SIR WILFRID LAURIER SCHOOL BOARD
INTERNATIONAL STUDENT PROGRAM

VOCATIONAL TRAINING SECTOR STUDENT CONTRACT 2026-2027

Welcome to the **Sir Wilfrid Laurier School Board's International Student Program.**

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

- ✓ If a **complete application is submitted through True North and the initial payment of $1,250 done through Flywire is received**, we will begin to evaluate the application and will share an update through True North within 5-7 business days. In order to make the initial payment through **Flywire**, please use the gateway provided by True North and the Client # also provided while submitting the application, you may leave the *invoice* # field blank. Incomplete applications may cause delays in processing.

- ✓ Upon confirmation **of eligibility**, we will send a detailed **Invoice** and an official **Letter of Acceptance**. With this letter, the student can apply for a **CAQ**, **Study Permit,** and **COOP Work Permit**. Start/end dates for vocational programs are tentative and could vary. The school board reserves the right to cancel or delay the start date of a program if there is a lack of space or insufficient registrations to start a cohort.

- ✓ When applying for a **CAQ**, make sure to select **"Vocational training Program / Diplôme d'études professionnelles**" under the *Program or level of studies / Programme ou niveau d'études* field.
  Note: If you already have a CAQ with a different level of studies, you will need to apply for a new CAQ for the correct level of education.

- ✓ When applying for a **Study Permit**, make sure to indicate, **"Designated learning institution in the province of Quebec"** under the *Institution Name / Nom de l'institution* field. Please be sure to also apply for a **CO-OP Work Permit** at the same time. **You may use the same Letter of Acceptance as proof for the CO-OP hours within your program.**

- ✓ It is strongly recommended to **submit applications at least 4-6 months prior** to the start date of the program and to arrive in Canada **at least 2-3 weeks prior to the beginning of the program** in order to finalize the registration process in a timely manner. **Students must share a copy of their immigration permits with our office as soon as these are approved so we can update their files accordingly**. **Students must not purchase flights until they receive our final confirmation email.** Students must attend their final registration appointment in person with all their original documents and have already paid for their first installment in full in order to finalize registration. Students will not be able to start without their original documents and permits.

- ✓ Students are strongly encouraged to take **French as a Second Language** course outside of their classes. For more details on **FREE French courses click here**. These classes will help students learn and improve their French skills when they start their internships as well as during/after their studies in Quebec.

- ✓ **Health insurance** is a legal requirement for any international student studying in the province of Quebec. We can provide this service to students through our designated insurance provider (INGLE international). 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

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DOCUMENT CHECKLIST

- ☐ SWLSB Vocational Training 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.
  ** Academic documents must be accompanied by and Apostille (Hague Conference on Private International Law (HCCH) if available in your country or a proof of validity of the document.*
- ☐ English language proficiency score (IELTS/TOEFL/equivalent)

Our Vocational Training Centers require an IELTS score or equivalent; see list below for accepted scores.
TOEFL/IELTS testing please visit these links: https://www.ets.org/toefl or https://www.ielts.org/

TOEFL paper based minimum score:	513	Cambridge minimum score:	162
TOEFL CBT minimum score:	183	PTE minimum score:	50
TOEFL IBT minimum score:	65	CEFR minimum score:	B2
IELTS minimum score:	5.5	ELTIS minimum score:	228
DUOLINGO minimum score:	95	CELPIP/CLB minimum score:	5-6
CAEL minimum score:	40		

- ☐ **NURSING STUDENTS ONLY**: French language proficiency score - **A1 level required prior to start date**. More details can be found in the Language Requirements section.
- ☐ Copy of the **original CAQ, Study Permit, and COOP Work Permits** (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.

Our office will contact you to give you a final registration appointment once all requirements have been met, a seat in the program and intake of choice has been confirmed and you have provided us with flight details.

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Student's full name: _____

Student's email: _____

Agent and Agency Name (if applicable):_____

Program and Intake of choice:_____

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

LANGUAGE REQUIREMENTS

The Sir Wilfrid Laurier School Board is an English School Board that offers programs in English. Students are expected to have functional English skills to succeed in their programs. Students with basic English skills will need to take English classes as a prerequisite prior to starting their program.

*NEW: Students registered for the **Nursing program, will be required to demonstrate functional French speaking skills prior to starting the program** since they will be expected to interact with clients or patients.

Students who do not have an A1 level in French when they apply to the program, will be automatically required to take a French as a Second Language course through our partners at LAC and provide their A1 score 2 months prior to beginning their program. An A2 level is expected to be reached throughout the course of their program also through the help of LAC. The objective is to equip students with the language tools required to be successful while completing internships or entering the workforce upon graduation. Every program includes 1-2 competencies in French, which further highlights the importance of acquiring proficiency in the language as early as possible.

Please put an (X) in the column the best describes the student's level of proficiency in each language.

Language	Beginner	Intermediate	Above Average	Strong
English				
French				

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

_____	_____	_____
Applicant's full name	Signature	Date (mm/dd/yyyy)

SIR WILFRID LAURIER SCHOOL BOARD
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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".

Our Vocational Training Programs follow a **full-time** schedule during weekdays. Also, some of our programs have internships which may be offered in the evenings or weekends.

Students caught cheating or plagiarizing at any time during their program, will be permanently removed from their class and will not be allowed to re-join.

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.

MEDICAL INSURANCE COVERAGE

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 will provide this service through their designated insurance provider (STUDY INSURED). The insurance fee will be included on the student's invoice unless otherwise required by the student/agent. If so, proof of private medical insurance will be required. **The medical insurance fee is subject to change on an annual basis. Private Medical Insurance Extensions are the sole responsibility of the student. This fee includes the Mental Health Support at School tool.**

Students with a recent history (<5 years) of self-harm or attempted suicide are not covered under the medical insurance program and expenses related to self-harm, attempted suicide, or suicide will be the sole responsibility of the student/natural parent(s)/legal guardian(s). Coverage is also unavailable for any condition which was not stable for the 90 days before the start of the policy. The emergency assistance team at StudyInsured™, Intrepid 24/7, can assist all international students with getting the care they need once they arrive in Canada. For a complete list of benefits, exclusions, limitations, and conditions, please read the policy wording available at www.studyinsured.com/swlsb

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,

_____	_____	_____
Applicant's full name	Signature	Date (mm/dd/yyyy)

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PAYMENT STRUCTURE

Programs less than 12 months	Programs of 12 months or more
Application fee: $250 CAD Tuition fee deposit: $1,000 CAD Both fees are due at application stage.	Application fee: $250 CAD Tuition fee deposit: $1,000 CAD Both fees are due at application stage.
2 Installments **1st installment:** 50% of tuition plus medical insurance - Due 2 month before program is scheduled to start **2nd installment:** 50% of tuition fees - Due 6 months after the start date of the program **(Exception: CBM program must be paid in full 1 month before start of program)**	3 Installments **1st installment:** 34% of tuition plus medical insurance - Due 2 month before program is scheduled to start **2nd installment:** 33% of tuition fees - Due 6 months after the start date of the program **3rd installment:** 33% of tuition fees - Due 12 months after the start date of the program *Some programs may have 4 installments; you may refer to the LOA for more details.

I understand the payments above are payable to the Sir Wilfrid Laurier School Board. Failure to submit payments on time will result in (but not limited to): late fee charges, hold on student account, removal from program etc.
The due dates for these fees will be listed on the student's Letter of Acceptance.

I understand that **School fees** such as school materials, uniforms, lockers, textbooks etc**.** are not included in the tuition or administrative fees and that these fees are paid directly to the school/center.

PAYMENT INSTRUCTIONS

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 payments 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).

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

Applicant's full name	Signature	Date (mm/dd/yyyy)

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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.

Please note the following are **non-refundable** in all cases:
$250 CAD Application Fee **$200 CAD Re-integration into new cohort**

Deferral requests that fall within the following school year will be charged as a **new application fee ($250 CAD).**

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 non-refundable fees above. 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*.

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

_____	_____	_____
Applicant's full name	Signature	Date (mm/dd/yyyy)

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CHANGE OF PROGRAMS / RE-INTEGRATION

Applicants may defer their initial admission up to a maximum of two (2) times within the same school year free of charge. 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.

Students who wish to change programs throughout the course of their studies or be re-integrated with another cohort must do so in writing. **A $200 fee** will be charged to process the request.

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 applicable deferral fees.

Please note, all refunds are in Canadian dollars and for transparency purposes, will be sent back to the original person that initiated the payment. 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.

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

_____	_____	_____
Applicant's full name	Signature	Date (mm/dd/yyyy)