

Translated brochures and forms are provided for the easy reference of applicants. The Burnaby School Board always follows the policies and definitions as stated in the English version of brochures and forms.

Thank you for your interest in the International Student Program of the Burnaby School District ("School District"). Please carefully read the following instructions and program information.

Application Process

"Applicant" refers to the parent and/or the child for whom the application is made, as the context indicates.

Step 1: To submit an application, please:

- Complete the application package forms and have them signed by both a parent and the student (not custodian or agent).
- Attach transcripts or school records from both the **current and previous school year** (in English). Photocopies of transcripts/certificates must be certified with the official school stamp. Applicants can begin the application process with scanned or faxed copies.
- Attach a copy of applicant's main passport page with legal name.
- Include a **non-refundable** application fee of \$200 CDN payable by VISA, MasterCard, cheque or money order to the Burnaby School Board.

Step 2: Applicants will be advised within one week of the School District receiving the application whether or not they have been accepted. Once an applicant has been notified of his/her acceptance, the School District will require:

- Payment of fees in full by bank draft, certified cheque, money order or bank wire transfer payable to the Burnaby School District.
- If a custodian has been appointed, copy of notarized letters confirming the appointment of the custodian – one from the custodian and the other from the parent. For a sample of these letters, please contact the International Education Office or download from www.studyinburnaby.ca/forms.

Step 3: After an applicant has paid the tuition and medical fees and provided all required documentation, the School District will:

- Provide an official letter of acceptance. Applicants can then apply for their Study Permit at the nearest Canadian Embassy.
- Provide accepted applicants with details of the International Student Orientation Week. Orientation is generally held one week before the start of classes and is mandatory.

Step 4: Once the accepted applicant arrives in Burnaby:

- They will attend an orientation for new students. At the orientation students who are enrolled for more than five months must provide a current Study Permit issued by Citizenship & Immigration Canada. Both secondary and elementary students will be required to complete an English language assessment. Once the assessment has been completed, students will be placed in appropriate courses.

Admission Criteria

Each applicant's acceptance into the International Student Program and subsequent placement in a Burnaby public school will be determined by:

- The applicant's educational background and present academic standing as indicated on the school transcripts provided.
- The availability of space in the International Student Program. Applicants are advised to apply as early as possible as space is limited and Citizenship & Immigration Canada processing requires several weeks.

Program Information

Study Permit – Citizenship & Immigration Canada

- For students studying more than 6 months, it is the responsibility of the applicant to obtain a Study Permit from the Canadian Embassy or Canadian Consulate in the country where the applicant resides. Applicants must obtain a Study Permit before leaving their country of residence in order to attend school in Canada.
- International students can only attend the school authorized by the School District.
- **It is the student's responsibility to keep the Citizenship & Immigration Canada Study Permit up to date. Not doing so will jeopardize their participation in the program, their status in Canada, and the validity of their British Columbia medical insurance.**

Living Arrangements

- Students are to reside in Burnaby or along its borders.
- Students are to reside with an adult 25 years of age or older.
- Elementary students in grades K-6 are to reside with a parent or blood relative.
- Parents who have indicated that they will be residing with their child for the duration of the program must do so, or the student may be withdrawn from the program.

Appointment of Custodian

For parents who will not be residing with their child in Canada, Immigration Canada requires that a custodian be appointed to act in their place. This is also a requirement of the School District. The custodian must be 25 years of age or older and a Canadian Citizen or Permanent Resident. Before the district will issue a final letter of acceptance, parents must provide notarized letters – one signed by the parents and one signed by the custodian, stating that arrangements have been made for the custodian to act in place of the parents.

Homestay and Airport Pick Up

The School District refers homestay requests to the Langara College Homestay Program. Applicants must be 13 years of age or older and in a secondary school in order to be eligible for a homestay placement. For a list of current homestay fees, visit our website at www.studyinburnaby.ca. *The School District assumes no responsibility for the homestay arrangements or liability for any claims arising out of the homestay arrangements.*

School Placement

Applicants may indicate a preference for a particular school or schools. The School District will attempt to accommodate the applicant's placement preference, provided the requested school has adequate enrolment space and an appropriate program. **The Burnaby School District reserves the right to make the final decision regarding the applicant's placement.**

Grade Level

The district's International Education Office will place applicants at the appropriate grade level upon reviewing school transcripts.

English Language Skills

Initial acceptance into the International Student Program is **not** dependent on a student's English language skills. At the International Student Orientation students will be assessed for their English language level. Applicants with low English proficiency will initially be placed in a combination of English Language Learning courses along with suitable academic courses.

Fees for the School Year

For a list of current fees, visit our website at www.studyinburnaby.ca.

Health and Accident Insurance

Comprehensive health and accident insurance is mandatory in British Columbia. Every international student must have this coverage while studying in Burnaby. After residing for three months in the Province, international students holding a valid Study Permit are entitled to medical and hospital benefits through the government Medical Services Plan (MSP). Prior to this students are placed on private medical insurance. Students enrolled for 5 months or less and those not holding a valid Study Permit will be placed on private medical insurance for the duration of their studies. *Private medical insurance is subject to certain exclusions, such as extreme sports, pre-existing conditions, and incidents involving drug or alcohol use. The applicant is responsible for reviewing the insurance terms which are located at www.guard.me.*

The School District will administer payment of medical insurance premiums for all students enrolled in the International Student Program. Students' medical insurance will be provided starting August 15 (September program) and January 15 (February secondary program) and January 1 (January elementary program) and ending the last month of their school program (unless the student has been withdrawn or withdraws before that date). **Students residing in British Columbia before or after the above period will be required to arrange for their own medical insurance. Dental insurance is not provided.**

Please email, fax or mail your application to:

Burnaby School District
International Student Program
5325 Kincaid Street, Burnaby
British Columbia, Canada V5G 1W2
Email: international@sd41.bc.ca
Telephone: 604-296-6903
Fax: 604-296-6914

Application Checklist

Submit the following to the International Education Office:

- completed application form
- signed International Student Program Participation Agreement
- signed and initialled Parent Consent and Waiver Form
- Student Interest Form (only for students in grades 10 – 12)
- copy of final report card (in English) for the last two years
- copy of first page of passport
- \$200 application fee

Please complete in English in CAPITAL LETTERS

Date of Application _____

Student Information

Last Name (*Family Name*) _____

First Name (*Given Name*) _____

English Name (*if desired*) _____

Date of Birth (*yy/mm/dd*) _____

Gender: M F

Citizenship _____

Applicant's Email _____

Do you have siblings applying to study in Burnaby?

Yes No

Sibling Name _____

Education Information

Applying for school beginning:

September 20 _____ (YY)

January 20 _____ (YY) (*elementary only*)

February 20 _____ (YY) (*secondary only*)

Duration of Study: One Year One Semester
(*Limited one-semester seats are available in September*)

Grade Requested: _____

Name and location of current school:

School Name _____

Location _____

Current Grade _____

Is there a Burnaby school you prefer to attend:

Yes No If yes, please list three choices:

First Choice _____

Second Choice _____

Third Choice _____

Parent Information (*Home Country*)

Father: Last Name _____

First Name _____

Mother: Last Name _____

First Name _____

Father's Birthdate (*yy/mm/dd*) _____

Mother's Birthdate (*yy/mm/dd*) _____

Permanent Address (*Home Country*) _____

City _____

Country _____

Postal / Zip Code _____

Home Telephone _____

Father: Cell Phone _____

Email _____

Mother: Cell Phone _____

Email _____

General Student Information

Does the applicant have any physical handicaps, medical concerns or special learning needs that the school should be aware of? Yes No

If Yes, please describe _____

If the student is already studying in British Columbia please provide:

Care Card # PEN #

Student's Address While Studying in Burnaby

- I require homestay placement. *(Langara College Homestay will send you an information package and application.)*
- I will arrange my own homestay.
- I have made the following living arrangements:

Family Name First Name

Relationship to Student Birthdate (yy/mm/dd)

Street Address

City Province Postal Code

Telephone Number

Cellular Number Work Number

Email Address

Appointment of Custodian

Immigration Canada requires parents to appoint a custodian to be responsible for their child in their absence during his/her study in Canada. If a parent will be accompanying their child, normally a custodian is not required.

- I will be residing with my child during his/her study in Burnaby.
- I request that the homestay parent be appointed as custodian.
- I have arranged for the following person to be appointed as custodian:

Family Name First Name

Relationship to Student Birthdate (yy/mm/dd)

Street Address

City Province Postal Code

Telephone Number

Cellular Number Work Number

Email Address

Summer Program

We offer 3 to 5 weeks Intensive English Academic Preparation courses in July and August. Do you want to receive information on this added opportunity? Yes No

Agency Submitting Application (if applicable)

Agency Name

Agency Contact

Telephone Number Fax Number

Mailing Address

City Province Postal Code

Email address

Application Payment – Credit Card Authorization

You have the option of paying your application fee by credit card. If you wish to do so please complete the following:

- Visa Mastercard

Name on Card

Card No

Expiry Date Amount

Pay to: Burnaby School District
Fax: +1-604-296-6914
Email: international@sd41.bc.ca

The Trustees of the Board of Education of School District No. 41 Burnaby (the "School District") wish to provide a challenging and exciting program to students studying in our School District. There are, however, certain expectations of students who are accepted into our program. These expectations include important obligations on the part of each student accepted to study at our schools, and we set a high standard in requiring all students to meet their obligations. Each student and the parent of each student that is accepted into the Burnaby School District International Student Program must read the following statement and must, by signing it, agree to be bound by and to honour its terms strictly.

1. Student Conduct

I agree to abide by all the laws of Canada and British Columbia. I have reviewed the School District's International Student Program Code of Conduct located at studyinburnaby.ca/forms and agree to abide by it as well as the school rules which include those pertaining to attendance, homework and behaviour.

2. Educational Needs

I agree that the School District reserves the right to:

- make educational decisions, including placement and program decisions, in the best interests of students and within available resources;
- remove the student from the program if the student's educational needs are greater than disclosed on the application or there are other material misrepresentations or non-disclosures;
- remove the student from the program if the student develops health concerns, including mental health concerns.

I understand that the School District cannot guarantee the attainment of a BC High School Graduation Diploma.

3. Safety and Supervision

Canada and the City of Burnaby are very safe by world standards. The student will be supervised generally at school and during school-sponsored activities, to the same degree as local students. The School District does not undertake any supervisory responsibility with respect to the student's or school-sponsored activities outside of school, including homestay and community activities. The School District cannot and does not guarantee the student's safety with respect to the student's other activities, including homestay and community activities.

4. Study Permit

Students who have been accepted to the program and are enrolling for over 6 months will be required to hold a copy of

their current Study Permit during orientation week. If a student does not possess the necessary immigration documentation, they will be prohibited from beginning or continuing their studies in the Burnaby School District.

5. Removal from the Program

I understand that a student's participation in the Program may be terminated at the discretion of the School District without any refund of fees, and that a student may be sent home at their own expense if:

- He/she does not adhere to the School District rules, standards and instructions as set forth in the school's agenda, handbook and the International Student Program Code of Conduct and International Student Participation Agreement;
- Their educational needs are greater than disclosed on the application or there are other material misrepresentations or non-disclosures;
- They develop health concerns, including mental health concerns;
- He/she does not possess a valid Study Permit, if studying for a period of more than six months;
- They are a student in grades K-6 and do not reside with a parent or blood relative.

6. Refund Policy

In the event that a student does not come to Canada or decides to leave the School District for personal reasons, a portion of the paid tuition fee may be refunded. All requests must be made in writing. The following refund policy will apply to international students:

- Full refund, less application and \$600 CDN administrative fees, if the Study Permit is not approved by Citizenship & Immigration Canada (applicants must include the letter of rejection from the Canadian Embassy).
- Two-thirds ($\frac{2}{3}$) of tuition fee if the student withdraws prior to the commencement of the program.
- One-half ($\frac{1}{2}$) of tuition fee if the student withdraws any time between commencement and the end of the first calendar month of the program.
- No refund if the student withdraws after the first calendar month of the program.
- No refund if (a) the student is found to be in violation of the International Student Program Code of Conduct and/or Participation Agreement, (b) the district was not informed of any special learning needs prior to the student's acceptance to the program or the district removes the student from the program because of any other material misrepresentations, or (c) a parent of an elementary student is not residing with their child.

For students beginning their studies for one academic year starting in January / February, after the first calendar month of the program, there is also no refund for the September portion of their studies.

Students who become Permanent Residents after tuition fees are paid will not be eligible for refunds other than as stated in the above refund policy.

7. Legal Jurisdiction

The agreement between the School District and the parents of a student in the program will be interpreted in accordance with the laws of the Province of British Columbia and any litigation involving interpretation of the agreement will be conducted in British Columbia, Canada.

8. General Release and Waiver

We, the undersigned parents, do waive and release all claims against the School District for any injury, loss, damage, accident, delay or expense resulting from the student's participation in the International Student Program.

We also release the School District and its employees, officers, volunteers, and agents, and agree to indemnify them, with regard to any financial obligations or liabilities that the student may personally incur, or any damage or injury to the person or property of others that the student may cause while participating in the International Student Program.

We understand that the School District is not responsible for any loss or injury suffered by the student during periods of travel.

If the student becomes ill or incapacitated, the School District may take such actions as it considers necessary, including securing medical treatment and transporting the student home at his or her own expense. We release the School District from all liability related to such actions.

We understand that the student's participation in the Program may be terminated at the discretion of the School District without any refund of fees, and that the student may be sent home at his or her own expense, if he or she does not adhere to the School District rules, standards and instructions as set forth in the school's agenda and handbook, the International Student Program Code of Conduct and the International Student Participation Agreement.

This agreement with the School District cannot be modified or interpreted except in writing by the International Education Office.

This General Release supplements and does not replace the Parent Consent and Waiver Form for international students participating in district- or school-sponsored activities.

Unless the School District advises of any revisions to this agreement, this agreement is in effect for the duration of the students' studies in Burnaby.

I have read the above and agree to fulfill all my obligations as set out. I also agree to the agreement and release clause.

Name of Student *(please print)*

Signature of Student

Date *(yy/mm/dd)*

I/we give my child permission to participate in district- or school-sponsored routine field trips, sports teams, club activities or other extra-curricular, co-curricular and curricular activities. This includes orientation week field trips, which may include visiting Grouse Mountain, Capilano Suspension Bridge, and downtown Vancouver. Various modes of transportation may be used and students may not be supervised at all times.

I/we, the parents/custodians of the student signing above ('our child'), have read all the above including the agreement and release clause and I/we agree that we will use our best efforts to ensure that our child honours all the obligations set out and we agree to be bound by the release and authorizations. We certify that the information on this form and attached records is complete, authentic and true. We understand that if this is not the case, the student may be removed from the International Student Program.

I/we understand that the School District shall not be liable for losses or expenses that may be incurred as a result of the School District being unable to provide education owing to labour disputes or other causes beyond its control.

I give permission for my child's first name, photograph and video to be used as it relates to the production of a school play or concert, a school event or promotion of the School District.

It is the responsibility of the parents to ensure that they understand everything in this application package and to ask if any parts are not clear.

Name of Parent *(please print)*

Signature of Parent

Date *(yy/mm/dd)*

Name of Parent *(please print)*

Signature of Parent

Date *(yy/mm/dd)*

For international students participating in district- or school-sponsored activities

Name of Student:

Last Name

First Name

Assigned Burnaby School

I/We are the parent(s) of the above-noted student.

International students enrolled in the Burnaby School District #41 may be offered the opportunity to participate in school-sponsored or district organized activities, including field trips, sports team, clubs and extra-curricular activities. These may include but are not limited to high-risk activities such as kayaking, canoeing, mountain climbing, hiking, snowboarding, skiing, and overnight excursions.

Mode of transportation is normally by School District contracted bus, public transportation or private automobile. Even though normally these activities are supervised, students are not supervised at all times.

We hereby authorize the person whom we have designated as custodian of the above-named student to consent, or withhold consent, to each opportunity or activity as presented by the school or International Education Office, but not to waive legal rights on my behalf. We retain the right to give specific direction to the custodian about consents.

In consideration of the Burnaby School District #41 offering the student opportunities to participate in school-sponsored or district-sponsored activities, as described above, we waive any and all claims that we may have against, and release from all liability and agree not to sue the Board of Education of School District #41, its officers, employees, and volunteers for any personal injury, death, property damage or loss sustained as a result of the student's participation in the activity, arising out of any cause including negligence.

I hereby give my consent and acknowledge by my signature below and my initials beside each item that:

Initials My child is fully capable of participating in these activities and has no illness, allergy, or disability that has not already been identified to program staff.

Initials I fully understand that the activities listed above involve the use of equipment and that participation in these activities could cause injury, permanent trauma, or death.

Initials Accidents leading to injury or death can occur in the outdoors regardless of precautions taken, skill level of participants, or the conduct of those leading the activity.

Initials The school's code of conduct applies during all of the activities listed above. I will be responsible for any costs caused by my child's failure to abide by the code of conduct.

In signing the consent and waiver, I am not relying on any oral or written representation or statements made by the Burnaby School District #41 and its employees to induce me to permit my child to participate in the activities listed above, other than those set out in this consent and waiver.

I am 19 years of age or more and have read and understand the terms of this consent and waiver, and understand that it is binding upon me, my heirs, executors and administrators.

Date

Signature of Witness

Signature of Father

Signature of Witness

Signature of Mother

Printed name of Witness

Printed Name of Parents

Burnaby School District / International Student Program

Student Interest Form (for students in grades 10 to 12)

** For Students in Grades 10 to 12 Only **

Last Name

First Name

Date of Birth (yy/mm/dd)

Country of study

How long do you intend to study in Burnaby?:

until I graduate 1 year 1 semester (5 months)

What subject(s) do you do best in?

X	
Social Studies (for advanced English speakers)	
General Social Studies	
Psychology	
History	
Geography	
Law	
Comparative Civilizations	
Mathematics	
General Mathematics	
Calculus	
Apprenticeship and Workplace Mathematics	
Sciences	
General Sciences (for grades 8-10)	
Biology	
Chemistry	
Physics	
Earth Science	
Science & Technology	
Visual & Performing Arts	
Dance Performance	
Dance Choreography	
Drama / Theatre	
Choir	
Jazz band	
Beginner Concert Band	
Senior Concert band	
Orchestra Strings	
Photography	
Ceramic & Sculpture	
Drawing & Painting	
Media Arts	
Music Composition	
Music Technology	

INSTRUCTIONS: We would like to know what school subjects interest you. Please place an "X" beside **5** subjects that interest you. **You can choose as many or as few subjects from each subject area.** Do not choose more than **5** subjects. We have not included English as all international students are interested in learning English.

IMPORTANT: This is not a course selection sheet, as we cannot register you for courses until you have arrived and we have assessed your English language skills and discussed your goals. Not all courses are available in all schools. Schools may also offer additional courses not listed below.

X	
Languages	
French	
French Immersion (for Advanced Speakers)	
Spanish	
Japanese	
Mandarin	
Home Economics	
Foods & Nutrition	
Baking	
Fashion/Textile Studies	
Child Development	
Family Studies	
Interior Design	
Technology Education	
Drafting	
Electronics	
Woodworking	
Transportation, Power & Energy	
Automotive Technology	
Creative Wood Art Metal	
Business Education	
Business Education	
Business Computer Applications	
Digital Media	
Accounting	
Marketing	
Tourism	
Entrepreneurship	
Economics	
Physical Education	
Physical Education	
Weight Training	

Office Use Only: Appointed School: _____

Grade: 10 11 12

Program Start Date: _____