



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.

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?

Relative or Friend in Canada

Education Fair Where?

Calgary Board of Education Website (www.cbeinternational.ca)

Advertisement Where?

Relative or Friend in Home Country

Other

Where?

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.