



Toronto Catholic District School Board International Education Program STUDENT APPLICATION FORM

Please mail the completed application to:

Toronto Catholic District School Board International Education Department
80 Sheppard Avenue East
Toronto, Ontario, Canada, M2N 6E8

Or by Email to:

international.education@tcdsb.org



Contact Us:

Tel: 416-222-8282 extension 2556
Fax: 416-229-7057
Email: international.education@tcdsb.org
Website: <http://www.tcdsbie.org>

An application fee of \$350 must be paid.

Please include the proof of payment with your application.

For payment in Canada, please use bank draft or money order.

For international payment, please use wire transfer.

TCDSB Bank Information:

Beneficiary: Toronto Catholic District School Board
Bank # (CIBC): 010
Transit #: 00002
Account #: 78-67018
Swift Code: CIBCCATT
Bank Address: 199 Bay Street, Toronto, ON M5L 1G9

Please complete the form in English and PRINT clearly.

STUDENT INFORMATION

Surname (Family Name)

Given Name

English Name

Citizenship

Country of Birth

Date of Birth (Day/Month/Year)

First Language

Second Language

Gender: Male Female

Living Address in Toronto (if applicable)

City, Province

Postal Code

Toronto Area Phone Number

Student's Email Address

PARENT INFORMATION

Father's Surname (Family Name)

Given Name

Email

Mother's Surname (Family Name)

Given Name

Email

Home Country Address

City

Province/State

Country

Zip/Postal Code

Home Phone Number

Cell Phone Number

Work Phone Number

Father's Date of Birth (Day/Month/Year)

Mother's Date of Birth (Day/Month/Year)

CURRENT SCHOOL INFORMATION

School Name	City, Country	Name of previous or current Canadian School (if applicable)		
Grade Completed	Current Grade	Start Date (Day/Month/Year)	End Date (Day/Month/Year)	City Location

Please attach **certified and translated transcripts** or school records from the current year and the last two years. Failure to do so will result in the delay or return of the application.

EDUCATIONAL GOALS AND DIRECTIONS

Favourite Subject(s):

Hobbies / Interests:

Future Career Direction (e.g. University / College):

STUDENT HEALTH INFORMATION

1. Are you in good health and able to participate fully in your classes? Yes No

If no, please explain: _____

Please specify any ongoing medical condition(s), allergies or health issues of which the school needs to be aware: _____

2. Do you have a disability that requires special education support? Yes No

If yes, please specify: _____

TORONTO CONTACT/CUSTODIAN INFORMATION (responsible for student while living in Toronto)

Surname (Family Name)	Given Name	English Name
Relationship to Student	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident

Home Address in Toronto

Email

Home Phone Number

Cell Phone Number

Work Phone Number

AGENT AND REFERRAL INFORMATION

How did you hear about our program? Educational Fair/Seminar Agent TCDSB International Education Website

To be completed by the Agent (if applicable): _____

Name of Agency

Contact name, phone number, and email address

APPROVED TCDSB HOMESTAY PLACEMENT

TCDSB has only four recommended homestay providers. More information can be found on our website:

<https://www.tcdsb.org/affiliates/InternationalEducation/Homestay/Pages/default.aspx>

TUITION (Health Care included) is \$16,000 CAD for the full year; \$8,000 CAD for half year.

International students applying to a TCDSB elementary school (junior kindergarten to grade 8; age 4 to age 13) **must be baptised Catholic with proof of the baptism certificate or have a Catholic Custodian, Homestay or Guardian.**

Students under the age of 12 must be accompanied by their parent(s).

Catholic and non-Catholic International students can now apply to secondary schools within the Toronto Catholic District School Board (TCDSB). TCDSB does not provide boarding facilities within its schools. In the Ontario education system, it is common for the student who is designated to a particular grade to take subjects at a different grade as long as he/she meets the subject prerequisites.

APPLICATION TERM

Students are encouraged to arrive in Toronto at least two weeks prior to the start date of their academic term.

Please be advised that we will make every effort to accommodate late arrivals; however, it may result in **CHANGING THE SCHOOL** of attendance, full ESL courses, and/or a late start date.

The student is applying for the following term:

Select duration (check one)	Select start date	
<input type="checkbox"/> Full year (10 months)	<input type="checkbox"/> September in take	<input type="checkbox"/> February in take
<input type="checkbox"/> Half year (5 months)	<input type="checkbox"/> September in take	<input type="checkbox"/> February in take
<input type="checkbox"/> Partial year: (Please indicate start date and end date)		
	Start Date (Day/Month/Year)	End Date (Day/Month/Year)

SCHOOL SELECTION: List three school choices in order of preference

Visit our website www.tcdsb.org/schools/ for a listing of elementary and secondary schools. Placement in a school is based on the address of the homestay or parent in the City of Toronto. **Change in address does not guarantee the placement in a new home school. The student will be placed into a grade according to their age. The TCDSB reserves the right to determine the school and grade placement.**

1. _____ 2. _____ 3. _____

Upon arrival to Canada, TCDSB reserves the right to change school or grade, based on the review of the original transcript, the result of the assessment test and living address of the homestay families for both Elementary and Secondary students.

APPLICATION PACKAGE CHECKLIST (view the [complete checklist here](#))

Submission of COMPLETE application package is required to confirm school placement and the issue of the official Letter of Acceptance and Receipt of payment from Toronto Catholic District School Board. I have included:

- Complete and Signed Application Form
- Copy of the information page of the student passport
- Immunization Record
- Payment proof of the application fee (non-refundable)
- Transcripts of last two years
- Notarized custodian form and parent/guardian form

REFUND POLICY FOR TUITION FEE (view it [online here](#))

If the complete study permit package document has been submitted to Immigration, Refugees and Citizenship Canada (IRCC) and the study permit is not granted, you may contact our office for a refund request.

To apply for a refund, within 60 days of receiving the refusal letter from IRCC, the student must provide:

1. The original Letter of Refusal from IRCC, stating that the Visa was not approved, dated **within 60 days** of the refund request
2. The receipt and proof of payment of tuition fee payment
3. A complete Refund Request Form signed by the parent(s) including the name and address of the person to receive the refund

THERE WILL BE NO REFUND OF THE TUITION FEE for the following circumstances:

1. If the student chooses to withdraw for any reasons other than the Study Permit being denied by IRCC.
2. If the Study Permit is denied by IRCC due to missing documents or incomplete paperwork.
3. If the student has started attending classes has a newcomer or for any other year thereafter.
4. If the student is found in violation of school regulations and asked to withdraw from the school.
5. If the student changes board during the school year.
6. If false medical information was provided and health conditions were not disclosed.
7. If the student's immigration status changes during the school year, the parents or student are asked to contact our office immediately and provide the necessary documents.

I have read and understand the refund policy as outlined above.

Signature of Student

Signature of Parent

Day/Month/Year

STUDENT PARTICIPATION AGREEMENT

The Toronto Catholic District School Board (TCDSB) is committed to providing the best educational opportunities possible for International students. In order to facilitate this, International Students, regardless of age, must participate according to the following conditions:

1. The student must obey the laws of Canada, the Province of Ontario and follow the rules, guidelines and policies of the TCDSB and the school in which the student is enrolled.
2. The student must follow all specific school and Board regulations regarding attendance, course responsibilities and behaviour as they pertain to day school and the Continuing Education program (if applicable). The student must attend school on a daily basis. A written note from the custodian/parent or doctor should be submitted when absent.
3. The student or custodian must contact the Admissions department and school if the student moves and/or changes custodian.
4. The student must maintain a full-time timetable. In a semester secondary school, this means 4 courses per semester and in a non-semester school, this means 8 courses for the year.
5. The student's reports on attendance, academics and emotional/psychological concerns can be shared with parents, custodian, school and Board personnel in order to provide the necessary guidance and assistance for student success.
6. The student and family acknowledge that based on the information in the application, the TCDSB has the right to make educational decisions, including placement and program selections in the best interest of the student within the available resources.
7. The student and family understand and agree that inaccuracies in the application or failure to abide by the above conditions may result in immediate dismissal from the TCDSB without refund of tuition fee. If it is determined by the TCDSB that the student's educational needs are greater than disclosed in the application, the TCDSB can send the student home at the parent's expense.

I have read, understand and agree to follow the rules and guidelines as outlined above.

Signature of Student

Signature of Parent

Day/Month/Year

WAIVER

1. We, the undersigned, do waive and release all claims against the TCDSB for the injury, loss, damage, accident, delay or expense resulting from the applicant's participation in the Toronto Catholic District School Board's International Education Program. We also release the TCDSB and agree to indemnify it, with regard to any financial obligations or liabilities that the applicant may personally incur, or any damage or injury to the person or property of the others that the applicant may cause while participating in the Toronto Catholic District School Board's International Education Program including any injury, harm or expense resulting from the applicant's accommodation arrangements.
2. We understand that the TCDSB is not responsible for any loss or injury suffered by the applicant during periods of travel and study. If the applicant becomes ill or incapacitated, the TCDSB may take such action as it considers necessary, including securing medical treatment and transporting the applicant home at his/her own expense. We release the TCDSB from all liability related to such actions. We understand that the applicant's participation in the program may be terminated at the discretion of the Program Coordinator of the International Education Program without any refund of tuition fee, and that the applicant may be sent home at his/her expense if he/she does not adhere to the school or TCDSB rules, standards and instructions as set forth in the school's agenda, handbook and the Participation Agreement of the International Education Program. This agreement with the TCDSB cannot be modified or interpreted except in writing by the International Education Program and Admissions Office.
3. The student and the parent warrant that the student applicant has no history of criminal behaviour. Any disputes of a legal nature must be resolved through the courts of Ontario.
4. **We understand that placement in a school is subject to availability of space.** The Toronto Catholic District School Board **reserves the right to determine final school and grade placement, based on the living address of the homestay.**
5. **We fully understand the refund policy of the TCDSB.** We understand that the TCDSB shall not be held liable for losses or expenses as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

I have read, understand and agree to follow the rules and guidelines as outlined above.

Signature of Student

Signature of Parent

Day/Month/Year