

# International Student Program Policies

The following expectations apply to all students registered in the Halton District School Board's International Student Program (ISP). Students and their parents/custodian agree to the following:  
*(Please initial and sign where indicated)*

## **Tuition/Insurance Fee Refunds**

Full tuition/insurance refunds (minus the administration fee) will be offered to students who are not able to obtain a study permit from Immigration Canada. Students must submit a letter of refusal/rejection from IRCC. There is no refund if the Study Permit is denied by Immigration Canada due to missing documents or incomplete paperwork.

Refunds will NOT be offered to students who:

- Withdraw for any reason other than rejection of study permit once a Letter of Acceptance has been issued
- If the student and or parent's immigration status changes after tuition is paid
- If the student and or parent's immigration status changes at any point in the school year
- Withdraw from school at any point of the school year
- Do not follow the expectations outlined in the Student Participation Agreement and have been directed to withdraw from school
- Have interrupted education due to labour disputes or unforeseen circumstances.

Additional notes:

- The Application Fee is non-refundable
- All refunds are subject to an Administration Fee (\$1000/ full year students; \$500 /one semester students)
- All refunds may be subject to a 15% deduction for new students and 10% deduction for returning students of the cost of tuition paid
- Refund requests must be made and documents submitted within 30 days of notification to withdraw from the ISP. Refund processing times will be communicated by the International Student Program at the time of approval
- Any refund requests must be made by the recruiting agency, the custodian or the parent
- Proof of payment is required to process refunds. Please keep copies of all transaction receipts
- Overseas refunds are subject to the exchange rates of our payment processor
- Returning students (those enrolled in their 2nd year or more): a partial refund will be provided if we are notified of a change of immigration status before the first day of the new school year

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- The refund policy is subject to change at the discretion of the Halton District School Board and may differ in future years that your child is enrolled in the program. The most recent refund policy information will be provided on annual invoices. You may also refer to the International Student Program webpage for the most recent refund policy details.

*I understand the Tuition/Insurance Fee Refunds Policy*

**Initial:**

Student: \_\_\_\_\_ Parent: \_\_\_\_\_

## **School Acceptance**

All elementary and secondary students in the ISP must maintain their studies at the school to which they have been accepted (as stated on the Letter of Acceptance). This policy intends to increase stability for students by reducing unnecessary transitions to foster stronger relationships between students, school staff, and homestays. If students have concerns about their school, the ISP team is happy to help find a solution without changing the school. To this end, school transfers will not be permitted.

*I understand the School Acceptance Policy*

**Initial:**

Student: \_\_\_\_\_ Parent: \_\_\_\_\_

## **Student Residence**

Upon acceptance into the ISP, students **must** live within the accepted school's catchment area. There will be no exceptions.

All elementary students (including grade eight) must live with at least one of their parents (a mother or father). The family **must** reside independently (cannot reside with friends or other family members). Failure to have a parent live with the student will result in the student returning to their home country.

This expectation also applies to secondary students who are accompanied by a parent while participating in the ISP. Parents of secondary students accompanying their children also cannot reside with family or friends or rent rooms in homes where other families are residing. Secondary students not accompanied by a parent must live with a homestay provider that is approved by the HDSB.

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*I understand the Student Residence Policy*

**Initial:**

Student: \_\_\_\_\_ Parent: \_\_\_\_\_

I have read and understand all policies listed above.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_