



**INTERNATIONAL STUDENT PROGRAM - APPLICATION FOR ADMISSION**  
**Hastings and Prince Edward District School Board**

156 Ann Street, Belleville, Ontario, Canada K8N 1N9  
Telephone: 1-613-966-1170 ext. 2416 Fax: 1-613-966-1363  
Email: isp@hpedsb.on.ca



|   |   |  |                          |
|---|---|--|--------------------------|
| <b>PERSONAL INFORMATION</b>                       |   |  |                          |
| Family Name:                                      |   | Given Names:                             |                          |
| English Name:                                     | <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth (day/month/year):          |                          |
| Citizenship:                                      | First Language:   | Country of Birth:                        |                          |
| <b>PERMANENT MAILING ADDRESS IN HOME COUNTRY</b>  |   |  |                          |
| Street Address:                                   |   | City:                                    |                          |
| State/Province:                                   | Country:  | Postal Code:                             |                          |
| Telephone:  | Cell:   | Student's Email:                         |                          |
| <b>PARENT/GUARDIAN INFORMATION</b>                |   |  |                          |
| Father's Surname:                                 |   | First Name:                              | Work Telephone:          |
| Mother's Surname:                                 |   | First Name:                              | Work Telephone:          |
| Father's Email:                                   |   | Mother's Email:                          |                          |
| Father's Date of Birth (day/month/year):          |   | Mother's Date of Birth (day/month/year): |                          |
| Addresses (if different from above):              |   |  |                          |
| <b>AGENT INFORMATION (if applicable)</b>          |   |  |                          |
| Surname:  |   | First Name:                              | Agency Name:             |
| Street Address:                                   |   |  |                          |
| City:   | Province:   | Country:                                 | Postal Code:             |
| Telephone:  | Fax:  | Email:                                   |                          |
| <b>EMERGENCY CONTACT IN CANADA (if available)</b> |   |  |                          |
| Surname:  |   | First Name:                              | Relationship to student: |
| Street Address:                                   |   |  |                          |
| City:   | Province:   | Postal Code:                             |                          |
| Telephone:  | Cell:   | Email:                                   |                          |
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**EDUCATION**

| Name of Past School and Present School | Grade Completed | Date From | Date To |
|--|-----------------|-----------|---------|
|  |                 |           |         |
|  |                 |           |         |

When do you want to begin school?  Semester 1 (September)  Semester 2 (February – High School)

How long do you plan to study?  1 semester  2 semesters  longer

Which grade level are you applying for? \_\_\_\_\_

What are your goals?

- Graduate from high school in Ontario
- Return to school in my home country
- Attend university/college in Canada
- Develop English skills only
- Other \_\_\_\_\_

**COURSE PREFERENCE**

Please check (✓) the appropriate answer(s). Your answers will help us to get to know you and will help the school suggest a suitable timetable for you.

A. When you attend high school in HPEDSB, which courses would you like to take?

- |                           |                      |                 |                   |
|---------------------------|----------------------|-----------------|-------------------|
| _____ Mathematics         | _____ Science        | _____ History   | _____ Music       |
| _____ Computer Technology | _____ Social Science | _____ Geography | _____ French      |
| _____ English             | _____ Chemistry      | _____ Business  | _____ Visual Arts |
| _____ Physical Education  | _____ Biology        | _____ Physics   | _____ Other       |

B. What career would you like to pursue?

\_\_\_\_\_

C. After school, what activities would you like to do?

\_\_\_\_\_

D. Are there any courses that you **must** take while in Canada?  Yes  No  
If yes, please list.

\_\_\_\_\_

**HOMESTAY:**  Required  Not required

(If required, please complete & return the homestay application.)

**ENGLISH ABILITY**

Please check the appropriate answer(s).

How many years have you taken formal English classes?

- In school     1 yr    2 yrs    3 yrs    4 yrs    more  
Private lessons    1 yr    2 yrs    3 yrs    4 yrs    more

When do you speak English?

- at school    at home    with friends    at private lessons

What can you do in spoken English?

- respond to personal questions using short answers
- take part in conversations on a range of topics
- express, support and elaborate a point of view or opinion
- maintain face to face conversation on familiar topics
- discuss or explain an idea

What can you read in English?

- short passages                       short stories                       novels  
 newspaper articles                       newspaper editorials                       textbooks

How do you rate your written level of English?

- I can answer simple questions in short sentences.
- I can write a simple description of a picture.
- I can write a short paragraph on a personal topic.
- I can write a short explanatory paragraph in response to a reading.
- I can write a letter or e-mail.
- I can write a composition of three or more paragraphs to develop a central idea.
- I can write a short essay introducing, developing, and concluding an argument.

**MEDICAL:**

Allergies: \_\_\_\_\_ Medications: \_\_\_\_\_

List any medical conditions or physical disabilities which school staff should be aware of:

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**PAYMENT OF FEES:**

Once the application has been accepted, tuition fees are due. Our fees include medical insurance. Payment can be made to the **Hastings and Prince Edward District School Board** by direct deposit, certified cheque, bank draft, or money order. **Please remember to indicate the invoice number with payment and to include \$20.00 wire transfer fees.**

**PLEASE CONTACT THE ISP OFFICE FOR PAYMENT INSTRUCTIONS**

**REFUND POLICY:**

If a student is not approved by Canadian Immigration and is denied a study permit, a full refund of tuition fees, minus a \$250.00CAD Administration Fee, and the \$250.00CAD Homestay Program Placement Fee, is returned to the student upon written proof from Immigration of such refusal.

If unforeseen circumstances require a student to withdraw after the study permit has been issued, a refund will be considered. Fees and pro-rated expenses will be deducted, and the balance returned within 30 days of receipt of written notice. Canadian Immigration will be notified. If a student is found in violation of school regulations and asked to withdraw from the ISP Program - no refund will be made and the student will be returned home at the homeland family's expense.

**CHECK DOCUMENTS ENCLOSED WITH THIS APPLICATION**

- official copies of your report cards for the past **two** years
- translated copies of your report cards
- proof of age (birth certificate, baptismal certificate, or passport)
- signed participation agreement
- two passport size photographs
- letter of recommendation from school
- tuition fees (bank deposit, certified cheque, bank draft, money order) - *following notification of acceptance*
- student immunization records (complete HPEDSB form and attach originals)

**PLEASE READ AND SIGN BELOW**

I declare that the information given in this application is complete and correct to the best of my knowledge, and I have read and fully accept the refund policy.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_

**FIELD TRIPS / PHOTOGRAPHS PERMISSION**

Education activity programs involve certain elements of risk. Injuries may occur while participating in activity programs. The risk of sustaining injuries results from the nature of the activity and can occur without any fault of either the student, or the school, its employees/agents or the facility where the activity is taking place. By choosing to take part in the HPEDSB International Student Program you are accepting the risk that your child may be injured. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in any activity.

- I give permission for my child to participate in activities and field trips as arranged by the HPEDSB.
- I consent to the inclusion of photographs of my child in the following, if applicable: student record; photo albums; videos and films; photographs; interviews by the media as part of a school activity; program promotional materials; website, yearbook.

\_\_\_\_\_  
Signature of Father

\_\_\_\_\_  
Signature of Mother

## **GUIDELINES AND RULES SCHEDULE "A"**

**For the health, welfare and academic well being of students, the following rules are to be obeyed:**

The student must:

- A. obey the laws of Canada and the rules and customs of the school in which she/he is enrolled
- B. not purchase or drink alcoholic beverages
- C. not use drugs or medication unless prescribed by the student's doctor
- D. not drive any motor vehicle
- E. attend school on a daily basis (a note from the student's Homestay family must explain any absences)
- F. obey teachers and follow reasonable rules established by the Homestay family
- G. follow the rules and guidelines of the Hastings and Prince Edward District School Board International Student Program

Infractions of any of the above rules may in the sole discretion of Hastings and Prince Edward District School Board (the "Board") result in immediate dismissal from the International Student Program (ISP) and notification to Citizenship & Immigration Canada.

The student must also:

- 1. make determined efforts in his/her school work
- 2. maintain a full timetable (senior students must take a minimum of 3 courses per semester)
- 3. complete all homework and assignments
- 4. maintain at least a "C" or 65% grade point average
- 5. share the contents of any school attendance and academic reports with your parents, custodian/guardian, the HPEDSB International Student Program office and host parents in order that guidance and assistance can be provided as required
- 6. show respect for your guardian or custodian and your Homestay family and behave as a member of the family by:
  - (a) obeying family rules
  - (b) helping with reasonable household chores
  - (c) not speaking about private affairs with others
  - (d) paying personal expenses, such as international telephone calls, promptly
  - (e) gaining approval from the Homestay family when planning social events or non-family trips
  - (f) not changing and/or arranging for living arrangements without permission of the Homestay Coordinator
- 7. avoid contact with students who participate in activities harmful to the moral tone of the school or host home

**Any continuous failure to abide by the above guidelines may in the sole discretion of the Board result in dismissal from the International Student Program. The cost of returning home will be at the parent's expense and notification to Citizenship and Immigration Canada will be made.**

# INTERNATIONAL STUDENT PROGRAM - STUDENT PARTICIPATION AGREEMENT

B E T W E E N:  
HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
(the "Board")  
- and -

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(the "Student")  
- and -

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(the "Parent")

## WHEREAS:

The Student has applied to the Board pursuant to the Board's International Student Program (ISP), for permission to attend a school under the jurisdiction of the Board.

The Student and Parent have, in consideration of the Board's acceptance of the Student for enrolment in the school pursuant to the ISP agreed to enter into this agreement.

## NOW THEREFORE WITNESS AS FOLLOWS:

1. The Student, Parent and Board hereby agree to enrol the Student in the ISP.
2. The Student and Parent hereby represent and warrant that: (a) they have fully completed the Board's Application for Admission to the ISP and, where a Homestay is required, the Homestay Application Form, and (b) all information contained in the Application for Admission and Homestay Application forms are true and correct and complete.
3. The Student and Parent agree to abide by and fully discharge their respective obligations under this Agreement and the Homestay Student Agreement - Schedule "B".
4. The Parent and Student acknowledge and agree that they have read, fully understand and agree to fully comply with and conform to the terms of the "Guidelines and Rules" - Schedule "A".
5. The Parent and Student agree to be responsible for and promptly pay for all fees, costs, charges and expenses related to the enrolment and participation of the Student in the ISP, the Student's stay in Canada, and the Student's attendance in school, including without limitation the following:
  - (a) all tuition fees;
  - (b) costs of all educational materials and supplies (excluding textbooks);
  - (c) all Placement Fees, Homestay fees and deposits payable in respect of Homestay, including any costs or charges which are the responsibility of the Parent and/or Student under the "Homestay Student Agreement" or the "Guidelines and Rules"; costs of any uninsured medical or dental treatment, prescription or other drug or medication reasonably incurred by or on behalf of the Student during his/her stay in Canada;

- (d) all travel and related costs;
  - (e) any and all other costs reasonably incurred by the Board on behalf of the Student.
6. The Parent and Student acknowledge and agree that the Director of the ISP from time to time (or such other person as the Board may direct) is required to be appointed the custodian of the Student. It is nevertheless acknowledged that the Director of the ISP may desire to seek, where and when reasonably possible, further instructions or authorizations as may be reasonably required in emergency situations. Therefore, the Parent shall provide to the Director, and keep current, all telephone numbers, e-mail address, postal addresses and other contact information to facilitate that communication. The Parent and Student agree that the decision as to when such further instructions or authorizations are sought or required are in the sole discretion of the ISP Director/Manager.
  7. In consideration of the Board accepting the Student's application, the Parent and Student for themselves, their heirs, executors, administrators and assigns release the Board, the ISP Manager, its respective directors, members, superintendents and its other employees, servants, agents or representatives from any claims, demands, damages, actions or causes of action arising out of or in consequence of any loss, injury or damage to Student, the Parent or their property incurred while attending a school under the jurisdiction of the Board, or arising out of or related to the custodianship of the Student, the Student's participation in any sports or extra-curricular activity, or the Student's staying with a host family under the Homestay program.
  8. In the event that the Student or Parent shall, in the judgment of the Board, be in material default of their obligations under this Agreement, the Homestay Student Agreement, or the Guidelines and Rules, the Board may forthwith terminate the Student's participation in the ISP and return the Student to the Parent at the Parent's expense. The provisions of paragraphs 5 and 7 of this Agreement shall remain in full force and effect notwithstanding such termination.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Carol Goerke, ISP Manager

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**PARENT AND STUDENT RESPONSIBILITIES**

I acknowledge that the Hastings and Prince Edward District School Board reserves the right to dismiss students and return them home, at their expense, without tuition refund for violating school rules, the HPEDSB Code of Conduct, or the laws of Canada.

I therefore agree to uphold all rules and regulations and cooperate with administrators, teachers and students in the HPEDSB. I fully understand the refund policy of the HPEDSB. I understand that the HPEDSB shall not be held liable for losses or expenses as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

|                               |                              |
|-------------------------------|------------------------------|
| _____<br>Signature of student | _____<br>Signature of Parent |
| _____<br>Date                 | _____<br>Date                |