SIR WILFRID LAURIER SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM

YOUTH SECTOR STUDENT CONTRACT 2027-2028

Welcome to the **Sir Wilfrid Laurier School Board's International Student Program.** We thank you for your interest in studying with us in Canada. Our goal is to provide our students with a safe, dynamic, enriched and memorable learning experience. While going through the steps to study in a new country can be intimidating and overwhelming, rest assured that our dedicated staff will do everything to make your application process as simple and straightforward as possible.

Please review this document carefully. It contains an outline of all the information you will need in order to register for your upcoming academic program. This document creates a legally binding agreement for participation in the Sir Wilfrid Laurier School Board's International Student Program.

To facilitate your application process, please take note of the following:

✓ Students must duly complete all required fields of this online application. They must attach the required documents including this student contract, in pdf format.

✓ As a final step throughout the Application process through the My True North Portal, you will have to make the **initial payment of yearly application fees of $250 CAD**. Please note that if the application is submitted with an expired passport, the initial payment must include an administrative fee of $1000 (total of $1,250 CAD for such cases). You will be re-directed to **Flywire**, our online payment platform. Please leave the *invoice* # field blank. We will only verify a student's eligibility and documents once this initial payment has been received. Please allow 5-7 business days for processing. Incomplete applications may cause delays in processing.

✓ Upon reception of the **payment and meeting the requirements**, we will then send a detailed **Invoice** and **Letter of Acceptance**. Within this letter, there will be direct links to apply for the **Certificate of Acceptance of Quebec** (**CAQ) and Study Permit (if applicable).**

✓ Students attending our program for under 6 months are only required to obtain a CAQ. Students attending our program for more than 6 months, will require to obtain the CAQ and Study Permit. In any case, it is **strongly recommended to apply for both permits since final duration of studies may change throughout the course of their studies.**

✓ It is strongly recommended to **submit applications at least 4-6 months prior** to the start date of the program to ensure receiving the immigration permits on time and to **arrive in Canada at least 2 weeks prior to the beginning of the program** to finalize the registration process. Students must attend their final registration in person with their guardian and all their original documents and have already paid their fees in full in order to finalize registration. **We will request their English Eligibility**. Students will not be able to start without their original documents and permits and before Eligibility is granted.

✓ In order for students to receive any **official transcripts** (if applicable), they must hold immigration permits that are valid for the entire length of their studies (CAQ and Study Permit). This is required to apply for a Quebec permanent code which is necessary to receive any official transcripts in the province of Quebec. Please note that short stays are usually considered *cultural* only and even with valid documentation, we cannot guarantee that marks will be awarded for all subjects taken.

✓ **Health insurance** is a legal requirement for any international student studying in the province of Quebec. The International Students Program, through their designated insurance provider (Study Insured) provides this service. Health insurance is mandatory for all students and the cost of the insurance will be added to the student's invoice if purchased through our insurance provider.

Thank you for choosing the **International Student Program of Sir Wilfrid Laurier School Board.**
If you have any questions, please contact us at isp@swlauriersb.qc.ca

SIR WILFRID LAURIER SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM

DOCUMENT CHECKLIST

- ☐ SWLSB Youth sector student contract
- ☐ 1 copy of the student's valid passport (main page with the picture and signature on it)
- ☐ 1 copy of the student's original birth certificate indicating the parents' names and place of birth
- ☐ Copies of the student's original transcripts/diplomas obtained in the country of origin
- ☐ Student's Letter of intent
- ☐ Letter of Reference from the current school
- ☐ Official English testing score:

Grade 7 – 9		**Grade 10 and 11**	
TOEFL paper based minimum score:	473	TOEFL paper based minimum score:	510
TOEFL IBT minimum score:	52	TOEFL IBT minimum score:	64
IELTS minimum score:	4.0	IELTS minimum score:	5.0
Cambridge minimum score:	B1 (140)	Cambridge minimum score:	B1 (154)
DUOLINGO ONLINE minimum score:	55	DUOLINGO ONLINE minimum score:	75

Note: For TOEFL/IELTS testing please visit these links: https://www.ets.org/toefl or https://www.ielts.org/

- ☐ 1 copy of the Declaration of Parental Authority (Immigration Quebec)
- ☐ 1 copy of the Custodianship Declaration (Immigration Canada)
- ☐ Copy of Visa, CAQ, and Study Permit (the official permits are required, not the letters of confirmation)

NOTE: Any official documents in a language other than English or French, must be accompanied by an official translation. Please merge originals with their translated version and attach as a single pdf.

Renewal of the student's CAQ, Study Permit, COOP Work Permit (and private medical insurance if applicable) is the sole responsibility of the student.

FINAL REGISTRATION

Students are required to provide the originals of all above mentioned documents at their final registration appointment or they will not be able to start their program. Our administration will take photocopies and return these documents. English eligibility will be requested for them with the Ministry of Education and only when this is received, students will be notified to be able to officially begin school.

Upon arrival, please contact the ISP office at isp@swlauriersb.qc.ca or at 450-621-5600 ext.1225/1214 to set up an **appointment to finalize registration**.

SIR WILFRID LAURIER SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM

Student's full name: _____

Agent/Agency Name (if applicable): _____

Agent/Agency email (if applicable): _____

How did you hear about us? ○ Education/Fair ○ Friend/Relative ○ Agent/Agency ○ Internet

Educational goals (please circle one):

CULTURAL (no official results will be awarded)	**ACADEMIC** (a report card with grades will be issued)

Notarization of academic records is available, the service will be provided by our department, although its cost will be covered by the student. Students registering for short-term stays in our program**, can be accepted space permitting. However, they will not receive any academic official records or diploma.** Upon request, an attestation of attendance could be issued for these cultural experiences.

MLI HOMESTAY

Will the student require homestay? Yes _____ No _____ (Please fill out the lines below)
If so, please contact MLI Homestay to request this service.

Please note that custodianship services are only offered to students staying with a Homestay.
MLI: fmubeen@mlihomestay.com / kash@mlihomestay.com or by phone at 416-646-5405 x 515.

_____ _____
Name of Guardian or Family member student will be living with Relationship

_____ _____ _____ _____
No. Street Name City Province Postal Code

_____ _____
Guardian/Family member's email address **(mandatory)** Guardian's Mobile Tel. **(mandatory)**

Important Notice:
The address of where the student will be living will determine the school they are zoned to attend.
No transportation services are granted to students living outside of the SWLSB territory nor to students that will be attending an out of zone school. Placement is dependent on school availability and student needs. To determine which school the student will be zoned for please click on this link and input your civic number address: List of schools (swlauriersb.qc.ca)

I have carefully read the above information, and understood the meaning and implications of the above agreement. I agree to abide by these terms,

_____ _____ _____
Student's signature Parent's signature Date (mm/dd/yyyy)

SIR WILFRID LAURIER SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM

ATTENDANCE POLICY

I acknowledge and understand that it is necessary to maintain regular and consistent attendance in all my classes.

I understand that attendance is a **mandatory** part of my studies at the Sir Wilfrid Laurier School Board. I recognize that regular attendance will allow me to maintain the status of a student "In Good Standing".

I understand that attendance is **highly** considered for the issuing of any documentation by the school in that it is used in order to attest a student's academic standing.

Failure to abide by the above agreements may result in the student losing the privilege to attend subsequent classes, as well as write any exams or the necessary retakes associated with their program. Such an event may lead to the ultimate dismissal of a student.

I have carefully read the above information, and understood the meaning and implications of the above agreement. I agree to abide by these terms,

Student's signature	Parent's signature	Date (mm/dd/yyyy)

USE OF IMAGE AND NAME AUTHORIZATION FORM

I hereby confirm being the parent/guardian of the above-mentioned student and I understand that the Sir Wilfrid Laurier School Board, its employees and partners wish to take, distribute and publish images of my child (photographs or videos) and/or his or her productions as well as his or her name, without any compensation to me whatsoever, in the following cases ***(Please select an option below):***

I **authorize** the Sir Wilfrid Laurier School Board to use my child's image and name	
	On the website, Facebook page and/or any other social media authorized by the School Board and/or the school
	In the media (ex.: newspapers, television)
	In the school or School Board publications (ex.: yearbook, honor roll, leaflets, brochures, news releases, newsletters)
	For the school's internal use (ex.: bulletin board, school journal)
	I **do not authorize** the Sir Wilfrid Laurier School Board to use my child's image and name

Student's signature	Parent's signature	Date (mm/dd/yyyy)

SIR WILFRID LAURIER SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM

MEDICAL INSURANCE

Health insurance is a legal requirement for any international student studying in the province of Quebec. The Sir Wilfrid Laurier School Board International Student Program can provide this service through their designated insurance provider (INGLE international). The insurance fee will be included on the student's invoice unless otherwise indicated by the student/agent. If so, proof of medical insurance will be required.

This insurance will not cover a sickness or injury that, at the time of departure from your home country, might reasonably be expected to require you to undergo medical treatment, surgery or hospitalization. Any medical treatment claimed under the Emergency Benefits section of the policy required on an ongoing basis including continued stabilization of a medical condition, regular care of a chronic condition, home health care, investigative testing, rehabilitation or convalescent or ongoing care, and medical treatment of an acute sickness and/or injury after the end of emergency except as provided in Benefit #9 - Private Duty Nurse and Home Health Care and Benefit #12 - Follow Up Care.

Please list any food allergies, required medications or diagnosed medical conditions:

_____

_____

I have carefully read the above information, and understood the meaning and implications of the above agreement. I agree to abide by these terms,

_____	_____	_____
Student's signature	Parent's signature	Date (mm/dd/yyyy)

INTERNATIONAL STUDENT PROGRAM FEES

Duration	Application Fee	Medical insurance	Tuition fees	English Language Support Program*	Total
10 Months (Full year)	$250	$490	$14,352	$1,600*	$16,692
5 Months (Half year)	$250	$294	$7,176	$800*	$8,520
3 Months (Partial)	$250	$196	$4,306	$480*	$5,232
2 Months (Partial)	$250	$147	$2,870	$320*	$3,587

ENGLISH LANGUAGE SUPPORT PROGRAM

*All international students at SWLSB will be required to take mandatory online English courses as part of their academic program. These courses are provided through our partner institution, Languages Across Continents (LAC). Students may be exempt if their IELTS score is 6 or higher or if SWLSB deems student's proficiency level to be sufficient by maintaining an overall average over 70 for a full year of studies.

Above fees are in Canadian dollars, tax inclusive, and payable in full to the Sir Wilfrid Laurier School Board.
Please take note that tuition fees do not include school fees, such as school materials, textbooks, concentration program fees, lunch supervision, field trips, extracurricular activities, etc. The service of notarization of official academic records is provided by our department, but its cost will be covered by the student (approximately $400cad).

SIR WILFRID LAURIER SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM

PAYMENT POLICY

Applicants are required to submit their application fee **($250 CAD or $1,250 CAD)** in order to verify their documents for eligibility. Once the payment has been received, an invoice and letter of acceptance will be provided. Applicants must then **pay the balance in full one month before the start of their class** (see page 4 for total fees). Students are entitled to one free deferral within the same school year. If the student wishes to defer their intake to the following school year, the $250 application fee must be paid again.

Detailed instructions regarding payment methods will be shared with the student upon confirmation of eligibility.

SWLSB encourages students to make all payments through our secure online payment's platform Flywire.

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 customer support team at Flywire at +1 800 346 9252 (more international contact methods available at flywire.com/contact).

Please use the Flywire receipt as proof of payment to be submitted along with your applications for the CAQ and the Study Permit.

MLI HOMESTAY FEES

MLI HOMESTAY FEES (location specific)	Academic Year Program (10 months)	Academic Year Program (5 months)	Change of Homestay Fee	Special dietary needs
Montreal/Laval	$16,087	$9,009	$650	$200 (per month)

Above fees include homestay fees (full package with 3 meals/day), custodianship, round-trip airport transportation and bank fees for one wire transfer. The fees are in Canadian dollars, tax inclusive, and payable directly to MLI Homestay and NOT the Sir Wilfrid Laurier School Board. Payment instructions for these services will be shared by MLI during the application process.

SIR WILFRID LAURIER SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM

REQUIREMENTS FOR OBTAINING A QUEBEC SECONDARY SCHOOL DIPLOMA

The pass mark for each course is **60%.** A Secondary School Diploma is awarded to a student who has obtained at least **54 credits in Secondary 4 (grade 10) and Secondary 5 (grade 11),** at **least 20 of which are in Secondary 5**.

In addition, the student must pass the following courses:

- Secondary 4 Mathematics
- Secondary 4 Science and Technology or Applied Science and Technology
- Secondary 4 History and Citizenship Education
- Secondary 4 Arts Education
- Secondary 5 English
- Secondary 5 French Second Language
- Secondary 5 Ethics and Religious Culture or Physical Education and Health

The obtainment of a Quebec Secondary School Diploma is <u>conditional</u> upon students meeting all graduation requirements. As a result, students entering in Secondary 5 without having completed Secondary 4 in Quebec, <u>MAY NOT</u> attain all the necessary graduation requirements.

Are you aiming at obtaining a Quebec Secondary School Diploma? **YES** **NO**

I have carefully read the above information, and understood the meaning and implications of the above agreement. I agree to abide by these terms.

_____	_____	_____
Student's signature	Parent's signature	Date (mm/dd/yyyy)

SIR WILFRID LAURIER SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM

REFUND AND CANCELATION POLICY

All requests for refunds must be made in writing and sent to us at isprefunds@swlauriersb.qc.ca.

A **FULL refund** excluding the $250 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).

A **FULL refund** excluding the $250 CAD application fee and a $1000 administrative fee will be granted if the student withdraws prior to the start of the program.

A **PARTIAL** refund excluding the $250 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.

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 $250 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.

The student will be responsible for all additional expenses including their travel arrangements to go back home.

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 if someone is paying on your behalf. Kindly allow 4-6 weeks for processing. We will notify you if additional information is required.

I have carefully read the payment policy and refund and cancelation policy, and understood the meaning and implications of the above agreement. I agree to abide by these terms,

_____	_____	_____
Student's signature	Parent's signature	Date (mm/dd/yyyy)