

To apply to the Langley International Student Program,
Please follow the steps below.

Step 1

- Fill out all areas of the Application Form **in English** and make sure that it is signed by both the student and a parent.
- Translate and attach your most recent report card and complete transcripts for the previous 2 years of studies.
- Photocopy and attach the picture page of the student's passport (if available).

Step 2

- At this initial stage, please **ONLY** fax or e-mail the above documents. Fax: 1-604-532-1450, or e-mail as scanned documents to ispadmissions@sd35.bc.ca

Step 3

- We will acknowledge receipt of your application. A **"Notification of Acceptance" (NOA)** letter will be sent to you by e-mail. Any other applicable forms will be sent to you at this time.
- In order to issue the official **"Letter of Acceptance" (LOA)** and hold your spot at the school, please pay the **"Total Fees"** indicated on the NOA letter immediately.
- Payment and bank information are indicated on the NOA Letter.
- Please fax or e-mail a copy of the wire transfer confirmation to our office after the payment has been made.

Step 4

- When we receive payment in full, we will issue an official "Letter of Acceptance" (LOA) that is required for Study Permit (Visa) application.
- A student information package will be sent to you with the LOA. It will contain information students need to know before and after arrival.

Forms to be submitted after acceptance:

- **Immunization Record (must be translated into English)**
- **Custodian Declaration (if applicable)**
- **Custodian Expectation Form (if applicable)**
- **Immunization Schedule (if applicable)**
- **Homestay Waiver (if applicable)**

2016/17 FEES

All prices are quoted in Canadian Dollars

APPLICATION FEE (NON-REFUNDABLE)	\$ 150
TUITION FEE	\$ 12,500
MEDICAL INSURANCE	\$ 1,000
TOTAL FEE	\$ 13,650

ADDITIONAL FEES (if applicable)

CUSTODIANSHIP FEE * (if you require Langley School District Custodian)	\$ 100
HOMESTAY FEE (for additional nights, please add \$30 per night)	\$ 900 per month
HOMESTAY PLACEMENT FEE * (one-time fee if the Langley School District is arranging the Homestay placement.)	\$ 350
AIRPORT PICK-UP FEE * (If required, please check applicable box on page 3, Section 11. Fee only applies to the first time a student arrives at the airport.)	\$ 150

* **Non-refundable unless study permit is not approved**

Homestay:

- We expect that international students will live in an approved local homestay arranged by the Langley School District.
- If other homestay arrangements are going to be made, the Langley School District Office must be contacted first. The Langley School District assumes no liability and will require the parents to sign a waiver.
- Homestay arrangements cannot be made for students under the age of 13. A parent must live with students under the age of 13 for the duration of the school year.

REFUND POLICY

All requests must be made in writing

- Full refund, less application fee (\$150), if the Study Permit is not approved by the Canadian Embassy (student must include letter of rejection from the Embassy).
- Two-thirds (2/3)** of \$12,500 Tuition, if the student withdraws prior to the commencement of the program. An earlier refund deadline of the 2nd Friday of June is in effect for Langley Fine Arts School and Langley Fundamental School.
- One-half (1/2)** of \$12,500 Tuition, if the student withdraws any time between commencement of the program and the end of the first calendar month. An earlier refund deadline of the 2nd Friday of July is in effect for Langley Fine Arts School and Langley Fundamental School.
- No refund of fees** if the student withdraws after the first calendar month of the program.
- If a student is dismissed from a Langley school, this constitutes dismissal from the entire Langley School District International Student Program. The student is then sent home at the parent's expense and without a refund.
- Students receiving Permanent Resident status mid-year (October - June) will not receive a refund.
- Students who live with their parents and become Permanent Residents after tuition fees have been paid but before September 30th will receive a full refund less an administrative fee of \$500. Please contact the District office for further details. An earlier refund deadline of the 2nd Friday of June is in effect for Langley Fine Arts School and Langley Fundamental School.



1. STUDENT INFORMATION

Date of Application: _____
DAY MONTH YEAR

Student's Name: _____
SURNAME (FAMILY NAME) GIVEN NAME(S) ENGLISH NAME

Student's Birth date: _____ Age: _____ Gender: Male Female
DAY MONTH YEAR

Place of Birth: _____ Height: _____ Weight: _____
CITY / PROVINCE COUNTRY

2. PARENT INFORMATION

Name & Contact
Number of Parents: _____
FATHER'S SURNAME FATHER'S GIVEN NAME (_____) FATHER'S CELL PHONE / WORK NUMBER
MOTHER'S SURNAME MOTHER'S GIVEN NAME (_____) MOTHER'S CELL PHONE / WORK NUMBER

Permanent Address: _____
(Home Country) STREET ADDRESS (_____) HOME TELEPHONE
CITY / PROVINCE COUNTRY POSTAL CODE (_____) PARENT'S FAX NUMBER

Father's email: _____ Mother's email: _____

3. AGENT / REFERRAL INFORMATION

Name: _____ Email: _____
Address: _____ Tel: (_____) _____
Agency Name: _____ Fax: (_____) _____
Cell: _____

4. EMERGENCY CONTACT PERSON IN BC (If available)

Name: _____ Relationship: _____
Tel: (_____) _____ Email: _____

5. CUSTODIAN (LEGAL GUARDIAN) RESPONSIBLE FOR STUDENT WHILE LIVING IN LANGLEY

The District would prefer a local person act as custodian whenever possible.

Name: _____ Relationship: _____
Address: _____ Tel: (_____) _____
Fax: (_____) _____
Cell: _____ Email: _____

I require a District arranged Homestay, therefore the Langley International Student Program will be the Custodian for my child.

6. SCHOOL / GRADE INFORMATION

Preferred Grade: _____ Anticipated start date: 1st Semester (September) 2nd Semester (February) Other _____

Duration of Study: 1 Year until Graduation Other _____

Schools Preferred: _____ No Preference, please assign
(The Langley School District reserves the right to determine the final grade and school placement)

7. HOMESTAY

It is expected that students live in an approved local homestay arranged by the Langley School District.

- Require District Arranged Homestay
 - Will Arrange Own Private Homestay
 - Live with Parent
- (Please contact District Office first. Parents will be required to sign a waiver.)

8. DISTRICT HOMESTAY PLACEMENT PREFERENCES

PERSONAL INFORMATION & CHARACTERISTICS:

- Outgoing
- Studious
- Quiet
- Energetic
- Independent
- Shy
- Adaptable
- Other: _____

SIBLINGS: **Name:** _____ **Age:** _____ | **Name:** _____ **Age:** _____
 Name: _____ **Age:** _____ | **Name:** _____ **Age:** _____

RELIGION: _____

HOBBIES: (Activities you like to do in your free time)

DISLIKES:

Food: _____
Animal: _____
Others: _____

PREFERRED CHARACTERISTICS OF HOMESTAY FAMILY:

Our Homestay Department will do their best to accommodate most requests, however cannot guarantee all preferences. Please be advised the majority of District Homestay Families do have pets.

- No preference
- Pet Free
- Non-Smoking
- Young Children Acceptable
- Pets Acceptable
- Other _____

9. AIRPORT PICK-UP

Yes, I require Airport Pick-Up. Arrival Date: _____ Arrival Time: _____ Flight #: _____

* **Airport Pick-up Fee is non-refundable** Flight Information is due one month prior to arrival.

No, I do not require Airport Pick-Up. _____ will be picking student up from the airport.
First and Last Name

(District homestay families are no longer available to pick up students who are joining our program for the first time. Please indicate who will be picking you up).

10. HEALTH INFORMATION

Do you have any allergies? (drugs, food, pets, insect bites, smoke etc.) Yes No

If yes, please describe and attach medical documentation: _____

Do you have a perceived or documented learning or physical disability, social integration or behavioural concerns, or any other health conditions or history of depression or criminal behaviour? Yes No

If yes, please describe and attach medical documentation: _____

Do you regularly take any medications? Yes No

If yes, please describe and attach medical documentation: _____

If student is already studying in British Columbia please provide **Care Card #** : _____

Plus a clear photocopy of the card and current Study Permit. **Previous School:** _____

11. MEDICAL AUTHORITY AND RELEASE

We as parents understand that medical emergencies can occur without warning. Therefore, we do hereby authorize the staff of the Langley School District and the sponsoring homestay parents to consent to any medical, or surgical diagnosis or treatment or hospital care for our child, which is deemed advisable by, and is rendered under the general supervision of any licensed physician or surgeon in the exercise of his/her best judgment. We understand that every attempt will be made to contact us in the event of such action.

Parent Signature: _____

12. PARENT CONSENT FOR SCHOOL OR DISTRICT-SPONSORED ACTIVITIES

A successful experience in the International Student Program of the Langley School District depends upon regular class attendance, completion of all homework and assignments, and participation in all activities offered by the Program.

I give my child permission to participate in School or District-sponsored routine field trips, sports teams, club activities or other extra-curricular, co-curricular and curricular activities. (example: parks, farms, museums, concerts, plays, sporting events, water slides, Parliament Buildings, swimming in supervised pools with certified lifeguards, ice skating with helmets, roller blading with protection. Sports teams: soccer, volleyball, basketball, rugby, track and field, tennis, golf)

I understand that if my child is considering participating in any School or District-sponsored high risk activity such as kayaking, climbing, hiking, canoeing, horseback riding, snowboarding, skiing or surfing that I will be required to approve such activity myself and also to sign a waiver form for the specific high risk activity.

Parent Signature: _____

13. STUDENT and PARENT RESPONSIBILITIES / PARTICIPATION AGREEMENT

I acknowledge that the International Student Program of the Langley School District reserves the sole right to dismiss students and return them home, without tuition refund and at the students' expense, for violating any of the rules set out by the program which include:

- violation of school rules (i.e. absenteeism, fighting, cheating, misbehavior, smoking and lack of achievement in academic studies)
- use or possession of alcohol or illegal drugs
- engaging in illegal activities such as:
 - theft
 - driving without a driver's license (students cannot drive, own, rent or borrow cars. Any motorcycle licenses are not allowed.)
 - gambling
 - possession of weapons and illegal/inappropriate materials
- breach of homestay rules and expectations
- lending or borrowing money
- holding a paying job
- intimidation, bullying and prejudicial behaviour
- harassment and sexual misconduct

[The above list is not exhaustive]

"The Board of School Trustees and its employees affirm their commitment to the intrinsic dignity and worth of persons from all ethno-cultural, racial and religious backgrounds. The Board further affirms its commitment to the British Columbia *Human Rights Code* and shall not tolerate discrimination based on any of the *Code's* prohibited grounds of discrimination."

It is a fundamental condition of the Board of School Trustees of School District No. 35 (Langley) 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.

I have read, understand and agree to all the terms and conditions and to uphold the rules and regulations, and cooperate with Administrators, Teachers and the students in the Langley School District.

Student Signature: _____

If my child is under the age of 13, I agree to live with him/her for the duration of his/her studies.

I have read and understand all the terms and conditions, including the Refund Policy and I acknowledge that the International Student Program of the Langley School District reserves the right to dismiss students and return them home, at the parents' expense, without tuition refund for violating any of the rules set out above.

Date: _____
DAY MONTH YEAR

Parent Signature: _____

Please notify the School District Office of any change of address, phone or fax number.