

## ***Application Checklist***

***Before you submit your application, please make sure to include:***

- Kawartha Pine Ridge District School Board (KPRDSB) application form completed, signed and dated by parent and student
- Letter of Recommendation completed, signed and dated by a school official
- Certified original and translated transcripts or school reports from the current year and the last two years
- Photocopy of student's passport or birth certificate
- Student's Immunization record, translated as required
- Copy of recent English assessment, such as TOEFL, if available
- Medical Insurance arranged by family or agent

If you are not applying for a host family through Canada Homestay, you are also required to submit:

- Proof of Custodian's status in Canada; please choose only one of the following:
  - A notarized copy of
    - Canadian Citizenship Card
    - Canadian Passport
    - Canadian Birth Certificate
    - Canadian Permanent Resident Card
  - or  Original document to be submitted in person for review
- Two proofs of address in the local area for parents or custodian
  - Original current rental lease or property tax bill
  - Original current utility bill (Hydro, Water, Gas or Cable) or home telephone or bank statement
- Two Custodian Declarations
  - Notarized Parent Form
  - Notarized Custodian Form

### ***Notification of Acceptance and Payment of School Fees***

- Official Letter of Acceptance
- Payment of school fees to Kawartha Pine Ridge District School Board (KPRDSB) and receipt received from KPRDSB

**Please submit the complete application package to:**

**Kawartha Pine Ridge District School Board  
International Student Program**

**Telephone: 1-877-741-4577**

**Email: [international\\_students@kprdsb.ca](mailto:international_students@kprdsb.ca)**

## Student Application Form

**Reminder: Please complete the form using the fill tool, not hand written to ensure accuracy on the Letter of Acceptance.**

**Please submit completed application form to:**

**E-mail: [international\\_students@kprdsb.ca](mailto:international_students@kprdsb.ca)**

\* Applications for 1st Semester will be accepted until April 30th of the previous school year.

\* Applications for 2nd Semester will be accepted until September 30th of the current school year.

\*PLEASE PRINT THE FOLLOWING INFORMATION IN ENGLISH

STUDENT INFORMATION			
_____	_____	_____	<input type="checkbox"/> Male
Student's Surname (Family Name)	Given Name	English Name	<input type="checkbox"/> Female
_____	_____	_____	_____
Citizenship	Country of Birth	Date of Birth (Day/Month/Year)	Age
_____	_____	_____	_____
First Language	Second Language	E-mail Address	
_____	_____	(_____)_____	
Local Home Address	City, Province	Postal Code	Local Home Phone Number

PARENT INFORMATION				
_____	_____	_____	_____	
Parent 1 Surname (Family Name)	Given Name	Relationship	E-mail Address	
_____	_____	_____	_____	
Parent 2 Surname (Family Name)	Given Name	Relationship	E-mail Address	
_____	_____	_____	_____	
Permanent Home Country Address	City	Province/State	Country	Zip/Postal Code
(_____)_____	(_____)_____	(_____)_____	(_____)_____	
Home Phone Number	Cell Phone Number	Work Phone Number	Fax Number	

## CUSTODIAL INFORMATION

Applying for Canada Homestay Host

## OTHER LIVING ARRANGEMENTS

*(Please provide information about where the student will be living while in Canada)*

_____			<input type="checkbox"/> Male
Surname (Family Name)	Given Name	English Name	<input type="checkbox"/> Female
Status in Canada	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident	_____	
		E-mail Address	
_____		_____	_____
Home Address	City, Province	Postal Code	
(____)_____	(____)_____	(____)_____	(____)_____
Home Phone Number	Cell Phone Number	Work Phone Number	Fax Number

## LOCAL CONTACT INFORMATION

*(if different from above)*

_____			<input type="checkbox"/> Male
Surname (Family Name)	Given Name	English Name	<input type="checkbox"/> Female
_____		_____	
Relationship to Student	E-mail Address		
_____		_____	_____
Local Home Address	City, Province	Postal Code	
(____)_____	(____)_____	(____)_____	(____)_____
Home Phone Number	Cell Phone Number	Work Phone Number	Fax Number

## CURRENT INTERNATIONAL SCHOOL INFORMATION

_____		_____
School Name	City/Country	
_____		_____
Grade Completed	Current Grade	Grade when entering school in Canada

## SCHOOL REQUEST

Please visit [www.kprschools.ca](http://www.kprschools.ca) for information about individual schools.

### Secondary Placement (Grades 9 to 12)

Placement in school is based on the local address of residence for the student. Placement in the school of choice is not always possible. The Kawartha Pine Ridge District School Board reserves the right to determine final school and grade placement. 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 level as long as the student meets the subject prerequisites.

The student is applying for the following term:

- September – June (Full Year)
  September – February (Half Year)
  February – June (Half Year)
  Other \_\_\_\_\_

Certified original and translated transcripts or school records from the current year and the last two years along with the attached completed Letter of Recommendation and a copy of current immunization/medical records must be attached to this application. Failure to comply will result in a delay or return of the application.

Have you applied to the KPRDSB International Program before?  Yes  No If yes, when? \_\_\_\_\_  
DD/MM/YYYY

**\* IF THE STUDENT HAS COMPLETED AN ENGLISH ASSESSMENT TEST (FOR EXAMPLE, TOEFL) WITHIN THE LAST YEAR, PLEASE ATTACH A COPY TO THIS APPLICATION FORM. THIS WILL ASSIST THE KPRDSB IN PLACING THE STUDENT IN THE MOST APPROPRIATE SCHOOL/CLASSES \***

## EDUCATIONAL GOALS AND DIRECTIONS

\_\_\_\_\_  
Favourite Subjects

\_\_\_\_\_  
Difficult Subjects

\_\_\_\_\_  
Strengths

\_\_\_\_\_  
Hobbies/Interests

Are you planning to graduate from a Canadian High School in order to apply to a Canadian University?  Yes  No

\*Please note: Students entering Grades 11 or 12 need to be aware that, based upon prior education and English proficiency, it may take an additional semester(s) to meet the requirements of the Ontario Secondary School Graduation Diploma.

## COURSE INTERESTS

Do you require your courses to be validated?  Yes  No Credit Validation fee is \$120 CAD

(Check all that apply. NOTE: course requests cannot be guaranteed)

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> English                   | <input type="checkbox"/> English as a Second Language (ESL) | <input type="checkbox"/> Chemistry     | <input type="checkbox"/> Music Instruments          |
| <input type="checkbox"/> Physics                   | <input type="checkbox"/> Biology                            | <input type="checkbox"/> Math          | <input type="checkbox"/> Physical Education         |
| <input type="checkbox"/> Accounting                | <input type="checkbox"/> International Business             | <input type="checkbox"/> French        | <input type="checkbox"/> Outdoor Education          |
| <input type="checkbox"/> Law                       | <input type="checkbox"/> Woodworking                        | <input type="checkbox"/> History       | <input type="checkbox"/> Fitness / Health Education |
| <input type="checkbox"/> Science                   | <input type="checkbox"/> Functions                          | <input type="checkbox"/> Geography     | <input type="checkbox"/> Calculus                   |
| <input type="checkbox"/> Transportation Technology | <input type="checkbox"/> Drama                              | <input type="checkbox"/> Hair Dressing | <input type="checkbox"/> Dance                      |
| <input type="checkbox"/> Vocal Music               |   | <input type="checkbox"/> Photography   | <input type="checkbox"/> Fine Art                   |

FOR AGENCIES: Mark all required courses above with an "x"

## HEALTH INFORMATION

1. Does the student have any allergies / on-going medical conditions / or take any medication?  Yes  No

If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Does the student have any issues with social integration, behaviour, or learning?  Yes  No

If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Is the student in good health and able to participate fully in classroom activities?  Yes  No

If no, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*Please note that the Kawartha Pine Ridge District School Board does not provide special education support for international students.**

**The Kawartha Pine Ridge District School Board does not discriminate against any student regardless of race, religion, or health (allergies, disabilities, etc.). Every effort is made to integrate students in regular classrooms. Information that is provided in this section will help us best determine the student's education plan.**

## IMMUNIZATION

**Ontario's Immunization of School Pupils Act (ISPA) requires Public Health to have up-to-date immunization records, medical exemptions or conscientious exemptions on files for all students attending school for the following vaccine preventable diseases:**

- |              |                    |  |
|--------------|--------------------|--|
| - Tetanus*   | - Measles**        |  |
| - Diptheria* | - Mumps**          | * Tetanus, Diptheria, Pertussis (6th dose is given between ages 14-16, or 10 years after the 5th dose) |
| - Pertussis* | - Rubella**        | ** All students must have 2 doses of MMR vaccine; 1st dose must be on or after their first birthday.   |
| - Polio      | - Meningococcal*** | 2nd dose must be at least 28 days after the first dose.  |
|              |                    | *** Meningococcal must be a conjugated quadrivalent vaccine.   |

**Public Health will review the immunization record and advise if further immunizations are required. If it is not possible to be immunized in your home country, public health offers free school clinics.**

Immunization fact sheets are available at: [http://www.health.gov.on.ca/en/public/publications/pub\\_immun.aspx](http://www.health.gov.on.ca/en/public/publications/pub_immun.aspx)

## REFUND POLICY FOR TUITION FEES

**If Immigration, Refugees and Citizenship Canada (IRCC) does not issue a study permit or if entry into Canada is denied due to Government Restrictions (ie. Covid-19), a full refund of tuition fees, less a \$300 registration fee will be refunded. A copy of the letter of refusal issued by IRCC must be provided.**

**If International Admissions accepts a student and the student decides not to attend, the tuition fee will be refunded, less a \$500.00 cancellation fee.**

**If an International fee-paying student does attend Kawartha Pine Ridge District School Board and wishes to leave the school board or return home within 30 calendar days from the start of the program, two-thirds of the tuition fees, less a \$500.00 administration fee will be refunded. There will be no refund after 30 calendar days from the start of the program.**

**There will be no refund of tuition fees if the student is found in violation of admission, school or homestay policies and procedures and is asked to withdraw from the school or homestay program.**

**There will be no refund of international tuition fees if the student changes immigration status during the term covered by the tuition fees paid with the exception of students who become permanent residents of Canada. Those students will be eligible for a pro-rated refund.**

## PARTICIPATION AGREEMENT

**All international students, regardless of age, choosing to enroll in the Kawartha Pine Ridge District School Board must participate according to the following conditions:**

1. The student must obey the laws of Canada and the Province of Ontario, and must follow the rules, guidelines and policies of KPRDSB 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 continuing education program (if applicable). The student must attend school on a daily basis. A written note from a custodian/parent or doctor should be submitted to the school when absent.
3. The student or custodian must contact the International Program Coordinator and school if the student moves and/or changes custodian.
4. The student must maintain a full-time timetable. In a semestered secondary school, this means 4 courses per semester.
5. The student must remain in good academic standing, completing assignments in a timely manner.
6. 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.
7. The student and family acknowledge that, based on the information in the application, KPRDSB has the right to make educational decisions, including placement and program selections, in the best interest of the student within the available resources.
8. 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 KPRDSB without refund of school fees. If it is determined by KPRDSB that the student's educational needs are greater than disclosed in the application, KPRDSB can send the student home at the parent's expense.
9. All students attending a KPRDSB elementary or secondary school must reside in a KPRDSB approved homestay or with a confirmed family member until they graduate.
10. In Ontario, international students are not covered by provincial health insurance. Health insurance must be arranged before arrival in Canada. Health coverage can be purchased from a private health insurance company such as Ingle International. <https://www.inglestudents.com>

*I have read, understood and agree to follow the rules and guidelines as outlined in the participation agreement and the refund policy.*

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\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Parent**

\_\_\_\_\_  
**Day/Month/Year**

\_\_\_\_\_  
**Day/Month/Year**

## GENERAL RELEASE/WAIVER

1. We, the undersigned, do waive and release all claims against KPRDSB for the injury, loss, damage, accident, delay or expense resulting from the applicant's participation in the Kawartha Pine Ridge District School Board International Program. We also release KPRDSB and agree to indemnify it, with regard to any financial obligations or liabilities the applicant may personally incur, or any damage or injury to the person or property of others that the applicant may cause while participating in KPRDSB programs.
2. We understand that KPRDSB 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, KPRDSB may take such actions as it considers necessary, including securing medical treatment and transporting the applicant home at his/her own expense. We release KPRDSB from all liability related to such actions. We understand that the applicant's participation in the program may be terminated without any refund of fees, and that the applicant may be sent home at his/her expense if he/she does not adhere to the school or KPRDSB rules, standards and instructions as set forth in the school's agenda and handbook.
3. The student and 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. Kawartha Pine Ridge District School Board reserves the right to determine final school and grade placement.
5. We fully understand the refund policy of KPRDSB. We understand that KPRDSB 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.
6. We understand that KPRDSB reserves the right to deny entrance to any student based upon school/academic performance.
7. During their time with the International Student Program (ISP) at the Kawartha Pine Ridge District School Board (KPRDSB) your child may participate in many high care events and several regular school sports such as basketball and/or field trips arranged by the KPRDSB. Education activity programs involve certain elements of risk. By choosing to take part in KPRDSB International Student Program sports or high care activities you are accepting the risk that your child may be injured. The risk of sustaining injuries results from the nature of the activity and can occur without any fault of the student, or the school, its employees/agents or the facility where the activity is taking place. The chance of an injury occurring can be reduced by carefully following supervisor's instructions at all times while engaged in any activity

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

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\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Day/Month/Year

\_\_\_\_\_  
Day/Month/Year

## Letter of Recommendation

This form must be completed in English by a Teacher, School Counsellor or Principal

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of  Teacher  Counsellor  Principal: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name and Address of School: \_\_\_\_\_

Please rank the student in comparison with his or her classmates by marking an "X" in the appropriate box:

Category	Excellent	Good	Average	Poor
Academic Ability				
Academic Performance (Effort)				
Positive Attitude toward School				
Emotional Stability				
Maturity				
Adaptability				
Leadership Abilities				
Cooperation with Others				
Extra Curricular Involvement (Please list)				
Participation in Class				
Attendance				
Social Abilities				
Conversational English				
Written English				
English Reading Comprehension				

How many years have you known the student?  Less than 1 year  1 year  2 years  3 years  Over 4 years

In what capacity have you known this student? \_\_\_\_\_

Does this student have a history of frequent absences from school?  Yes  No

Does this student have any health (eg. physical/emotional ) concerns? \_\_\_\_\_

What is the student's relationship with his/her fellow classmates?  Leader  Cooperative  Uncooperative

Based on your knowledge of this student, how would you evaluate his/her potential for success as an international student?

Any additional comments to describe the student: \_\_\_\_\_

**I understand and authorize this information to be shared with the accepting school, guidance counsellors, principal and teaching staff.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ E-mail: \_\_\_\_\_