Languages.** We offer immersion and bilingual programming. We also offer language and culture courses which may include: Chinese, French, German, Italian, Korean, and Spanish. Check with the school as selection and availability vary from year to year.



Examples of complementary courses\* include:

- |                  |                 |                      |
|------------------|-----------------|----------------------|
| ■ Auto Body      | ■ Drama         | ■ Mechanics          |
| ■ Computers      | ■ Engineering   | ■ Music              |
| ■ Construction   | ■ Fashion       | ■ Physical Education |
| ■ Cooking        | ■ Journalism    | ■ Psychology         |
| ■ Cosmetology    | ■ Film Studies  | ■ Sports Medicine    |
| ■ Culinary Arts  | ■ Languages     | ■ Visual Arts        |
| ■ Dance          | ■ Leadership    | ■ Welding            |
| ■ Design Studies | ■ Legal Studies |                      |

\*Available at most CBE high schools.





## Academic enrichment programs

At the high school level there are two academic enrichment programs that provide an additional academic challenge:

- Advanced Placement (AP)
- International Baccalaureate (IB)

Both of these programs are recognized and respected by universities in Canada. More in-depth information about these programs may be available on the CBE website. These programs are available at certain high schools and there are additional fees.

Please note the IB program may be available to international students after studying at the CBE for a minimum of one year, depending on space.



## Extracurricular activities\*

- |                |                   |                      |
|----------------|-------------------|----------------------|
| ■ Badminton    | ■ Football        | ■ Swimming (limited) |
| ■ Basketball   | ■ Outdoor clubs   | ■ Theatre            |
| ■ Chess        | ■ Photography     | ■ Track and Field    |
| ■ Choir        | ■ Rugby           | ■ Volleyball         |
| ■ Debate       | ■ Soccer          | ■ Wrestling          |
| ■ Field hockey | ■ Student Council |                      |

\* Available at most CBE high schools



## Prior learning credit evaluation

Students attending high school in Alberta with the intention of completing a high school diploma require 100 credits. Credit decisions are made based on a combination of transcripts and a student interview with the school's guidance department. Students should be prepared to answer the following questions.

- How many times a week was the course?
- How long was each class?
- Did the course last a full year or half a year?
- What kind of content was covered in the class?

Initial evaluations will be done in draft form at the beginning of the year and then reviewed and finalised towards the end of the year. This allows the Guidance Counsellor to accurately award credits.

The chart below is an example of a student who is entering a Calgary Board of Education high school after completing grade 10 in their home country. The maximum amount of credits a student can receive for grade 10 level courses is 40. Each case is treated on an individual basis. Please note, what is described below is a possibility, not a guarantee. The international courses listed are not a complete list.

Alberta Education Course	International transcript Course (example)	Potential Credits awarded
Mathematics	Mathematics	5
Science	Physics/ Chemistry/ Biology	5
English LanguageArts/ESL		Students are tested upon arrival to determine placement in an English/ESL class
Social Studies	History/ Geography/ Politics	5 Students are tested upon arrival to determine placement in a Social Studies class
Physical Education	Physical Education	3 or 5
Optional/Exploratory (required to complete high school)	<ul style="list-style-type: none"> <li>■ Technology</li> <li>■ Music</li> <li>■ Art</li> <li>■ Language (e.g. Chinese, French, Spanish)</li> </ul> <p>*Other courses are possible also.</p>	10 - 20

## High school timetable

This is a sample timetable at the high school level. Schools are responsible for creating their own timetables and this will vary from school to school.

Please note: Most schools build in a block of time (not shown here) where students can get extra help from their teachers as required.

Time	Monday	Tuesday	Wednesday	Thursday	Time	Friday
8:53 - 10:21	Math	Phys Ed	Math	Phys Ed	9 -10 a.m.	Math
10:24 - 11:52	Phys Ed	Math	Phys Ed	Math	10:03 - 11:03	Phys Ed
11:52 - 12:32	LUNCH				11:06 - 12:06	English (ELL)
12:32 - 2:00	English (ELL)	Art	English (ELL)	Art	12:09 - 1:09	Art
2:03 - 3:31	Art	English (ELL)	Art	English (ELL)	1:15	Dismissal



## Post-secondary studies

Calgary has a number of excellent post-secondary institutions such as Mount Royal University, SAIT Polytechnic and the University of Calgary. Please visit their websites for more information.

Alberta High School Diplomas are recognized around the world. Our students have been accepted to universities such as: University of Calgary, University of Alberta, University of Lethbridge, Mount Royal University, University of British Columbia, University of Toronto, McGill University, and Queens University.

Students are awarded thousands of dollars in scholarships every year at various post-secondary institutions.

Students from the CBE can apply to any university or college and will be accepted based on the marks of certain required courses.

For example, the University of Calgary requires students applying to a Bachelor of Engineering to have at least 90% in the following courses:

- English Language Arts 30-1
- Mathematics 30-1
- Mathematics 31
- Physics 30 or Biology 30
- Chemistry 30

Please note this may not be a complete list of entrance requirements and students would need to contact the institution directly for further details.

## Adult education

Adult students (over 18 years old) can study at the CBE through Chinook Learning Services. Chinook offers academic courses for older students in preparing for university, college and/or the workforce.

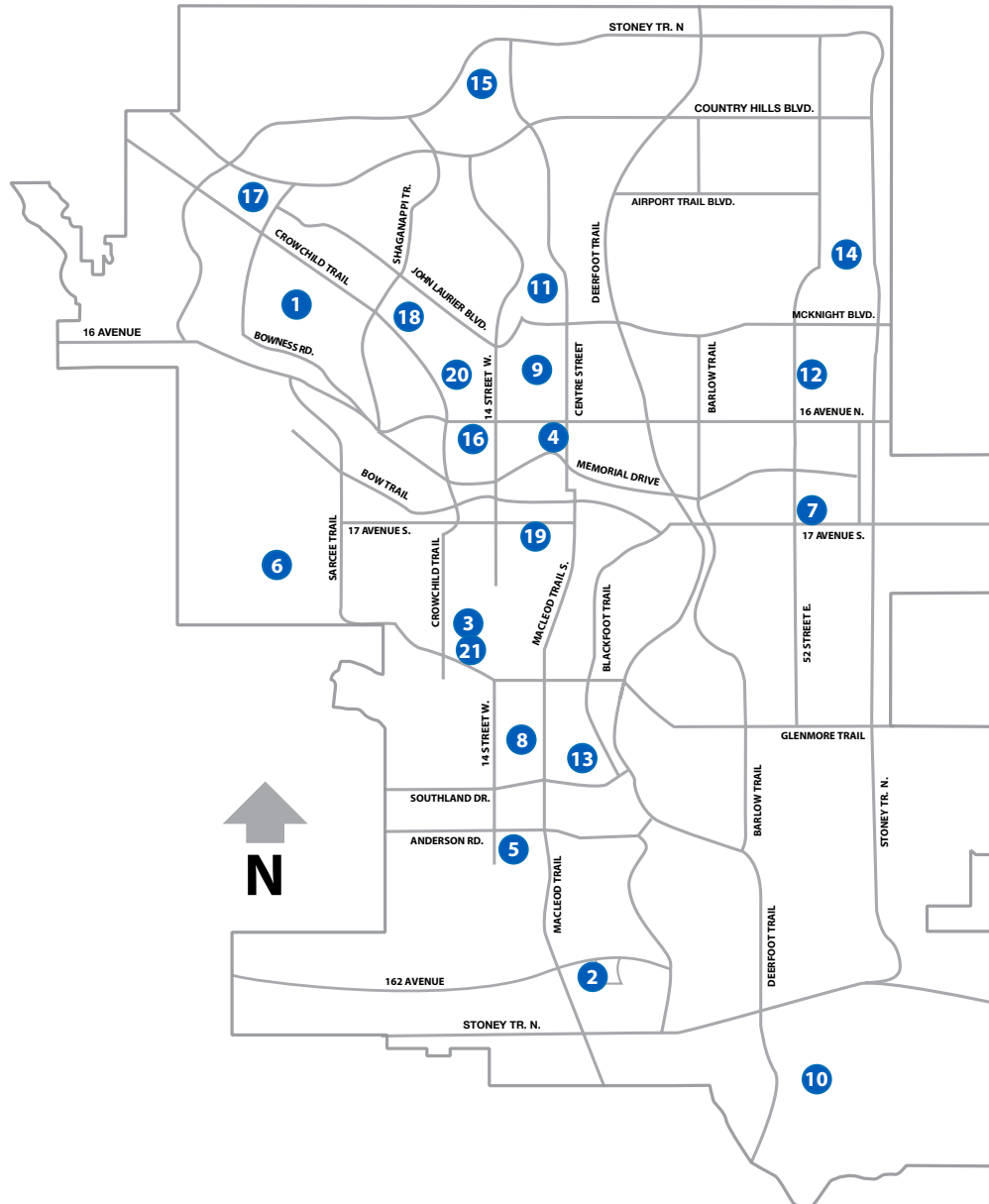
Learn more | [ChinookLearningServices.com](https://ChinookLearningServices.com)



## Learn more about our high schools



Not all schools are open to international students.  
For a list of available schools, click on the QR code.



- |                                  |  |   |
|----------------------------------|--|---|
| 1 Bowness High School            | 8 Henry Wise Wood High School          | 15 North Calgary High School                                    |
| 2 Centennial High School         | 9 James Fowler High School             | 16 Queen Elizabeth High School                                  |
| 3 Central Memorial High School   | 10 Joane Cardinal-Schubert High School | 17 Robert Thirsk High School                                    |
| 4 Crescent Heights High School   | 11 John G. Diefenbaker High School     | 18 Sir Winston Churchill High School                            |
| 5 Dr. E. P. Scarlett High School | 12 Lester B. Pearson High School       | 19 Western Canada High School                                   |
| 6 Ernest Manning High School     | 13 Lord Beaverbrook High School        | 20 William Aberhart High School                                 |
| 7 Forest Lawn High School        | 14 Nelson Mandela High School          | 21 Career and Technology Centre at Lord Shaughnessy High School |

# Important information for international students and their families



## Study permit

Students coming to Canada to study need to obtain a Study Permit from their home country before traveling to Canada

**Note** | This does not apply to students who will be studying for one semester only. If there is a possibility of extension, it is strongly suggested the student apply for a study permit from the home country before arriving in Canada.

Global Learning will issue a letter of acceptance for this purpose upon application approval and full payment of tuition and health insurance fees.

Processing times at overseas Canadian Consulates or Embassies vary, so ensure your student leaves enough time when applying to study in Canada.



## Learn more |

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>

## Custodianship

If a high school student is going to live with a homestay family arranged by Canada Homestay Network (CHN), CBE's homestay provider, custodianship is accepted by CHN's Relationship Managers.

If the student's parents prefer to appoint a family friend or relative to be the student's custodian, two (2) documents need to be completed and submitted with the application form:

- 1 | One document from the PARENT appointing a custodian in Calgary.
- 2 | One document from the CUSTODIAN accepting custodianship responsibilities.

Each document must be translated into English and notarized by a lawyer or notary public in their home country.

Please refer to the important guidelines about private homestay arrangements found at <https://www.cbeinternational.ca/pdf/Private-Homestay-Arrangements.pdf>

**Note** | Students attending elementary school with the CBE must live with a parent or someone who has been verified to be an immediate family member living in Calgary for the duration of their studies. If the parent is living with the child, no custodial document is required.

**Learn more** | [www.cbeinternational.ca/pdf/IRCC-Custodianship-Declaration-06-2019.pdf](http://www.cbeinternational.ca/pdf/IRCC-Custodianship-Declaration-06-2019.pdf)

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### Custodian's designate

If private accommodation arrangements are made and the student is not living with the custodian, Global Learning will require a Custodian's Designate form to be submitted in addition to the custodianship documents. This document ensures that the designate understands the responsibilities in caring for the student who is living with him/her.

Please contact Global Learning for more information.

### Special needs

The CBE is not able to accept international students with special needs.

The CBE reserves the right to withdraw a student without refund of tuition and other fees, for failing to disclose any needs that are beyond the scope of a regular academic program.





## Homestay experience

Living in a homestay environment is the ideal way for international students to learn and practice English and experience a true Canadian lifestyle!

Canada Homestay Network (CHN) manages our homestay program and offers excellent host families for international students to live with throughout the city of Calgary.

A student is eligible for homestay accommodation if they are in high school and between 15-18 years of age.

All CBE students must have a legal custodian and a CHN Relationship Manager will be happy to act as custodian.

In special cases, the family may appoint someone else to be the custodian and that person must be a Canadian citizen or Permanent Resident who is at least 25 years of age.

Qualified, experienced Relationship Managers are available 24 hours a day to international students and their parents in the event of a problem or emergency.

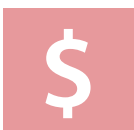
### Homestay family selection

The process of selecting host families for our homestay program is a rigorous one.

Before being selected, all families:

- have participated in a thorough interview to determine suitability.
- have undergone a home inspection.
- have passed a police record check.
- have demonstrated they can provide a private bedroom with study area.
- are enthusiastic to receive international students.
- are committed to including the international student in all family activities.

Once the student is placed with a homestay family, the CHN Relationship Managers provide supervision and support throughout the program.



### Homestay fees

For more information about homestay including fees and how to apply, visit | [www.cbeinternational.ca/homestay.htm](http://www.cbeinternational.ca/homestay.htm)



### Homestay challenges

The Relationship Managers at CHN will make every effort to assist students and host families to resolve any issues/concerns. Often misunderstandings arise as a result of cultural differences or lack of communication and can easily be resolved. However, if this is not possible, another suitable homestay family will be found for the student, and they will be relocated as soon as possible.

## Working with authorized Service Providers



### Roles and responsibilities

The Calgary Board of Education's (CBE) Global Learning works with Authorized Service Providers from around the world to promote CBE's excellent schools and educational programs to prospective international students and parents.



### Services and responsibilities of the Service Provider to the student

- 1 | The Service Provider agrees to provide prospective students with complete and accurate information pertaining to CBE programs, fees and accommodation.
- 2 | The Service Provider will facilitate the payment of tuition and other fees to the CBE by advising about payment methods and processes as applicable.
- 3 | The Service Provider will ensure all pertinent information generated from the CBE (e.g., Letter of acceptance) is forwarded to the parents.
- 4 | The Service Provider will provide support for accepted students to expedite and facilitate application for a Canadian Study Permit.
- 5 | The Service Provider is not responsible for student's academic or personal behavior while attending an institution within the CBE.

### Services and responsibilities of the CBE to the Service Provider

- 1 | The CBE will screen prospective students upon receipt of a complete application package and determine candidate's acceptability for desired program of study within 14 days (2 weeks).
- 2 | The CBE will provide a Letter of Acceptance for students admitted upon receipt of full fee payment.



## Services and responsibilities of the Service Provider to the CBE

- 1 | The Service Provider agrees to make positive and truthful representation on behalf of the CBE and to promote it as a quality institute of learning.
- 2 | The Service Provider agrees to make truthful representation on behalf of the student and/or himself/herself to the CBE.
- 3 | The Service Provider will complete the necessary application forms and facilitate the provision of appropriate documentation specified by the CBE's admissions procedure.
- 4 | The Service Provider will provide the CBE with information to assist in the assessment of prospective student's academic and personal background and such other information as may be required by the CBE.
- 5 | For students in the homestay program, the Service Provider will inform CHN of the specific arrival date, time of flight and flight number for airport pick-up arrangements at the Calgary International Airport.
- 6 | The Service Provider will maintain regular communications with the CBE, facilitating parental involvement with the school.
- 7 | The Service Provider has the right to publicize its representation of the CBE in promotional materials but is not to describe the relationship as one of agency, which it is not.



### Referral fees

Contact Global Learning for information about the amount of fees paid for referral of international students to CBE schools.

Payment will be made to the Service Provider upon receipt of an invoice only for the first year of study and only after the student has successfully completed one (1) month of study in a CBE school.

The fiscal year runs from September to August and invoices must be submitted within the same year as the student attended. The CBE is unable to pay invoices that are submitted outside of the fiscal year.

### Promotional materials

Global Learning will provide authorized Service Providers with current information and promotional materials including brochures and fee schedules (upon request).

## Common questions

### Process, Fees and Deadlines

#### What is the cost to study in Calgary?

All costs to study can be found at this link |  
[www.cbeinternational.ca/apply\\_fees.htm](http://www.cbeinternational.ca/apply_fees.htm)



#### Are there extra fees charged for studying in Calgary?

It is the student's responsibility to meet all of the other costs associated with attending a Calgary Board of Education school (for example, school books and supplies, special course materials, resource fees, and activities). More info:

<https://www.cbe.ab.ca/registration/fees-and-waivers/Pages/default.aspx>

#### What are your academic requirements?

All student applicants must be in good standing at their current school. Applicants must also be able to show history of good attendance and work habits.

To be successful, students need to have a high level of English proficiency in all areas (reading, writing, speaking, listening).

If a student is wanting to graduate with an Alberta High School Diploma, it will take more than one year of study. Experience shows it takes a minimum of two years and sometimes longer. The student may need to eventually leave the high school and pursue studies at the post-secondary level. We may be unable to accommodate requests for acceptance at the grade 12 level if the intention is to graduate with an Alberta High School Diploma.





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

### Can my child start school any time during the school year?

Elementary (Grades K-6) and junior high programs (Grades 7-9) are 10 months in duration from September to June. Applications for grades K-9 will be accepted for a September start only.

High School programs (Grades 10-12) are based on a school year of two semesters/terms. The first semester begins in September and the second semester begins in February. September intake applications will be considered for either a full year of studies from September to June or one semester from September to January. February intake applications will be considered for one semester only from February to June.

### Is there an application deadline?

September intake application dates: First Monday in November to last Friday in April

February intake application dates: First Monday in May to last Friday in September

Late applications will be accepted space permitting. However, if a student requires homestay placement, early applications are encouraged.

### How long does it take to get the letter of acceptance?

In most cases, applications take two weeks to process from the time of receiving a fully completed application package.

### What length of time is the letter of acceptance issued for?

Acceptance to our schools is for a maximum of one year only. The CBE will make every effort to offer continued registration in subsequent years if requested but as space is limited, we cannot guarantee future availability.



## School and Grade Placement

### How can I choose a school? What is the best school?

Global Learning has designated a number of schools that are the best for international students. Each of these high schools has an international coordinator to help international students with their academic and social programs. Check our website for a current listing of these schools. Please note that not all schools are able to receive international students (e.g., certain schools are full). At the Calgary Board of Education, all schools have the same curriculum, the same teaching standards and are comprehensive schools. This means that most programs are offered at all schools. You can be assured that wherever you go to school you will receive a great education.

### How will a school be chosen for my child?

Schools are chosen based on the Calgary address, space and program availability. You may request a specific school and we will make every attempt to accommodate your request. However, Global Learning reserves the right to make the final placement decision. Please note that not all Calgary schools can accept international students. Also note that space can change over time so renewal is subject to a yearly review.



### How does my child travel to school?

Visit the following link for

<https://www.cbe.ab.ca/schools/busing-and-transportation/Pages/default.aspx>

### Will the CBE accept my high school courses from my local school?

The CBE will evaluate your transcripts and, if the courses you completed are equivalent to high school courses here, you will be granted credit for those that are required for an Alberta high school diploma.

### What grade will I be placed in?

Students are placed age appropriately into a grade and then upon further assessment of the student, some course/grade adjustments may be made as necessary.

### How do I know which courses to take?

A course advisor at your new school will help you to plan your program based on your English level, your interests and your goals. We would look at the courses you finished in high school in your country and the marks you received. If the grades you completed are equivalent to high school courses here, you would be given a test to see if you could be placed in the next level. Our courses have prerequisites so one level must be finished before a student can enter the next level. You need to take English 10, then 20 and then 30.

### I want to take the International Baccalaureate (IB) Program. Will I be accepted?

New international students are not eligible for the IB program. However, once you have been at school in Calgary for a year or more, you may be eligible to apply providing you meet the high academic standards required for the program. Note that space is limited.



## Homestay and Living Arrangements

### Am I required to live in Calgary while my child studies?

If your child is in elementary school (aged 12 and under), he/she must have a parent living in Calgary for the entire duration of his/her studies or live with someone who has been verified to be an immediate family member. Please contact us for further details. Please note: if you are living in Calgary with your child while he/she studies, your child is not required to have a custodian.

### Can Global Learning arrange homestay accommodations for my child?

Global Learning is partnered with Canada Homestay Network who arranges for homestay accommodations if your child is between 15-18 years of age. For details and application information visit the <https://canadahomestaynetwork.ca/cbe/>



## Custodian

### What responsibilities does a custodian have?

The custodian acts as the parent to the child and takes on the same responsibilities that the parent would have. Please see our

[https://www.cbeinternational.ca/pdf/Custodianship\\_Guidelines.pdf](https://www.cbeinternational.ca/pdf/Custodianship_Guidelines.pdf)

### Who can I choose as a custodian for my child?

A custodian should be at least 25 years of age and must be a Canadian citizen or permanent resident. Please use caution in choosing a custodian. The custodian should be someone who has the best interests of your child in mind.

### If I will be living in Calgary with my child while he/she studies, do I still need to arrange custodianship?

No. If you are living in Calgary with your child, no other custodian arrangements need to be made.



## Study Permits

### How do I apply for a study permit for my child?

Please visit the <https://www.canada.ca/en/immigration-refugees-citizenship.html> for Study Permit application information for your country.

### What if the student cannot get the study permit before school starts?

If the student is unable to get a Study Permit before school starts, please contact Global Learning to discuss further options. It may be possible for the student to begin classes late or it may be necessary for the student to delay their arrival until the next available intake. However, every effort will be made to accommodate the student in an educational program as soon as possible.

### I am a parent who will be coming to Canada to study and my children will be accompanying me. Will I need to pay international student tuition for my children?

This will depend on the program of studies you are taking. Please contact the Welcome Centre at [welcome@cbe.ab.ca](mailto:welcome@cbe.ab.ca) with your institution's letter of acceptance. They will then verify if you will be required to pay tuition for your children.



## Arriving in Canada

### What are the intake guidelines for students in Kindergarten to Grade 9 (elementary and junior high)?

Please contact Global Learning by email at [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca) to arrange an assessment appointment as soon as the student's arrival date and address are both confirmed (do not wait until the student arrives in Calgary to make this appointment).

Please provide the following information in the e-mail:

- Student's Legal Name
- Date of Birth
- Name of School
- Home Language
- Custodian's Contact Information
- Educational Background

Please bring the student's Study Permit to the appointment at the CBE Welcome Centre office, located at the [CBE Education Centre](#), 1221 – 8 Street SW. A parent or custodian must accompany the student for the duration (2-3 hours) of the appointment.

### What are the intake guidelines for students in high schools (grades 10-12)?

Refer to the paragraph in the letter of acceptance entitled International Student Orientation or visit the home page of our website at [www.cbeinternational.ca](http://www.cbeinternational.ca) and look for the Orientation link which provides orientation session details along with the school coordinator's name and contact information.





## High School Graduation Diploma

### What are the requirements for a high school diploma?

Please visit:

<https://cbe.ab.ca/programs/high-school/Documents/Get-Ready-Get-Set-Go-For-It-Short.pdf> for information on obtaining a high school diploma including required courses.

### How long will it take me to complete a high school diploma?

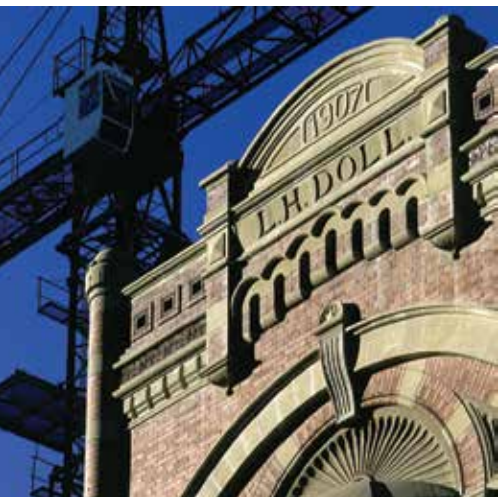
This depends on several things like your level of English upon arrival, your prior courses of study, when you arrived, and what your graduation expectations are. However, in most cases, students who require English Language Learning programming (ELL) will take longer to complete the requirements than a student who was born in Canada. Many students take four years to complete high school with a diploma.

Note: we may not be able to consider applications at the grade 12 level if the intention is to graduate with an Alberta High School Diploma.

### Which universities will accept my Alberta high school diploma? What do I require to enter university?

Alberta high school diplomas are recognized around the world. Students from the CBE can apply to any university or college and will be accepted based upon the marks of certain required courses. Visit the website for the post-secondary institute you are interested in for entrance requirements.





For information on how to apply,  
please visit our website.

**cbeinternational.ca**

Calgary Board of Education

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**Calgary Board  
of Education**