



District School Board of Niagara International Student Program

Student Participation Agreement Package

ONLINE APPLICATION ACKNOWLEDGEMENT AND SIGNATURE

An Application Fee of \$250.00 CAD for new students or \$150 CAD for returning students must be submitted with the application. This Application Fee is non-refundable.

The DSBN reserves the right to refuse any application, in its sole discretion.

I confirm that the information contained on the application form and all documents submitted in support of this application are true and accurate.

Name of Student _____ Signature _____ Date _____

Parent(s)/legal Guardian signatures

Parent _____ Parent _____ Date _____

HEALTHCARE INSURANCE COVERAGE IN CANADA

I acknowledge that it is my responsibility as the student, or that of my parents (if I am a minor), to purchase and maintain adequate healthcare insurance coverage effective in Canada for the period of enrolment at the DSBN. The insurance certificate must be presented at the DSBN Welcome Centre prior to registering at the school.

I acknowledge, also, that it is my responsibility, or that of my parents (if I am a minor), to renew my healthcare insurance coverage and maintain it in the event my study permit from Citizenship and Immigration Canada is extended and my attendance at the DSBN is extended in accordance with a subsequent Letter of Acceptance.

Name of Student _____ Signature _____ Date _____

Parent(s)/legal Guardian signatures

Parent _____ Parent _____ Date _____

STUDENT PARTICIPATION AGREEMENT

The District School Board of Niagara welcomes students from all around the world to study and live in our region and is committed to providing the best possible education environment for international students. For the wellbeing and academic success of all students, you - as an international student to participate with DSBN - must agree to comply with all requirements outlined below. Further, you accept DSBN's refund policy as outlined on next page.

In addition, the undersigned hereby acknowledge and agree that:

1. It is the student's responsibility to maintain a current Study Permit from Citizenship & Immigration Canada. DSBN cannot and will not provide advice or assistance of any kind to the student with respect to any immigration matter, including the student's eligibility to live, study or work in Canada.
2. Tuition fee must be paid in full prior to a Letter of Acceptance being issued.
3. The student is required to maintain continuous healthcare insurance coverage effective in Canada for the period of enrolment at the DSBN.
4. The student must observe and adhere to the following:
 - all federal, provincial and municipal laws of Canada
 - the rules, policies, procedures and regulations of District School Board of Niagara
5. The student shall attend school regularly, meet homework expectations and maintain an acceptable academic standing.
6. Information regarding the student's attendance, academics, and emotional, medical and psychological concerns may be shared with parents/legal guardian, custodian, and school so that guidance or assistance can be provided.
7. It is the student's responsibility to contact the school if there is any change to custodianship, homestay address, telephone number or emergency contact.
8. In the case of returning for a subsequent study period at the DSBN, complete and submit a Returning International Student Application Package, pay the required fees, and obtain a new Letter of Acceptance.

The undersigned hereby acknowledge and agree that any failure to comply with this agreement will result in disciplinary measures and/or the student being removed from the District School Board of Niagara without refund of tuition fee and becoming ineligible for admission renewal without refund of tuition fee and/or any other compensation.

We have read, understand and agree to the above terms and conditions of this agreement and have had an opportunity to obtain independent legal advice with respect to this agreement.

Name of Student _____ Signature _____ Date _____

Parent(s)/Legal Guardian signatures:

Parent _____ Parent _____ Date _____

REFUND POLICY

1. **Refunded due to Study Permit Rejected:** Full Tuition Fees refunded (**less \$150 CAD administrative fee**), if requested in writing before the start of the program, conditional on providing the following two documents:
 - Copy of the Letter of Rejection from Citizenship and Immigration Canada
 - DSBN Letter of Acceptance that shows tuition paid in full
2. **All other refunds** are granted, in the situations set out below, if requested in writing:
 - Two-thirds of Paid Tuition refunded (**less \$400 CAD administrative fee**), if withdrawal is received prior to the commencement of the program.
 - One-half of Paid Tuition refunded (**less \$400 CAD administrative fee**), if withdrawal is received after the commencement of the program but before 30 calendar days have elapsed.
3. **No tuition refunded** in the situations set out below:
 - If withdrawal is received at any other point during the school year.
 - If DSBN discovers that any information in the student’s application for admission is untrue.
 - If students are unable to perform or are not performing to a reasonable academic standard.
 - Student dismissal from the program due to violation of government law or DSBN policy.
 - School closure periods out of school board’s control, e.g. labour dispute, inclement weather, pandemic, etc.

All refund requests must be made in writing and supporting documentation sent to international@dsbn.org

We have read, understand and agree to the above refund policy.

Name of Student _____ Signature _____ Date _____

Parent(s)/Legal Guardian signatures:

Parent _____ Parent _____ Date _____

(The “program” is defined as the dates specified on the official Letter of Acceptance and the defined “program” can be within the same school year or over a split/two different school years.)

TERMS AND CONDITIONS

1. Any inaccuracy in the application may result in dismissal from the DSBN without refund of tuition fee and/or any other compensation.
2. Acknowledge that the DSBN reserves the right to refuse any application, in its sole discretion. The DSBN reserves the right to determine school placement for any student, in its sole discretion.
3. Agree to indemnify and save harmless the DSBN, its elected official officers, employees and agents from any and all claims, expenses, actions of students, or claims from parents of students, or educational service representatives or any other person, firm or corporation arising out of the student's periods of study at the DSBN and travel.
4. Acknowledge that the DSBN is not liable for losses or expenses related to cancelled classes or programs due to labour disputes, inclement weather conditions, or other causes beyond its control.

I, the undersigned, understand and accept the above Terms and Conditions and understand that my signature below also grants permission for:

- My / My child's participation in any school-related activities arranged by the DSBN.
- The DSBN to use photographs/videos of me / my child and/or artwork and/or written work produced by me / my child in any promotional material and/or professional media for the DSBN.
- My / My child to be contacted by a DSBN Social Worker – Community and Inclusion.

Name of Student _____ Signature _____ Date _____

Parent(s)/Legal Guardian signatures:

Parent _____ Parent _____ Date _____

ROLES AND RESPONSIBILITIES OF CUSTODIAN

A Custodian is required if a student is a minor (under 18 years of age) living in Ontario and not living with a parent/legal guardian. A responsible and reliable custodian is very important for international students' ongoing wellbeing, safety, and success in their entire learning experience at DSBN.

If the international student applicant will be in the care of a custodian, the student's parent should read carefully the following roles and responsibilities of a custodian in order to arrange for the best care for their child, as choice of custodian is the sole responsibility of the parent. The DSBN does not recommend any custodian.

A custodian, in acting on behalf of the parents, is responsible for making the necessary arrangements for the care and support for the student while s/he is studying in Canada. The custodian is expected to:

- Assist the student with pre-arrival arrangement:
 - Make a registration appointment with the DSBN Welcome Centre.
 - If needed, arrange homestay placement, purchase healthcare insurance, arrange airport pick-up.
- Assist the student with arrival details:
 - Bring the student to the Welcome Centre with required documentation for registration and English assessment, and sign required forms.
 - Bring the student to the school with required documentation for school registration and sign school registration forms.
 - Assist the student with settlement needs, such as opening a bank account or buying a cell phone, or make appropriate arrangements.
- Be the official contact for the DSBN school with regard to all matters involving the international student:
 - Provide consent as needed by the school for academic programs and activities (this will be required throughout the year). It is an expectation that no fees will be charged to the student for the signing of these consent forms.
 - Attend parent-teacher interviews and communicate with parents afterwards.
 - Monitor the student's attendance record, report student absences to the school following school procedures, and communicate student's absences to parents in a timely fashion.
 - Send student's study plan/timetable and academic reports (preliminary, mid-term and final reports) to parents and communicate between the school and parents/students regarding any related academic concerns and/or follow-up plans.
 - Assist the student with solving any behavioral, social, emotional and medical concerns and communicate between the school, student, and parents.
 - Assist the student with solving homestay issues and communicate with parents and the school.
 - Respond in a timely fashion to requests/phone calls from the school in order to best ensure the student's safety.
 - Maintain correct custodian and homestay contact information with the school. Inform the school immediately if any change is made to the student's homestay or custodianship arrangement.
 - Maintain up-to-date study permit and healthcare insurance with the school.
 - If temporarily away from maximum 2-hour drive distance from Niagara, arrange for an emergency contact person and provide the emergency contact information to the school.

As the student's parent/legal guardian, by signing below, I confirm that I have read the above information carefully. I consent to the DSBN releasing any information about my child's health, education and welfare to the custodian I appoint.

Parent(s)/Legal Guardian signatures:

Parent _____ Parent _____ Date _____