

## **International Student Package and Agreement New and Returning Students**

Please review this document carefully. This document creates a legally binding agreement for participation in the English Montreal School Board's International Student Program.

### **Introduction:**

The aim of the English Montreal School Board (EMSB) is to provide all our students with a safe, nurturing, challenging and enriched learning experience.

This Agreement becomes binding with the EMSB once:

- a) The student applying for admission is accepted by the EMSB
- b) All tuition fees are paid in full
- c) The parent and/or guardian has officially signed the agreement for the minor international student
- d) The guardian/custodian has provided a current official photograph (i.e. passport, driver's license) of themselves

### **Student Acceptance and Placement:**

The EMSB takes into consideration your request for a particular school, however, **the final decision on any placement is determined solely by the EMSB** taking into account the appropriate program for the student and space availability. It should also be noted that the school principal reserves the right to change the grade level or the program of the student if the English language skills are not at the appropriate level to allow for success.

The EMSB will accept international students at the **high school** level. Students applying to a high school for Secondary I to Secondary III (Grade 7 to 9) must be able to demonstrate a beginner level proficiency in English (comprehension, written and spoken). The students must complete all activities in Level 1, 2 and 3 in a language acquisition program provided by the EMSB before arriving in Montreal. Students who register in Secondary IV (Grade 10) must be able to demonstrate an intermediate level proficiency in English (comprehension, written and spoken). The students must complete all activities in Level 3, 4 and 5 in a language acquisition program provided by the EMSB before arriving in Montreal. Students may not register for Secondary V (Grade 11) without having successfully completed Secondary IV (Grade 10) in an English school in Quebec. In order to obtain a **Quebec High School diploma** a student must have completed 54 credits in secondary IV and V.

### **Arrival in Montreal:**

Students entering Secondary I to V (Grades 7 to 11) **must arrive in Montreal by August 20<sup>th</sup> at the latest**. All students must attend a **mandatory Orientation Session at the end of August** prior to be allowed to start school. An English proficiency test will be administered during this orientation session (dates to follow). Students who are not able to attend the mandatory orientation session at the end of August will not be able to start school. They will have their tuition refunded and have their acceptance deferred to the following year (*Keep in mind that to obtain a **Quebec High School diploma** a student must have completed 54 credits in secondary IV and V*). Parents and/or the student's legal guardian must attend a meeting during orientation

session (date to follow). Recruitment agents/agency must attend a meeting during the orientation session (date to follow).

**Students may register for one of two options:**

1. Full year of study (August to June 23<sup>rd</sup>)
2. First semester only (August to January 31<sup>st</sup>)

**\*\* There will be no new students admitted in the second semester (February 1<sup>st</sup> to June 23<sup>rd</sup>)\*\***

**Registration Period- Application and "Letter of Acceptance":**

1. November 5<sup>th</sup> to May 1<sup>st</sup> only to start school for the August session

**\*\* Requests for admissions will only be accepted and processed during these dates. \*\***

**Tuition Payment:**

**The full tuition fee must be paid by May 1<sup>st</sup>** (by money order, certified cheque, credit card (Mastercard or Visa) or wire transfer to the EMSB). **Cash payments are not accepted.** *The receipt (in the student's name) and any future refunds, if applicable, will be made to the person who paid the tuition fee.*

**Application Fee for the Letter of Acceptance (LOA):**

1. There is a \$250 fee, payable in advance for the Letter of Acceptance.
2. If an agency/agent/parent requests a second LOA for the same student (for whatever reason) the fee is \$100, payable in advance. No fee will be applied if the error was made by the EMSB.

The payment can be made by certified cheque, money order, interac, credit card (Mastercard or Visa) or wire transfer. *The receipt (in the student's name) and any future refunds, if applicable, will be made to the person who paid the LOA fee.*

All student applications will be completed online, however, before being processed, the EMSB must receive payment for the Letter of Acceptance (LOA).

**Tuition Fee (includes insurance):**

	<b><u>High School Tuition + Insurance</u></b>			<b><u>= Total</u></b>
Full Year (10 months)*	\$11,900	+	\$600	= \$12,500
First Semester Only	\$ 6,200	+	\$300	= \$ 6,500

**\* Approved Agency/Agent Commission will be paid on tuition portion only \***

**Fees Subject to Change without Prior Notice**

**Schools Fees:**

The school fees range from \$100 to \$500 depending on the selection of activities, and are paid directly to the school, at the beginning of the school year.

**Your Enrollment Includes:**

Registration Fee

Administration Fee

Certificate of Eligibility

Emergency Health Insurance by guard.me and mental health by Keep.meSafe (\$600)

\$1,000 non-refundable registration and administration fee

Access to Vital English (Pre-arrival English testing)

Orientation

**Wire Transfer Information:**

Bank Swift Code:	BIC ROYCCAT2
Beneficiary's Bank:	Royal Bank of Canada
Branch:	Main Branch
	1 Place Ville Marie, Montreal, Québec Canada H3C 3B5
Beneficiary Account	
Bank:	003
Transit:	00001
Account:	105-308-1
Account Owner:	English Montreal School Board

**Documents Required:**

1. Full tuition payment is required **by May 1<sup>st</sup>** along with a notarized copy of the Custodian/Guardian document from immigration Canada
2. Certificate Acceptance of Quebec (CAQ)
3. Original birth certificate including the name of the parents and certified true copy translated in English or French
4. Study Permit
5. An Inter-Board Agreement is needed, if the student will be living outside the EMSB territory

**Application for Certificate of Eligibility:**

The Certificate of Eligibility is issued by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) and gives the international student permission to attend English public schools in Quebec. This certificate is applied for at the time of registration. As soon as the international student receives their certificate of eligibility in the mail, he/she **must** bring it to the school. The school will make a copy for their file.

In order to apply for the Certificate of Eligibility the agent or guardian is required under oath to solemnly declare that neither the family nor the student has received or applied for either "Refugee Status" or "Certificat de Sélection du Québec (CSQ)."

**Living Arrangements - Homestay:**

The EMSB recommends using Canada Homestay for our International Students. Canada Homestay has successfully placed over 40,000 students in safe, loving, and caring homes.

- While studying at the EMSB, the student **MUST** be directly supervised by a legal guardian. This guardian must be able to meet with the school administration as required.
- The student **MUST** live with this legal guardian, in the same residence unit (home/apartment), for the entire time that he/she is studying at an EMSB high school.

- The EMSB does not accept that students live in a dormitory. The EMSB requires that each student lives in an apartment/home with an adult guardian who is keenly and actively overseeing the student's well-being, education and personal safety.
- No student must live outside his/her guardian's home/apartment, even if they turn eighteen (18) during the school year.
- The EMSB reserves the right to verify the living situation of all its international students.
- Students living in circumstances that do not meet the requirements set out by the board, will be reported to the authorities, and risk having their schooling contract cancelled.

Should you decide to find your own homestay families, you, as the parent/agency/agent, will be responsible:

- To ensure that the students have their own private room and reside with their guardian in the same apartment or home.
- To ensure that the students are **NOT** placed in a dormitory (building) with multiple students under the supervision of a manager.
- To inspect the home to ensure all safety codes are respected and in place (fire extinguisher, smoke detectors, etc.)
- To do a police check on each family member over the age of 18.
- To ensure that the student has a proper room with a bed, desk, lamp, chair, linens, and dresser.
- To verify that the student is happy, safe, and thriving in the new environment.
- To provide the EMSB with proof (i.e. pictures of the apartment/home, police check etc.) that the homestay family meets the criteria.

#### **Emergency Health Insurance (guard.me):**

The tuition fee includes an **emergency health insurance policy** in case the student becomes ill or injured, and **NOT** for a pre-existing illness or injury. Expenses will **NOT** be covered for an illness or sickness the student already had before the start of the policy.

The insurance also includes **Third Party Liability**. The key feature is that it provides \$1,000,000 liability coverage for students against unintended events that cause damage to a third party, including homestay and elsewhere. The actual policy will provide all the details for exclusions and limitations. For additional information please visit [www.guard.me/emsb](http://www.guard.me/emsb).

#### **keep.meSAFE by guard.me:**

The International Student Department is also providing an enhanced mental health support program in addition to the emergency health insurance. The keep.meSAFE program by guard.me (our emergency health insurance provider) will provide services to students who may be faced with challenges such as culture shock, stress, anxiety, and loneliness.

Our students will have access to support services by professional counsellors 24/7, in their own language. These professionals will be available through mobile and web chat, telephone, or video. For additional information please visit [keepmesafe.org](http://keepmesafe.org).

## Refund Policy

1. A full refund will be granted if Immigration Canada (Study Permit) and/or Immigration Quebec (CAQ) do not approve and issue the appropriate permit/visa/certificates.

Administration and Tuition Fees	\$11,9000
Health Insurance	\$600
<b>Total</b>	<b>\$12,500</b>

2. A partial refund will be granted if the student withdraws 30 days prior to the start of the program.

Administration and Tuition Fees	\$11,9000
Health Insurance	\$600
Non-refundable Administrative Fees	\$-1,000
<b>Total</b>	<b>\$11,500</b>

3. Partial or no refunds will be granted if:

- a) The student withdraws within the first 30 days after the start of the program.

Or

- b) There is a death or serious illness of the student, or a member of the student's immediate family that requires the student to return home. Proof in the form of appropriate documentation is required.

Or

- c) The student's mother or father receives a Study Permit or a Temporary Work Permit. Proof in the form of the documents received from the authorities is required.

### Partial Refund

If the student leaves during the first semester

Administration and Tuition Fees	\$5,950
Health Insurance	\$0
Non-Refundable Administration Fees	-\$1,000
<b>Total</b>	<b>\$4,950</b>

### No Refund

If the student leaves during the second semester (between February to June)

Administration and Tuition Fees	\$0
Health Insurance	\$0
Non-Refundable Administration Fees	\$0
<b>Total</b>	<b>\$0</b>

4. No refund will be given if one of the following conditions applies:

- The student withdraws 30 days after the start of the program.
- The student is unable to perform, or is not performing to a reasonable academic standard to be determined by the school administration and the school board.
- The Study Permit or the CAQ is revoked by Immigration Canada or Immigration Quebec for just cause.
- The student engages in an illegal activity or breaches school policy/regulation/rules/ or code of conduct and must return home.
- Student/parent falsifies mandatory documents (including but not limited to report cards or pre-arrival English testing) or medical information and/or pre-existing conditions not disclosed.

The student and/or family has received or applied for either “Refugee Status” or “Certificat de Sélection du Québec (CSQ).”

**Important:**

- **Read and sign page 7 and page 8**
- **Submit signed documents with your application**

## **International Student Agreement**

### **Section 1:**

**I, the parent and/or guardian understand and agree that as a condition of participating in the EMSB International Student Program that my child:**

- a. Must comply with the laws of Canada and Quebec;
- b. Must comply with the EMSB school Rules, Standards, Policies and Code of Conduct;
- c. Must comply with the terms of this International Student Agreement;
- d. Must not use, buy, or be in the possession of weapons, drugs, alcohol, or cigarettes;
- e. Must attend school and all classes unless unable due to illness or injury, and must provide a note from a doctor, parent, guardian, or homestay family for any absences;
- f. Must complete homework as assigned;
- g. If student is staying with a homestay family, all terms of the homestay Agreement and family rules must be obeyed and respected;
- h. If there is a problem with the homestay arrangements and the student wants to change their homestay, the agency/agent, the parent, the guardian and the school must be notified and possibly be part of the negotiation process. The student is not permitted to leave a homestay family without advising the parties concerned;
- i. Must stay with the homestay family regardless if the student turns 18 during the school year. Our International Students are not permitted to live on their own while they are attending an EMSB school;
- j. Must ensure that they have a valid CAQ at all times.

**You must initial →**

### **Section 2:**

**I, the parent and/or guardian agree that the EMSB may terminate this agreement at any time without refunding any tuition paid, and may send my child home at my expense if:**

- a. Any information in my child's application for admission is falsified, such as the pre-arrival English testing, mandatory documents such as a report card, or intentionally omitting information such as medical or pre-existing health issues not disclosed;
- b. My child breaches any of the obligations set out in section 1;
- c. My child is unable to perform or is not performing to a reasonable academic standard to be determined by the school administration and the school board.

**You must initial →**

### **Section 3- Release:**

**I, the parent and/or guardian agree that the EMSB is not liable for any losses or expenses suffered by my child as a result of any labour disputes, inclement weather conditions or other causes beyond its control that may affect the delivery of the education program.**

**You must initial →**

**Please Complete The Agreement Below:**

**Parent Section:**

I, \_\_\_\_\_ apply for the admission of  
(Please Print)  
\_\_\_\_\_ (name of student).  
(Please Print)

I have read and understood the terms of this International Student Agreement and agree to comply with this Agreement and that these conditions are binding on me  
and on \_\_\_\_\_ (name of student).  
(Please Print)

\_\_\_\_\_  
Signature of Parent Date

**Guardian Section:**

I, \_\_\_\_\_ apply for the admission of  
(Please Print)  
\_\_\_\_\_ (name of student).  
(Please Print)

I have read and understood the terms of this International Student Agreement and agree to comply with this Agreement and that these conditions are binding on me  
and on \_\_\_\_\_ (name of student).  
(Please Print)

\_\_\_\_\_  
Signature of Guardian Date

**Student Section:**

I, \_\_\_\_\_ (name of student)  
(Please Print)

have read and understood the terms of this International Student Agreement and agree to comply with this Agreement and that these terms and conditions are binding on me.

\_\_\_\_\_  
Signature of Student Date