



# Regina Catholic Schools

THE BOARD OF EDUCATION OF THE REGINA ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 81

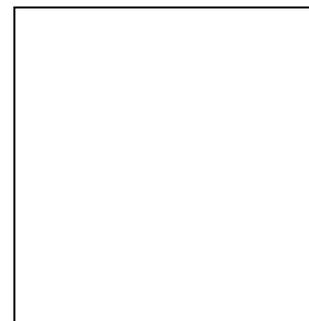
Bob Kowalchuk  
Chair

Domenic Scuglia  
Director of Education

## Application for Admission Program for International Students

Thank you for your interest in the program for International Students. To help us process your application as quickly as possible, please answer **all the questions** below and make sure to include **all the following items** with your application:

1. Original (or certified true copies of) **transcripts** or school records (**in English**) of your classes for the current year **and also** for the two years before this year at least.
2. A completed **Letter of Recommendation** from your school's English teacher or Principal.
3. A current **photograph**. Please attach this in the box opposite.
4. Your **application fee** of CAN \$250.00 (non-refundable).
5. If you are already attending another Canadian school,  
A copy of your **Study Permit**
6. Catholic Baptismal Certificate
7. Notarized copy of custodian/guardianship



### Student Information

I am applying for:     one semester             two semesters/one year             long-term

I want to begin in:     September                             February                             Other  
(Specify when : \_\_\_\_\_)

Grade current enrolled in: \_\_\_\_\_

Name: \_\_\_\_\_ (family name) \_\_\_\_\_ (first name)

Name you wish to be called here: \_\_\_\_\_

Student's full names in the order given on his/her passport (if different from the above):

(Please note that to avoid delays issuing document we must have the student's names exactly as on the passport).

Passport number: \_\_\_\_\_ Native Language \_\_\_\_\_

Female             Male                             Date of Birth: Day \_\_\_\_ Month \_\_\_\_ Year \_\_\_\_

Citizenship \_\_\_\_\_ Country of Birth \_\_\_\_\_

Home Country \_\_\_\_\_ Languages Spoken \_\_\_\_\_

**Family Data**

Father's full names in the order given on his passport:

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Mother's full names in the order given on her passport:

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(Please note that to avoid delays issuing documents we must have the parents' names exactly as printed on the passport)

Name of father's business:

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Father's business phone number: \_\_\_\_\_

Father's business fax number: \_\_\_\_\_

Name of mother's business: \_\_\_\_\_

Mother's business/home phone number: \_\_\_\_\_

Mother's business/home fax number: \_\_\_\_\_

Email address (es) we can use to contact mother/father: \_\_\_\_\_

Home phone number: \_\_\_\_\_ (if not the same as for mother above)

Address in home country:

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(Please give the full address for mailing documents)

Address in Canada:

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(Please explain this address, for example, name of occupant, relationship to student, etc.)

**Academic Information**

If the student is currently registered in an educational institution, please complete the following:

I am currently enrolled in Form/Grade \_\_\_\_\_ at the school named below:

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

**Academic Program**

Acceptance into the Program for International Students to be determined by the Program Coordinator.

**Medical Information**

Please list below any medical conditions that require medication and which may affect your successful involvement with the classroom elements of the Program:

Medical Conditions:

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Please list any allergies:

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Please list any food which you cannot eat:

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**Refund Policy**

All tuition fees will be refunded if an application is denied, or if a student sends us proof that a Study Permit (or entry to Canada) was denied.

If a student withdraws within 15 calendar days of the start of his or her program we will refund 50% of that semester's tuition. After that time, no refund will be possible.

If a student is required to leave for failing to follow the regulations for the program, or school, then no refund will be made. Immigration Canada will be involved and the student returned home at his or her own expense.

If a student becomes a Landed Immigrant during the school year, we will make only a partial refund of the year's tuition, depending on the circumstances. Such students will not be eligible to remain in the Program after their immigration status changes.

**Participation Agreement**

The Regina Catholic School Division and its host schools, accept young people into the Program for International Students, and support the principle that Canadian and International students will benefit in many ways from sharing experiences inside and outside the classroom. The Program assumes that international students enroll with the serious intention of working to achieve a high-quality academic education, improving their English language skills, and learning to function successfully in an environment that is culturally different from their own. To help our staff and all students to meet these objectives, we ask parents and students to read the following regulations and expectations and to show their acceptance of them all by signing where indicated.

**Responsibilities and Expectations for Students**

Students in the International Program must:

- + Live according to the laws of our country Canada and our province of Saskatchewan,
- + Respect the policies of the Regina Catholic School Division and the regulations of all its staff,
- + Understand that their responsibility to themselves, their families, and the Program must be to make every effort to succeed in their studies – by attending class regularly and on time, completing all assignments and homework, and participating fully in all school or Program activities.

I understand and accept that the administrators of the Regina Catholic School Division and its Program for International Students can exercise the right to dismiss students from the program (for serious or repeated violation of school, Program regulations, provincial or federal laws) and send them to their overseas homes at their own expense and without tuition refund.

I have read all the above information and both understand and accept it, particularly the Responsibilities and Expectations for Students. I agree to cooperate with the Program staff, teachers, and students by trying my best to follow all the regulations and expectations.

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**Student's Signature** **Date**

**Awareness and Agreement for Parents**

I declare to the best of my knowledge all the information in this application is correct. I have read all the above information and both understand and accept it, particularly the Responsibilities and Expectations for Students. I agree that these establish reasonable expectations that I encourage my son or daughter to follow and strive to achieve fully.

I understand and accept that the administrators of the Regina Catholic School Division and its Program for International Students can exercise the right to dismiss students from the program (for serious or repeated violation of school, Program regulations, provincial and federal laws), and send them to their overseas homes at their own expense and without tuition refund.

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**Parent's Signature** **Date**

## Letter of Recommendation

**Dear English teacher or principal:**

We would like to thank you for helping this student by providing us with a short letter to assist in the process of application to our Program for International Students. Your remarks will give us some of the best information about this student's chances for success in our program, and will help us to choose the most appropriate courses if he or she joins us in the future.

We offer a co-educational school with an excellent academic record. In the past, our international students have been successful in improving their English. Our interest is in learning about the student's personality and character as well as his or her academic abilities. Please be direct and honest in your comments. The following are some general guiding questions, but you may wish to add other observations.

**How would you rate the student's performance and potential? How successfully does he/she co-operate with classmates and teachers? How well does he/she respond to new people and situations? Does he/she have the personality to benefit from the challenges of living and studying in a new culture for an extended period of time?**

\_\_\_\_\_

**Name of Student**

\_\_\_\_\_

**Name of Student's School**

**Information on the person who wrote this letter:**

**Signature:** \_\_\_\_\_

**Name and title (please print)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School name and address:**

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

## International Tuition Fees 2019-20

### Tuition Fees

- a. Academic Year: \$13,500.00
- b. Semester: \$ 6,750.00
- c. Administrative Fee: \$ 250.00 (Non-refundable. Paid upon submission of application)

With the exception of the Administrative Fee, Kindergarten students shall pay 50% of the Tuition Fee (\$6,650.00/year or \$3,325.00/semester).

Tuition and Administrative Fees must be paid in advance of the student attending school.

### Payment of Tuition Fees

- a. Tuition fees shall be payable in advance by money order/certified cheque in Canadian funds; travelers cheques; or cash.
- b. Students enrolling during the school year shall pay the applicable monthly tuition fee rate.
- c. A partial month's attendance shall be considered a full month's attendance in determining tuition fees.

### Tuition Fees Refund

#### a. Full Refund: A complete refund will be granted:

- If a student application is denied
- If a student provides proof that the study permit from Immigration, Refugees & Citizenship Canada was denied
- If there is a change in the student's legal status on or before September 15<sup>th</sup> of the current school year.

#### b. Partial Refund:

- If tuition has been paid for the entire school year partial refund of 50% will be granted if a student withdraws on or before September 15<sup>th</sup> of the current school year.
- If tuition has been paid for the second semester or second half of the school year a partial refund of 50% will be granted if a student withdraws on or before February 15<sup>th</sup> of the current school year.

#### c. No Refund

- If a student breaches any aspect of the Participation Agreement
- If a student is required to leave for failing to follow the regulations of the program and/or school.
- If a Study Permit is not renewed or is revoked by Immigration, Refugees & Citizenship Canada
- If a student has been charged with a Criminal Code offense.
- If a student chooses to withdraw for any reason after September 15<sup>th</sup> of the current school year.
- If a student's or parent's legal status changes after September 15<sup>th</sup> of the current school year

**All situations of concern will be documented and communicated with the student, parents and legal custodians.**

**Please be aware that tuition fees are subject to change.**

#### For further information, please contact:

- a. EAL Consultant at 306-791-1763
- b. Accounts Receivable at 306-791-7223
- c. Superintendent of Business & Finance at 306-791-7218