

## PAYMENT METHODS

### FOR PAYMENTS FROM OUTSIDE OF CANADA (NON-CANADIAN BANK ACCOUNT)

**flywire** All wire transfers and credit card payments from outside of Canada are made through our secure Flywire platform. To make your payment through Flywire from a non-Canadian bank account, please have in hand your customer# and/or your invoice#.

1. Click on or copy-paste the following link on your browser <https://payment.flywire.com/pay/payment?recipient=SWL>
2. Once on the page select your country of origin and indicate the amount to be paid in Canadian dollars.
3. Select your preferred payment method (bank transfer, credit card, etc.).
4. Enter your information including your full name, email, address and telephone.
5. Indicate your program of choice and enter your customer # and/or invoice #.
6. Process your transaction and print your receipt for your records.
7. Use the Flywire receipt to submit along with your applications for the CAQ and the Study Permit.

For visual instructions, please refer to the Payer Guide at the following link: [https://bilingualtraining.ca/wp-content/uploads/2019/07/New\\_Payex\\_Payer\\_Guide-8.pdf?x39768](https://bilingualtraining.ca/wp-content/uploads/2019/07/New_Payex_Payer_Guide-8.pdf?x39768)

Should you require any assistance throughout this payment process, please use the 24/7 online chat support available on the bottom right corner of the Flywire website or contact the international Flywire customer support team at +1 800 346 9252 (more international contact methods available at [flywire.com/contact](http://flywire.com/contact)).

Please note, even if you are in Canada, your parents/agent could still make your payment from your country abroad.

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### FOR PAYMENTS FROM INSIDE OF CANADA (CANADIAN BANK ACCOUNT)

#### 1) FLYWIRE - Bank Transfer, Online Bill Pay, Credit or Debit Card

**flywire** Bank transfers or online bill pay can be made through our secure Flywire portal. To make your payment through Flywire, from a Canadian bank account, have in hand your customer # and/or your invoice #.

1. Please use the same link as above and once you have accessed the portal, **choose Canada as the country where your payment will come from and put in the amount to be paid in Canadian dollars.**
2. When you have clicked “Next” you will be brought to the preferred payment page. From here you will have 3 choices:

**A) Bank Transfer – (From Any Canadian Bank Account)** Please note, the majority of Canadian banks will **not** allow bank transfers within Canada to be done online or by telephone. **You will need to physically go to your local branch to make the payment.**

B) **Online Bill Pay – (Select Banks Are Set Up for Online Bill Pay)** The banks that Flywire is set up to do online bill pay with are: **RBC, Banque Nationale, Bank of Montreal, Banque Laurentienne and TD Canada Trust.**

C) **Credit or Debit Card**

3. After completing the information pages, you will be brought to step by step instructions to complete the payment. The instructions and could be downloaded and printed as well.

**Flywire Help Desk:** If you need help with your payment, you can reach out to Flywire by clicking on the link <https://help.flywire.com>. You could also click on the HELP button on the bottom right-hand side of the page and you will be directed to customer support, who will walk you through all the steps.

## 2) BANK DRAFT OR MONEY ORDER

When requesting a bank draft or money order from your Canadian bank please add **SIR WILFRID LAURIER SCHOOL BOARD** as the beneficiary and also include the name of the student, customer #, and program on the draft as a reference.

You would then bring it in person to the school board or mail it to the following address:

**International Student Program - School Organization Department.  
Sir Wilfrid Laurier School Board  
235 Montée Lesage,  
Rosemère, QC,  
Canada, J7A 4Y6**

## 3) CANADIAN CREDIT CARD & DEBIT CARD

You may present yourself in person at the SWLSB to make a payment through a valid Canadian credit card (VISA / MASTERCARD) or debit card. You may also make a payment through a valid credit card by **printing and filling in the form on the next page** and then emailing it to us at [isp@swlauriersb.qc.ca](mailto:isp@swlauriersb.qc.ca). **Please note we also accept “debit VISA/MASTERCARD” cards.**





SIR WILFRID **LAURIER** SCHOOL BOARD  
INTERNATIONAL STUDENT PROGRAM

**STUDENT INFORMATION / PAYMENT FOR:**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(PLEASE PRINT) DD / MM / YYYY

Program name : \_\_\_\_\_ Intake : \_\_\_\_\_  
(PLEASE PRINT) month/year

**PROGRAM:**

Elementary  Secondary (High School)

Vocational Training

School Year: \_\_\_\_\_

Program: \_\_\_\_\_

Intake Date: \_\_\_\_\_

**PAYMENT TO BE APPLIED TO:**

Admin Fee

Tuition Fee

Change of Program / Deferral Fee

Other: \_\_\_\_\_

Amount to charge: \$ \_\_\_\_\_ CAD

**CARDHOLDER INFORMATION:**

Cardholder's name: \_\_\_\_\_

Last four digits of the credit card: XXXX XXXX XXXX \_\_\_\_\_

I AUTHORIZE THE SIR WILFRID LAURIER SCHOOL BOARD TO CHARGE THE AMOUNT LISTED ABOVE TO MY CREDIT CARD. I AGREE THAT I WILL PAY IN ACCORDANCE WITH THE ISSUING BANK CARDHOLDER AGREEMENT.

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

*ORIGINAL SIGNATURE REQUIRED*

DD / MM / YYYY

(THE INFORMATION BELOW THIS LINE WILL BE DESTROYED FOR YOUR SECURITY)

Credit Card Type:  VISA  MASTERCARD

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

MM YEAR

CVV Number (Card Verification Value): \_\_\_\_\_ (3 digits located on the back of the card)

## REFUND POLICY

All refund requests must be made in writing and sent to the Sir Wilfrid Laurier School Board International Student Program office at [isprefunds@swlauriersb.qc.ca](mailto:isprefunds@swlauriersb.qc.ca) .

Please note the following are non-refundable in all cases:

- \$200 CAD Application Fee
- \$200 CAD Deferral Fee

### VOCATIONAL TRAINING SECTOR

- 1) Students who receive a refusal letter for their visa application by the Canadian or Quebec Government will be entitled to a full refund except for the \$200 application fee. To be considered for a refund due to a visa denial, the refusal letter must be submitted with the refund request. *Please note this is the only request where the \$1000 tuition fee deposit may be refunded.*
- 2) Students who withdraw in writing 30 days or more, prior to the start of the program, will be entitled to a refund of the tuition fees. *The \$1000 tuition fee deposit is not refundable.*
- 3) Students who withdraw in writing less than 30 days prior to the start of the program, will be entitled only to 50% of their first tuition fee payment, as required by our payment structure. Any overpayment the student may have made will also be refunded. *The \$1000 tuition fee deposit is not refundable.*
- 4) Students who withdraw after the start of the program will be responsible for tuition payments as required by the SWLSB payment structure and are therefore not entitled to a refund. Any tuition fees that are not due on the date of the withdrawal will be cancelled and refunded if paid in advance. *The \$1000 tuition fee deposit is not refundable.*

### YOUTH SECTOR

- 1) A FULL refund excluding the \$200 CAD application fee will be granted in the event that a visa application, filed prior to the appropriate deadlines mentioned in this agreement, is refused by the Canadian or Quebec Government (a copy of the refusal letter must be included).
- 2) A FULL refund excluding the \$200 CAD application fee and a \$1000 administrative fee will be granted if the student withdraws prior to the start of the program.
- 3) A PARTIAL refund excluding the \$200 CAD application fee, the \$1000 CAD administrative fee and the amount representing the value of services performed until the date of withdrawal as well as the fees and expenses incurred to provide these services, will be granted if a student withdraws or is expelled after the start of the program.
- 4) In the event that a student becomes eligible to an exemption of tuition fees (i.e. change of immigration status throughout the course of the school year), a PARTIAL refund excluding the \$200 CAD application fee, the \$1000 CAD administrative fee and the amount representing the value of services performed until the date of eligibility as well as the fees and expenses incurred to provide these services may be granted. A copy of all relevant documentation will be required in order to assess eligibility.

## CHANGE OF PROGRAMS / DEFERRALS

Students who wish to change programs or defer intakes must do so in writing a minimum of 30 days prior to the start of class. A \$200 fee will be charged to process the request. Applicants may defer their admission up to a maximum of two (2) times. Subsequent deferrals will be considered new applications and a new application fee will apply. Students who do not confirm their placement or who have not formally requested a deferral 30 days prior to the start of the program may be considered withdrawn and will forfeit their \$1000 tuition fee deposit.

The school board reserves the right to cancel or delay the start of a program for the following reasons:

- Insufficient registrations to start a cohort
- Lack of space

In this case, students will have the choice to wait for the next available intake or will be granted a full refund with the exception of the application fee and/or deferral fee.

Please note, all refunds are in Canadian dollars and for transparency purposes, **will be sent back to the original person and account where the payment was sent from.** The school board does not assume responsibility for the impact of foreign currency exchange, bank fees or related matters outside our control. **All eligible refundable fees will be issued to the same payment method with which fees were paid.** Please consider this when using a credit card for payment, this includes if someone is paying on your behalf.

When a refund requested is received and all required documents and details are included, kindly allow 4-6 weeks for processing. We will notify you if additional information is required.

For any additional information about our payment and refund policy, or if we can improve your experience with our payment methods, please email us at [isp@swlauriersb.qc.ca](mailto:isp@swlauriersb.qc.ca).