

# ADMISSION PROCESS FOR INTERNATIONAL ELEMENTARY STUDENTS (FEE PAYING VISA STUDENTS)

## ELEMENTARY 10 MONTH PROGRAM

**A non-refundable administration fee of \$325.00 payable by certified cheque or bank draft must accompany all applications for admission to the Halton District School Board.**

<b>FEES: 2010 - 2011 School Year: Full Year</b>	<b>\$12,000.00 Cdn.</b>
<b>Half Year</b>	<b>\$ 6,000.00 Cdn.</b>

A \$100.00 change fee will be applied to any request for change of registration after admission is granted.

**ADMISSION DATE:** Applications for September admission must be received no later than the end of May and for February admission, no later than mid November.

**Students under 18 years of age must reside in Halton with their parents, court ordered guardian or notarized Custodian.**

### PROCESS:

#### CONDITIONAL LETTER OF ACCEPTANCE

1. Pending acceptance by the school, based on availability of space, copies (report cards) of academic credits successfully completed, the Associate Director of Education will issue a **Conditional Acceptance Letter**. The student will use the **Conditional Acceptance Letter** to obtain their Study Permit from Citizenship and Immigration Canada. Final grade placement will be deferred until the student's arrival in Canada when a more detailed evaluation can be completed. Students who arrive in Canada must be age appropriate for Grades JK-8.
2. Once the student has arrived in Canada with a **valid Study Permit** they must arrange to meet with the International and Visa Coordinator at the office of the Superintendent of School Operations with the following:
  - Verification of age
  - Proof of address within the Municipality of where the student will be attending school
  - Family or individual name of who the student will be living with. **NOTE: if under 18 years of age the student must be living in Halton with his/her parents, Court Ordered Legal Guardian or notarized Custodian. Documents for Custodianship may be acquired from the Citizenship and Immigration Canada website or from the office of Superintendent of School Operations office.**
  - Proof of purchase of private health insurance coverage that will provide access to the health care system: *Effective March 31, 1994, the Ministry of Health no longer covers International Students under the Ontario Health Insurance Plan. It is now the student's responsibility to purchase sufficient private health insurance.*
  - Provide proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio
  - Proof of Medical Authorization
  - A certified cheque or money order or direct deposit or Visa payment for the full year covered by the Study Permit. The cheque/money order, in Canadian funds, is to be made payable to the Halton District School Board.

3. Students who attended a Halton District School Board school in the previous academic year:

**Visa students who attended a Halton District School Board school in the previous academic year and who wish to continue must contact the International and Visa Coordinator in School Operations. Following agreement by the school that the student can continue, a Conditional Letter of Acceptance will be issued. The student will use the Conditional Letter of Acceptance to obtain a new or extended Study Permit from Citizenship and Immigration Canada. Proof of purchase of private health insurance coverage must be obtained and fees must be paid prior to the student commencing school.**

If a Study Permit has expired or will expire during the year, the student must advise the school and the office of the Superintendent of School Operations to initiate the necessary paperwork. **The student must not be re-registered until the school has received verification from the office of the Superintendent.**

**PLEASE NOTE:**

- When all documentation has been received and verified by the office of the Superintendent of School Operations the school will receive authorization from that office to register the student. The student will take their documentation to the school for the OSR.
- Tuition fee must be paid in full prior to issuing of Letter of Acceptance.
- Transportation and accommodation are the responsibility of the student.
- Admittance into school is based on the availability of space; review of previous school records and on the understanding that the application remains a student in good standing.
- If the student leaves before the end of the semester, tuition fee will not be refunded.
- The home school will administer English assessment if required.
- In order to respond to emergency situations, the school and office of the Superintendent of School Operations must be advised immediately of any changes to address, telephone number, custodianship agreements or emergency contacts.

**Any questions, please contact:  
International and Visa Coordinator  
School Operations  
905-335-3663      Ext. 3435  
international@hdsb.ca**