

Surrey Schools International Student Program Application Form



Instructions

Application submission and deadline dates

The Canadian education year begins in September and ends in June. Elementary schools (Grades K to 7) have two terms: September to December, and January to June. Secondary schools (Grades 8 to 12) also have two semesters: September to January and February to June.

September start (Elementary and Secondary):
Applications can be accepted starting on Feb 15.
Deadline for complete application with
payment before May 31.

Elementary January start:
Applications can be accepted starting on Oct 1.
Deadline for complete application with
payment before Nov 15.

Secondary February start:
Applications can be accepted starting on Oct 1.
Deadline for complete application with
payment before Nov 15.

Steps for the application process

1. Submit the Application Form

- Submit all five pages of the completed Application Form signed by the parent
- Include a copy of student's passport picture page or birth certificate
- Include the last two years of school records (translate into English)

2. We will notify you when the student is accepted.

Within two to five business days, we will send you a *Confirmation of Application* letter accepting the student. This is your invoice.

3. Appoint a custodian for the student (2 Documents Required)

Students not residing with a parent must appoint a Custodian. An explanation of Custodian Requirements or a list of local Custodian Providers can be found at www.surreyschools.ca/departments/INTL/Pages/default.aspx

You must complete and submit copies (no originals) of the following two forms:

- Custodian Declaration Form and Parent Declaration form. These must be signed and notarized.
See: www.surreyschools.ca/departments/INTL/Pages/default.aspx for these forms.

4. Statement of address

A statement of address for where the student will be living must be submitted to the International Education Department no later than five business days before the first day of school.

See: www.surreyschools.ca/departments/INTL/Pages/default.aspx for the form.

5. Payment of Fees (in Canadian dollars)

Fees are due within two weeks of receiving a Confirmation of Application letter. Fees can be paid by wire transfer, bank draft or certified cheque (payable to: Surrey School District). Please contact the International Education Department for wire transfer instructions. Fees are:

- Full year (10 months): \$13,500 CAD (\$12,600 tuition + \$900 medical)
- Secondary Term 1 or 2 only (5 months): \$6,750 (\$6,300 tuition + \$450 medical)
- Elementary Term 1 (4 months - September to December): \$5,400 (\$5,025 tuition + \$375 medical)
- Elementary Term 2 (6 months - January to June): \$8,100 (\$7,575 tuition + \$525 medical)

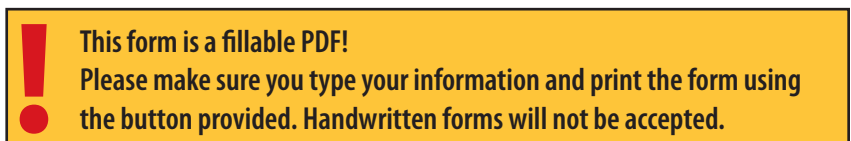
6. Official Letter of Acceptance (LOA) and Study Permit application

The official Letter of Acceptance (LOA) can only be issued once we receive full payment for the fees.

The LOA is required for the student to apply for a Study Permit at nearest Canadian Embassy. Unless otherwise approved, Surrey Schools requires all fee-paying international students to have a valid Study Permit.

For more information, contact us:

Surrey Schools International Education Department
14033 92 Avenue
Surrey, BC CANADA V3V 0B7
Email: internationaled@surreyschools.ca
Office: 1.604.595.6168
Fax: 1.604.595.6169
Web: www.StudyinSurrey.ca



Surrey School District International Student Program Application Form

Student's Surname (Last Name)

Given Name(s)

Birth date (Year / Month / Day)

School History (Attach previous two years school records translated into English.)

Name of Last School Attended

Location

Grade Completed

If a BC student already, enter Personal Education Number (PEN)

Is the student coming to Surrey Schools with the intention to graduate? Yes No

Custodian Information (Must be appointed at time of application.)

 No Custodian required because the student is living with parent. (leave Custodian information blank)

Custodian Requirements and Providers are available at www.surreyschools.ca/departments/INTL/Pages/default.aspx
 The International Education Department must be notified immediately of any change in Custodian.

Custodian's Surname (Last Name)

Custodian's First Name

 Gender: Male Female

Street Address

City

Postal Code

Home phone

Work phone

Mobile phone

Fax

Custodian's email address

If the Custodian is related to the student, enter relationship here (e.g. nephew or niece?)

Agent Submitting Application (must be an official agent of Surrey Schools at the time of application)

Company Name

Agent's Email address

Person submitting application

Street Address

City

Province

Country

Postal Code

Work phone

Mobile phone

Fax

Surrey School District International Student Program Application Form

Student's Surname (Last Name)

Given Name(s)

Birth date (Year / Month / Day)

Homestay or Living Arrangements (Student must reside with someone 25 years of age or older.)

Please complete the following information about who the student will be living with. Information about Homestay Providers in Surrey is available at www.surreyschools.ca/departments/INTL/Pages/default.aspx. International Education Department must be notified immediately of any change of address.

Student will be living with: Parent Custodian Relative Homestay Other

Surname (Last Name)

First Name

Gender: Male

Female

Street Address

City

Postal Code

Home phone

Work phone

Mobile phone

Email address

Official Letter of Acceptance (LOA)

Unless otherwise requested, all LOA's will only be sent as a scan via email.

Check who will receive the official LOA:

 Agent

 Parent

 Custodian

If you would like the original LOA, please check the method by which it should be sent or if it will be picked up:

Company Name

Contact Person

Street Address

City

Province

Country

Postal Code

Phone Number

 Mail (standard delivery for local addresses)

 Overseas courier (airmail)

 Pick-up at International Education Department

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Student's Surname (Last Name)

Given Name(s)

Birth date (Year / Month / Day)

Health Information

The fees paid for the International Student Program include only basic health insurance coverage.

If student is already studying in BC, please provide BC Medical Insurance (Care Card) number:

Does the student have a perceived or documented learning disability, physical handicap, social integration difficulty, behavioural concern or history of criminal behaviour?

Perceived or documented learning disability? Yes No

Physical Handicap? Yes No

Social Integration Difficulty? Yes No

Behavioural Concern? Yes No

History of Criminal Behaviour? Yes No

If 'Yes', please describe:

Does the student have any medical condition or take any medication?

Yes No

If 'Yes', please describe:

**Please save the form and email it to: international@surveyschools.ca
Now proceed to Page 5.**

Surrey School District International Student Program Application Form

Student's Surname (Last Name)

Given Name(s)

Birth date (Year / Month / Day)

It is recommended that students have a minimum IELTS or TOEFL score to be successful in Grades 10 – 11. Please refer to the chart below:

Grade	IELTS	TOEFL (IBT)	Surrey
10	3	30 - 40	Low Developing 12.0 - 15.0
11	4	41 - 52	Developing 13.0 - 17.0

Terms, Conditions and Refund Policy

In the event that a student applicant does not come to the Surrey Schools, decides to leave for personal reasons, or is asked to leave, a request for refund must be made in writing. A portion of the tuition/medical fees will be refunded as follows:

Section 1: Study Permit Denials, Withdrawals, False or Non-Disclosed Information

1. Full refund of tuition/medical fees paid (less \$500 CAD administrative fee), if the Study Permit is not approved by Citizenship and Immigration Canada (CIC). Letter of rejection from CIC must be provided;
2. Two-thirds (2/3) of tuition/medical fees paid, if student withdraws prior to the commencement of the program (dates as specified on the LOA) – complete refund request must be received before the program commences;
3. One-half (1/2) of the tuition/medical fees paid, if the student withdraws any time between commencement and the end of the first calendar month of the program (dates as specified on the LOA) – a complete refund request must be received no more than one week after the end of the first calendar month;
4. No refund of the tuition/medical fees paid if:
 - the student withdraws after the first calendar month of the program (dates as specified on the LOA)
 - the student is found to be in violation of the law, policy or regulation as determined by the Government of Canada, police or Surrey Schools (i.e: chronic absenteeism, suspension from school, consumption of alcohol, drug involvement)
 - if there is a major discrepancy between the school records submitted and the student's academic ability
 - if there is false information provided or non-disclosure on the application regarding a student's perceived learning/physical disability, behavioural concerns, or medical/criminal history

Section 2: Change in Immigration Status

In the event students whose residing parent(s) become Permanent Resident(s) or obtain a valid Work or Study Permit (and meet supporting District criteria) after tuition/medical fees are paid the following shall apply:

1. Change in status occurs prior to September 30 will receive a full refund (less \$500 CAD administrative fee). Complete refund requests must be received no later than 10:00am September 30 (or the Friday prior to if September 30 is a weekend or statutory holiday).
2. Change in status occurs between October 1 and January 31 then second semester fees will not be collected or fees already paid for the second term or semester will be refunded (less \$500 CAD administrative fee).
3. Change in status occurs between February 1 and June 30 then tuition fees for the current school year will not be refunded.

Surrey Schools is not liable for losses/expenses that may incur as a result of Surrey Schools being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control. Canada and Surrey Schools are very safe by world standards. While the student will be generally supervised, such supervision cannot be constant and Surrey Schools cannot guarantee the student's safety. Therefore, should the student be injured while studying in Canada, Surrey Schools will not be held liable. If the student's educational needs are greater than disclosed on the application, Surrey Schools reserves the right to charge for extra support if such support is available. Any inaccuracy in the application is grounds for Surrey Schools to terminate the agreement and send the student home without refund and at the parent's own expense.

I have read and understand the terms, conditions and refund policy and verify that everything stated in the application is true and will be relied upon by Surrey Schools in offering a place to the student in the International Program.

Parent Signature

Date