



Application Process:

Step 1 Complete the application form(s):

Complete the international student application form, print it out and sign where indicated.

Step 2 Prepare the following documents:

School/academic records from the past two years translated into English (copies must have a school stamp) with a grade scale

Letter of recommendation from the current teacher or principal translated into English

Copy of passport (picture page)

Custodianship documents (unless applying for homestay or parent lives in Calgary with child)

Optional: Provide documentation of international English testing/training completed (e.g., TOEFL, IELTS)

Step 3 Prepare the application fee (see page 6 for payment information):

Application fee

Step 4 E-mail the application form(s) with supporting documents & application fee to:

Email: internationalstudents@cbe.ab.ca

***Please submit application as one PDF document**

Step 5 Notification of Acceptance

You will be notified within two weeks of receipt of a full application package if the application has been accepted (please note a Skype interview may be requested before acceptance). An invoice will be issued for payment of full tuition, health insurance and other applicable fees. 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 Canadian study permit at the nearest Canadian embassy/consulate.



Please complete the application 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) (as it appears on the passport)	<input type="text"/>	Given Name(s)	<input type="text"/>	English Name (if applicable)	<input type="text"/>
Birth Date (Y/M/D)	<input type="text"/>	Age	<input type="text"/>	Student's E-mail	<input type="text"/>
Permanent Address in Home Country				<input type="text"/>	
City	<input type="text"/>	Province / State	<input type="text"/>	Country	<input type="text"/>
Language(s) Spoken at Home				Citizenship	<input type="text"/>
				Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male

Parent Information

Father's Full Legal Name (Surname, Given Name)	<input type="text"/>	Mother's Full Legal Name (Surname, Given Name)	<input type="text"/>
Father's Cell Phone	<input type="text"/>	Mother's Cell Phone	<input type="text"/>
Father's E-mail	<input type="text"/>	Mother's E-mail	<input type="text"/>

Student's Health Information

Our primary concern is for the health and safety of our students. Because of the unique situation of being an international student in grade school, it is vital that any physical, emotional or behavioural conditions (perceived or confirmed) be disclosed so that we can ensure we are able to offer an appropriate program.

Please note: Failure to disclose the following information or any other information that can affect programming may result in immediate expulsion from The Calgary Board of Education.

Within the last 24 months, has this student experienced any:

Physical conditions, such as: surgeries, deafness, sight impairment, asthma, diabetes, autism, anemia, mononucleosis, hepatitis, ADHD, mobility difficulties, epileptic seizure, etc.?
☐ Yes ☐ No

Emotional conditions, such as: mood instability (depression, anger, mania), self-injury (suicide attempts, cutting, etc.), anxiety (test, separation, etc.), eating disorders (binge eating, restriction of food), traumatic experience (divorce, accident, death), etc.?
☐ Yes ☐ No

Behavioural conditions, such as: suspension/expulsion from school, addictions (computer, drug, alcohol, gaming), etc.?
☐ Yes ☐ No

Learning conditions, such as: difficulties with math, writing, reading or memory, failure of classes, etc.?
☐ Yes ☐ No

The list above is not a complete list. If there are other conditions that are not listed, you are still required to list them. Are there any conditions that could impact programming?

If you have answered yes to any of the questions above, please provide a detailed summary and resolution below:

Student's Educational Plan

This application is for:

High School (Grade 10-12)

Full Year

☐ September to June OR February to January

What grade is the student currently in?

What grade is the student applying for?

One Semester (for students studying for one semester only)

☐ September to January OR February to June

Elementary or Junior High (Grades Kindergarten to Grade 9)

☐ Full year: September to June (partial study period may be accommodated upon request - minimum 5 month study period)

If less than full year, indicate study period requested:

School Selection:

Please list 3 school choices in order of preference:

1.

2.

3.

Please note:

School placement is based on the following:

- Address in Calgary
- Space availability at the school

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.

Does the student plan to complete high school graduation requirements in Canada? (Please note that the acquisition of language along with course requirements may result in an extended study period)

☐ 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 (eg. Brazil/Spain)?

☐ Yes

☐ No

Are there any specific courses the student will need to take in order to co-validate their transcript?

☐ Yes

☐ No

If yes, please list (the school will do their best to match as many as possible):

Living Arrangement

The student will live with:

☐ Parent (students in Kindergarten to Grade 6 must live with a parent. For all students, no other custodianship is required if parent is residing with their child).

☐ Custodian

☐ Family Friend / Relative (if not custodian)

☐ Host Family arranged by Canada Homestay Network (CHN) - Leave address below blank

The student's address in Calgary will be:

Surname First Name Relationship to Student

Street Address Calgary, AB Postal Code

Home Phone Cell Phone Work Phone

E-mail

Please notify Global Learning and the school immediately of any change in custodianship.

Student & Parent Participation Agreement

The Calgary Board of Education (CBE) wants the experience of all students to be exciting and rewarding and there are expectations in place to ensure that each student's experience is successful, however, we want to remind students and parents that this is an educational high school program first and foremost.

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

The CBE reserves the right to expel a student and return him/her home, at the parent's expense and without refund of tuition and other fees, for violating the following guidelines.

The student must read the following section and sign as indicated:

- I will obey the laws of Alberta and Canada and I will not purchase or consume alcohol or illegal (not medically prescribed by a physician) drugs **regardless of my age.**
- I will follow all policies of the CBE, the school, and my homestay family.
- I will attend all CBE classes and hand in all homework and assignments. I understand that 'skipping' classes is never permitted.
- I will put forth my best effort academically and behaviourally at all times while attending a CBE school.
- I will inform my CBE school of any changes in assigned custodianship, homestay or living arrangements.
- I will live with a responsible adult who is a Canadian Citizen or a permanent resident and over the age of 25 **for the duration of my studies with the CBE.**
- I understand that once I turn 18 years of age, I will be considered an independent student* according to Alberta's Education Act, section 1(1)(n). This means that the CBE is not permitted to share any information collected about me during the time I attend a CBE school, with anyone, including my parents or homestay family (Education Act, sections 6(1), 56(3)(b), 257(2)). This includes, for example, course marks, attendance records, teacher notes, psychological assessments.

If I want my information to be shared with others, I understand that I must complete Releasing Independent Student Information from The Calgary Board of Education to Others, which my school will help me with.

Even though I am considered independent, I agree to abide by bullet number 6.

- I will not accept employment while enrolled in a CBE educational program.
- I understand that Canada is a diverse country. Discrimination and bias based on gender, colour, race, religion, sexual orientation or cultural background, physical disability, place of origin or ancestry will not be tolerated.

***independent means "adult student". This is a high school program and all students are expected to follow our rules to participate.**

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.

The parent must complete the following section:

- I declare that my child has no history of criminal behaviour, no criminal or civil law charges, no history of sexual impropriety, behavioural problems, or mental illness.
- I have disclosed to CBE any medical or physical problems concerning my child.
- I am aware that as part of the school curriculum, my child may participate in field trips 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 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 send my child home at my expense with no refund of tuition or other fees.
- I understand that Calgary and CBE schools are safe by world standards. While my child will be generally supervised, such supervision cannot be continuous and CBE cannot guarantee my child's safety. Therefore, should my child be injured while living/studying in Canada, CBE does not assume liability.
- I understand that CBE does not guarantee the results of my child's participation in the homestay program or studies at the CBE.
- I hereby waive, release, absolve and agree to indemnify and save harmless The Calgary Board of Education, its trustees, employees, agents and the homestay family from all liability, losses and costs arising from my child's participation in the educational and homestay program except such as results solely from its or their wilful neglect or wilful default.
- Any disputes will be governed by the laws of Alberta, Canada and the Courts of Alberta shall have exclusive jurisdiction.
- I understand that, once my child turns 18 years of age, he/she will be considered an independent student* according to Alberta's Education Act, section 1(1)(n). This means that the CBE is not permitted to share any information collected about me during the time he/she attends a CBE school, with anyone, including me or the homestay family (Education Act, sections 6(1), 56(3)(b), 257(2)). This includes, for example, course marks, attendance records, teacher notes, psychological assessments. If I want information about my child, I understand that the Releasing Independent Student Information from The Calgary Board of Education to Others must be completed by my child.
- I understand that if I have made private living arrangements for my child, I am accountable for making alternate arrangements (in discussion with the custodian) if the custodian is no longer able to continue with custodianship for any reason. The CBE is not responsible for arranging alternate care for your child.
- If I have hired an educational agency to represent my child, I understand and agree that information including but not limited to student records, reports of examinations, and personal information will be shared between that agency and the Calgary Board of Education.

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.

Student Name (print)

Date

Student Signature

Parent Name (print)

Date

Parent Signature

Language Training/Testing

Have you taken any international English language testing/training (e.g., TOEFL, IELTS)

☐ Yes ☐ No

If yes, please indicate which course/test you have taken? What grade did you receive?

Junior & Senior High School Student Only

Please use this section to tell us about yourself. Why do you want to study in Calgary? What are your goals? Please tell us anything else you feel is important for us to know. **Please note: this information must be in English and completed by the applicant without assistance.**

Student Signature

Date

Refund Policy

Please ensure you have read and understand our refund policy. If:

- **Your Study Permit is Denied:** You will receive a full refund if your Study Permit application is denied by Immigration, Refugees and Citizenship Canada. A copy of the rejection letter must be submitted with the Tuition Refund Request Form.
- **You Cannot Attend for Other Reasons:** You will receive two-thirds (2/3) refund of the tuition if you withdraw prior to the commencement of the program as per the Duration of Program (study) dates on the letter of acceptance.
- **Parent's Immigration Status Changes** (and meets eligible criteria):
 - Proof must be presented to the CBE Welcome, 1221 – 8 Street SW, Calgary, AB, Phone: 1.403.817.7789
 - Full tuition refund for September to June program if proof submitted before September 30 of the school year. No refunds after September 30.
- **You Withdraw or are Withdrawn from the Calgary Board of Education:** Once your program has begun as per the Duration of Program (study) dates on the letter of acceptance, no refund will be given. Semester two refunds will not be granted on full year enrolments.
- **Late Arrivals:** When a student arrives late, there will be no refund for the time period missed.

Subject to a \$250 refund processing fee; health insurance is non-refundable after program start date.

Families will be required to pay full year fees at the time of registration.

Please note: The original application fee is not refundable. Also, tuition can only be refunded by the same method of payment and to the same person who originally paid.

Payment

Payment can be made as follows:

Flywire: cbe.flywire.com

Calgary Board of Education has partnered with Flywire to streamline the international payment process. This allows you to pay securely from any country and any bank, typically in your home currency, by wire transfer or credit card. By making your payment with Flywire you can:

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

To get started, click or go to cbe.flywire.com to begin the payment process. If you have questions about making an international payment, visit <https://www.flywire.com/help>

Once the application fee has been received, we will begin the evaluation process.

How did you learn about our program?

<input type="checkbox"/> Relative or Friend in Canada	<input type="checkbox"/> Education Fair Where?	<input type="text"/>
<input type="checkbox"/> Calgary Board of Education Website (www.cbeinternational.ca)	<input type="checkbox"/> Advertisement Where?	<input type="text"/>
<input type="checkbox"/> Relative or Friend in Home Country	<input type="checkbox"/> Other Where?	<input type="text"/>

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 Global Learning Services at (403)817-7711.