

# International Student Program

## INFORMATION GUIDE





## Welcome to

# *Dufferin-Peel's Catholic Schools*

Dear Applicant,

Thank you for your inquiry into the Dufferin-Peel Catholic District School Board's International Student Program. This information package explains our admission procedures and application process.

Once your application has been approved by our Admissions Department and your tuition fee has been received, we will issue you a **conditional Letter of Acceptance**. This letter will enable you to apply to Citizenship and Immigration Canada for authorization to enter Canada as a student. You must apply for, and receive, a Study Permit from Citizenship and Immigration Canada before leaving your home country to attend a school in Canada. Guidelines and an application form can be found on the Citizenship and Immigration Canada Website, [www.cic.gc.ca/English/applications/student.html](http://www.cic.gc.ca/English/applications/student.html) or at the Canadian Embassy, High Commission, or Consulate in your home country. You should contact the Canadian Visa Office in your home country to determine if you need to complete any additional forms, or provide any additional documents.

Experience has shown that a proficiency in oral and written communications, and a basic comprehension of the English language are assets, which will be helpful if you are to be successful in this program.

Once you receive your Study Permit from Citizenship and Immigration Canada and arrive in Canada, bring your Study Permit to the Admission office. When we receive a copy of your Study Permit, we will issue you a **Letter of Permission to Attend**. It is the responsibility of the student to maintain a valid and current Study Permit for the duration of his/her attendance at one of our schools. If a Study Permit expires, the student will be asked to withdraw from school immediately.

Applications for the current school year (September to June) will not be accepted after June 15. Secondary school applications may be considered for Semester Two (February) admission prior to October 15.

Thank you again for your interest in the Dufferin-Peel Catholic District School Board.

Sincerely,

Lynda Arsenault  
Admissions Officer



Dufferin-Peel  
Catholic District  
School Board

## International Student Program Application Form

*Please PRINT the following information in English.*

### Student Information

\_\_\_\_\_  
Surname (s)                      Given Name (s)                      Male \_\_\_\_                      Female \_\_\_\_  
Gender

\_\_\_\_\_  
Permanent Street Address in Home Country                      City                      Province/State

\_\_\_\_\_  
Postal Code/Zip Code                      Country                      (                      )  
Area Code                      Home Telephone #

\_\_\_\_\_  
Street Address in Dufferin-Peel                      City                      Postal Code

\_\_\_\_\_  
Date of Birth                      Age                      Citizenship                      1<sup>st</sup> Language                      2<sup>nd</sup> Language

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### Parent Information

\_\_\_\_\_  
Mr. \_\_\_\_ Mrs.                      Surname                      Given Name (s)

(                      )                      (                      )  
Area Code                      Home Telephone #                      Area Code                      Work or Cell Phone #

\_\_\_\_\_  
Fax#                      Email Address

**Custodian Information**

\_\_\_\_\_Mr. \_\_\_\_\_Mrs. \_\_\_\_\_  
 Surname Given Name (s)

\_\_\_\_\_  
 Street Address in Dufferin-Peel City Postal Code

( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
 Area Code Home Telephone # Area Code Work or Cell Phone #

\_\_\_\_\_  
 Fax# Email Address

**Emergency Contact**

(complete if student is under 18 and in case of emergency should the custodian not be available)

\_\_\_\_\_Mr. \_\_\_\_\_Mrs. \_\_\_\_\_  
 Surname Given Name (s)

\_\_\_\_\_  
 Street Address in Dufferin-Peel City Postal Code

( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
 Area Code Home Telephone # Area Code Work or Cell Phone #

\_\_\_\_\_  
 Fax# Email Address

**Student's School Information**

Name and location of last school attended

\_\_\_\_\_  
 School City Country

In what grade is the student currently enrolled? \_\_\_\_\_

All original transcripts or school records from the current year and the last two years (in English) must be attached to this application. Photocopies of transcripts must be certified with an official school stamp or seal.

**The student is applying for (School Name) \_\_\_\_\_ Grade \_\_\_\_\_**

**Full Year \_\_\_\_\_ 2nd Semester \_\_\_\_\_**

*Every attempt is made to place the student in the neighborhood school of the Canadian Guardian. Please note that a placement in the neighborhood school is not always possible. Therefore, the Dufferin-Peel Catholic District School Board reserves the right to determine final placement.*

*Transportation is the responsibility of the student and Canadian guardian.*

## Application Form Instructions

1. The application form must be completed in English.
2. Canadian custodian's information: Any students under the age of 18 at the time they start school, are required to name a responsible adult custodian with whom he/she must live. The custodian will take responsibility for the student and will ensure that his/her accommodations and other living expenses such as food, clothing and transportation are provided. The custodian must be over 19 years of age and a Canadian citizen or permanent resident of Canada.

All international students under the age of 18 are required to submit the following two notarized documents with their school fees payment:

1. A custodianship declaration completed by the parent in the country of origin, stating that arrangements have been made for a custodian to act in the place of the parent. This document must be notarized in the country of origin.
2. A custodian declaration completed by a Canadian citizen or permanent resident over the age of 19 years stating that arrangements have been made for the custodian to act in place of a parent in times of emergency, as when medical or other intervention is required. This document must be notarized in Canada.

Custodian Declaration forms are available from the Citizenship and Immigration Canada website at [www.cic.gc.ca/english/study/study-forms.html](http://www.cic.gc.ca/english/study/study-forms.html)

**NOTE: The student must reside with the Canadian guardian. Should circumstances change, the school board must be notified within 48 hours and new custodial documents may be required. If the custodian does not meet his/her obligations, the Dufferin-Peel Catholic District School Board has the right to withdraw the student without refund.**

### Tuition and Administrative Fees

#### Secondary School (Grades 9-12)

Full year CDN \$13,000

Second semester CDN \$6,500

#### Elementary School (Kindergarten- Grade 8)

Full year CDN \$11,000

#### Administrative Fees

Application fee CDN \$250

Refund fee CDN \$500 (conditional)

## Admission Criteria

Acceptance into the Dufferin-Peel Catholic District School Board International Student Program and subsequent placement in a school will be determined by:

1. The student's educational background and present academic standing as indicated on their transcripts.
2. The availability of space in Dufferin-Peel Catholic District School Board International Student programs. Early enrolment is recommended. Applications for the academic year, starting September, will be accepted until June 15. Applications for the second semester will be accepted until October 15. Elementary students will be accepted only for a full academic year (September –June), with no admissions after the start of the school year.

All students must apply for and receive a Study Permit from Citizenship and Immigration Canada before leaving his/her home country to attend a school in Canada. Guidelines and an application form can be found on the Citizenship and Immigration Canada Website [www.cic.gc.ca/English/applications/student.html](http://www.cic.gc.ca/English/applications/student.html), or at the Canadian Embassy, High Commission or Consulate in your home country. Students should contact the Canadian visa office in their home country to see if they need to fill out any additional forms or provide any additional documents.

## Application Requirements

Students must submit the following items to apply:

1. An application fee of CDN \$250 is to be made payable to the Dufferin-Peel Catholic District School Board by certified cheque, bank draft or money order. The application fee is NON-REFUNDABLE.
2. Payment of tuition fees is required at the time of application and must be separate and apart from the payment of the application fee. The tuition fee must be a certified cheque, bank draft or money order, made payable to the Dufferin-Peel Catholic District School Board. Fees are subject to change without notice.
3. Proof of baptism in the Roman Catholic or or an Eastern Church in full communion with the Holy See of Rome for all elementary school applicants.
4. All original transcripts or school records from the current year and the last two years (in English). Photocopies of transcripts/certificates must be certified with an official school stamp. Notarized documentation of academic credits in ENGLISH is acceptable. Failure to comply will result in a delay or return of the application. Final placement will be deferred until after arrival when a more detailed evaluation can be made of your qualifications. Every international student will be required to go to the Dufferin-Peel Newcomer Reception and Assessment Centre prior to admission to class. It is recommended that you plan your arrival as early as possible during the month of August, so that your testing can be scheduled prior to school opening.
5. Completed International Student Program application form.
6. Proof of vaccination against tuberculosis, mumps, measles, rubella, diphtheria, tetanus and polio.
7. Proof of private health insurance coverage for the duration of the study period. It is the responsibility of the applicant to ensure that during his/her entire stay, their health insurance remains active. The Dufferin-Peel Catholic District School Board will assume no liability for lapsed coverage which could result in the student being asked to withdraw.
8. Custodial documents from parents in home country and Canadian guardian.

## Refund Policy for Tuition Fees

In the event that a student does not come to Canada or decides to leave Canada for personal reasons, the following refund policy will apply. All requests must be made in writing. Please attach the original Letter of Acceptance and the original receipt with the request. Be sure to keep a copy of these documents for yourself. All refund requests will be reviewed on a case by case basis.

1. A full refund, less the application fee (\$250) and an administrative fee (\$500), will be issued if Citizenship and Immigration Canada does not approve a Study Permit. Students must include the original Letter of Rejection from the Canadian Embassy for a refund (be sure to keep a copy for yourself).
2. Should a change of immigration status occur during the program, refunds shall be considered on an individual basis. No refund will be granted for the term in which the student is currently enrolled. If a partial refund is granted, it will be subject to the refund charge in place at the time of the request.
3. There will be no refund of the tuition fee if the student is found in violation of school regulations and is asked to withdraw.
4. There will be no refund for students who change residence to another jurisdiction during the school year.

## Testing and Registration

### 1. Admission Office

All international students (both secondary and elementary) must contact the Dufferin-Peel Catholic District School Board upon their arrival in Canada to make an appointment with the Admissions Office prior to admission to class.

**Address:**

Dufferin-Peel Catholic District School Board  
40 Matheson Boulevard West  
Mississauga, ON, L5R 1C5

**Office Hours:**

Monday-Friday from 8:30 a.m. – 4:30 p.m.

**Contact:**

Lynda Arsenault at 905-890-0708 ext. 24512

During this meeting, the student must submit the following:

- a. A valid study permit
- b. A valid passport
- c. Proof of private health care
- d. Any missing documentation requested as part of the application process

### 2. Testing

All international students will be sent to the Dufferin-Peel Newcomer Reception and Assessment Centre prior to admission to class for determination of grade level and language assistance. Note: It is recommended that the student contact the Assessment Centre at 905-361-2344 to make an appointment prior to leaving his/her home country to avoid delay in admission to class.

### 3. Registration

Placement in class will be made once testing and assessment is completed. At this time, course selection and class scheduling will take place at the assigned school. Not all course selections may be available.



## International Student Program Acknowledgement

I have read, understand and accept the Dufferin-Peel Catholic District School Board's refund policy as outlined in the information sheet that accompanies this application.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Canadian Guardian's Signature

\_\_\_\_\_  
Date

\*I am Roman Catholic or an Eastern Church in full communion with the Holy See of Rome (elementary students only).

I must maintain a current Study Permit from Citizenship and Immigration Canada.

Tuition fees must be paid in full prior to admission; any refund will be made only to the person who makes the payment.

I have acquired private health care coverage for the duration of my stay.

I understand and accept that I must follow all Dufferin-Peel Catholic District School Board policies and observe the Student Code of Conduct. Any breaches are subject to discipline measures and could result in my being asked to withdraw from the Dufferin-Peel Catholic District School Board.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**NOTE: This application will NOT be considered COMPLETE without all signatures.**

### Custody Guardianship Agreement

Applicants are required to complete the Custody Guardianship Agreement, which is available online at: [w3.dpcdsb.org/CEC/Programs/International+Students.htm](http://w3.dpcdsb.org/CEC/Programs/International+Students.htm)

### Please submit your application to:

Dufferin-Peel Catholic District School Board  
Admissions Office  
40 Matheson Boulevard West  
Mississauga, Ontario, Canada, L5R 1C5  
Telephone: (905) 890-0708 ext. 24512  
Fax: (905) 890-8237

\* The Province of Ontario's OPEN ACCESS policy allows non-Catholic secondary school-aged students to attend a Catholic secondary school