



Language spoken at home: \_\_\_\_\_ Other Languages: \_\_\_\_\_

List any difficulties or disabilities, either perceived or documented, which may prevent the student from being successful in a regular course of studies. \_\_\_\_\_  
\_\_\_\_\_

List any medications the applicant requires: \_\_\_\_\_

List any conditions of which the school should be aware: \_\_\_\_\_

How did you hear about the Coquitlam School District's International Education Program?

Agent \_\_\_\_\_  Friend/Relative  Other  
(Name of Agent) (Telephone)

Enclose the following required items:

- Application fee of \$200.00 cdn. NON-REFUNDABLE
- Copy of student identity document showing full legal name (passport, birth certificate, ID card, etc.)
- All \*original report cards (including teacher comments) from current year and last two years translated into English by Official Translator. \*Note: Photocopies of transcripts/certificates must be certified with school stamp.

I understand that a successful experience in the International Education program of School District No. 43 (Coquitlam) depends upon regular class attendance, completion of all homework and assignments, and participation in all activities offered by the program. I acknowledge that the International Education program of School District No. 43 (Coquitlam) reserves the right to dismiss students and return them home, at their own expense, **without** tuition refund for violating school rules, the district code of conduct, and/or the laws of BC and/or Canada. I therefore agree to uphold the rules and regulations, and cooperate with administrators, teachers, and the students of School District No. 43 (Coquitlam). It is also understood that failure to disclose any information regarding the applicant's ability to be successful in a regular course of studies may result in the removal of the student from the International Education program, without tuition refund.

It is a fundamental condition of the Board of Education of School District No. 43 (Coquitlam) that the Board shall not be liable for losses or expenses you may incur as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Responsible Person's signature

Please submit application to:

School District No. 43 (Coquitlam)  
INTERNATIONAL EDUCATION PROGRAM  
1100 Winslow Avenue,  
Coquitlam, British Columbia,  
Canada V3J 2G3  
E-mail: [internationalead@sd43.bc.ca](mailto:internationalead@sd43.bc.ca)  
[www.sd43.bc.ca](http://www.sd43.bc.ca)

Please provide photo of  
student if possible

## APPLICATION PROCESS

- application form with application fee, copy of student identification showing full legal name, official transcripts for the current year and past two years submitted to International Education Office.
- applicant is screened for admittance into the International Education Program
- if accepted, initial Letter of Offer is mailed to applicant with Custodianship forms to be completed and a homestay information package (if requested)
- tuition fees and medical insurance are sent to International Education Office. Custodianship documents are sent if student not accompanied by parent.
- formal Letter of Acceptance is mailed to applicant
- student applies to the Canadian Embassy, Consulate or High Commission for Study Permit. Approval may take 3-12 weeks to process.

### FEE SCHEDULE

<i>Fee</i>	<i>Duration</i>	<i>Cost (Canadian \$)</i> <i>(Medical Premiums Subject to change)</i>
Application Fee	One time (non-refundable)	\$ 200.00
Tuition Fee*	10 month program	\$12,000.00
Compulsory Medical Plan**	12 months	\$ 800.00

\*School activity fees are not included

\*\*effective September 2011

#### FEE SHOULD BE:

- In a money order, certified cheque, bank draft, VISA or MASTERCARD and made payable to School District No. 43 (Coquitlam).
- Fees may be wired directly to the bank for School District No. 43 (Coquitlam):  
**ROYAL BANK OF CANADA**  
**Coquitlam Town Centre**  
**2885 Barnet Highway, Coquitlam, BC V3B 1C1**  
**Contact: (604) 927-5587, Account Number: 000-002-6, Transit Number 1260**  
**Swift: ROYCCAT2**
- Please specify the name of the student on the wire.
- Please do not use “direct deposit”

**FEE DEADLINES:** November 15<sup>th</sup> (*January/February Start*)  
 May 15<sup>th</sup> (*September Start*)

**When payment is received by deadline date, space in School District No.43 is assured. After deadline date, space is on an availability basis.**

**APPLICATION FEE MUST BE INCLUDED WITH APPLICATION DOCUMENTS.**

## REFUND POLICIES

### REFUND POLICY FOR TUITION FEES:

All requests for refunds must be made in writing to the International Education Program, School District 43 (Coquitlam). Refund requests must include the original Letter of Acceptance issued by the International Education Program as well as relevant supporting documentation (e.g. letter from Citizenship and Immigration Canada).

**FULL REFUND** less application fee will be given if Canadian Immigration does not approve a student Study Permit. To obtain a refund, written requests should be received within six months of the date of refusal. Requests must include the formal letter of refusal from Canadian Immigration and the original Letter of Acceptance issued by the International Education Program.

**2/3 REFUND** will be given when a student withdraws or becomes a permanent resident prior to the commencement of the program.

**1/2 REFUND** will be given when a student withdraws or becomes a permanent resident after commencement of the program but before 30 calendar days have elapsed.

**NO REFUND** will be granted to a:

- student who withdraws from any course after 30 days from the commencement of the program;
- student who withdraws or becomes a permanent resident after 30 days from the commencement of the program;
- student who withdraws from the program 30 days after the enrolment date;
- student who is dismissed from the program due to a breach of the law, policy or regulation as determined by the Government of Canada, the Police, School District No. 43 (Coquitlam), and/or the International Education Program.

**All international students are required to pay for medical coverage as a condition of their acceptance in the International Education Program. All international students must report with their passport and Study Permit to the International Education Program offices upon arrival in our school district to apply for this coverage. The International Education office will forward medical premiums to the MSP office on the student's behalf provided that the student has a valid Study Permit or permission to attend school, and is enrolled as an international student in School District 43 (Coquitlam).**

## MEDICAL COVERAGE FOR INTERNATIONAL STUDENTS

Health Insurance B.C. – Medical Services Plan (MSP) will cover all international students after a three month waiting period. MSP coverage is required by law in B.C. for all B.C. residents. In order to activate this coverage, the international student must apply at this office with a passport and the current Study Permit upon arrival in B.C. At the end of the waiting period, MSP will mail a Care Card to the student. Once the student has a Care Card number, he or she will receive medical services in the same manner as all British Columbians. Each Care Card has an expiry date which is usually the same expiration date as the Study Permit. This is the date until when all students are eligible for coverage, not the date to when premiums have been paid. Premiums are paid by the International Education office to MSP on behalf of each international student while the student is enrolled in the program. When the student ceases to be part of the International Program, insurance benefits are then the responsibility of the student and parent/guardian. To renew the Care Card, students must provide the International Education office with a copy of the renewed Study Permit. Care Card benefits will end if coverage is not renewed by providing the International Education Department with the new student Study Permit. This must be done every year while the international student remains part of the International Program in School District 43 (Coquitlam).

Each International student is assigned a personal ID number, which is provided by the International Education Program along with a claim form. In case of illness or injury, the international student may visit any doctor. The doctor will complete the claim form which must include the doctor's stamp. The international student must mail the completed and signed claim form together with all original receipts within 30 days of occurrence to the TIC Claims department at the address outlined in the TIC pamphlet. If an international student is hospitalized while in the 3 month waiting period, it is imperative that a phone call be made within 24 hours of admission to hospital by calling 1-800-995-1662 or collect 1-416-340-0049. Failure to do so will result in the reduction of eligible benefit amounts payable by 20%. Should you have any concerns or questions, please contact our office at 604-936-5769.

Students, parents and custodians are recommended to familiarize themselves with the *International Student Hospital and Medical Insurance – Emergency Plan* pamphlet provided by TIC Travel Insurance for details regarding benefits, exclusions, emergency and claims procedures.