



## APPLICATION INFORMATION & POLICIES

### APPLICATION INFORMATION

- International students wishing to apply to the Edmonton Public Schools' International Student Program (ISP) must **complete an online application**, including uploading copies of required supporting documents.
- Once a full application package has been reviewed and the applicant accepted to the ISP, an invoice for academic fees will be issued and is due in full at the time of application. A receipt will be issued.
- If applying to the Homestay Program, an online Homestay application must be submitted to The Canada Homestay Network (CHN) at <http://www.canadahomestaynetwork.ca/eps.shtml>.
- Incomplete applications will not be accepted, and will need to be re-submitted together with all required documentation.

### LETTER OF ACCEPTANCE

- Edmonton Public Schools (EPS) will issue a Letter of Acceptance (LoA) after payments to EPS and to CHN have been received.
  - Students must use their LoA, receipt and Custodial Declaration (if applicable) as part of their application for a Study Permit to Immigration, Refugees and Citizenship Canada (IRCC).

### STUDY PERMIT & VISA & BIOMETRICS

- International students studying in Canada are required to apply for and receive a Study Permit from Immigration, Refugees and Citizenship Canada if the duration of their program is longer than six months. International students can study in Canada without a Study Permit if the duration of their program of study is six months or less.
- **Note:** We strongly recommend that a student gets a Study Permit, for all study periods including those of less than 6 months. If a student wishes to remain longer in Canada for their studies, but does not already have a Study Permit, they will need to apply for one through a Canadian visa office outside of Canada.
- In addition to a Study Permit, citizens of some countries may also be required to obtain a Visa to enter/transit Canada.
  - Students must contact the IRCC authority in their home country for information about applying for a Study Permit/Visa, or visit the IRCC website at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/apply.html>.
  - After arrival, students are responsible for ensuring that their Study Permit remains valid for the duration of their studies. Students in Canada who wish to apply to extend their Study Permit can learn how by visiting the IRCC website at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit.html>.
- IRCC's call centre may be reached by telephone at 1-888-242-2100 (only from within Canada).
- **Study Permit application processing times vary by country, and can take up to 3 or 4 months.** Find out the current processing time for your country by visiting the IRCC website at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>.
- When students apply for a visitor visa or Study Permit they must provide their fingerprints and a photo. To facilitate repeat travel to Canada, applicants for a visitor visa or Study Permit must provide their biometrics once every 10 years.
- To find out if students need biometrics, please visit the IRCC website at <http://www.cic.gc.ca/english/visit/biometrics.asp>

### UPON ARRIVAL IN EDMONTON

- Along with their LoA, students receive a *Welcome Letter* with instructions for their arrival in Edmonton.
  - Students must e-mail their flight itinerary to ISP at [isp@epsb.ca](mailto:isp@epsb.ca)
  - Upon receipt of the flight itinerary, ISP will confirm a date/time for students to attend a registration & assessment appointment at the school
- When registering at their school, students will need to bring:
  - **Passport & Study Permit**
  - **Custodianship Declaration Form**
  - **Letter of Acceptance & Receipt from EPS**
  - **School Transcripts** (last two years minimum)
  - **Proof of Address: 2 documents to prove student's address in Edmonton** (ie: Utility/Phone bills showing the home's address) **OR your CHN Homestay Profile** (if enrolled in the Homestay program). Your Edmonton address will be verified upon arrival. If you are no longer living within your confirmed school's catchment,

arrangements may be made for you to attend a different school.

- Your legal Custodian or your CHN Host Parent (if enrolled in the Homestay program) must attend the appointment with you.

## REFUND POLICY

Visit the ISP website to review the full refund policy: <http://internationalprograms.epsb.ca/admissions/tuitionfees/>.

## EDMONTON PUBLIC SCHOOLS' STUDENT BEHAVIOUR AND CONDUCT

- EPS is committed to providing a safe learning environment for all our students. EPS has established expectations for appropriate behavior and conduct. These expectations are clearly outlined in the District's Student and Behavior Conduct Policy, available online at: [www.epsb.ca/schools/goingtoschool/studentconduct/expectations](http://www.epsb.ca/schools/goingtoschool/studentconduct/expectations).
- The policy explains the rights and responsibilities of students and the consequences for inappropriate actions. All international students are required to adhere to these policies and regulations; they commit to doing so at the time of their application to the ISP (see *Applicant/Parent Commitment and Signatures* section below).

## POLICIES OF EDMONTON PUBLIC SCHOOLS' INTERNATIONAL STUDENT PROGRAM

- Students are expected to observe District and school rules, regulations and expectations. Students who fail to comply will be withdrawn from the ISP, and required to return home.
- Students may not live alone during their studies in EPS.
- Once an international student has registered in a particular school, the student is expected to complete their school year at the school in which they have registered.
- Changing schools mid-year (between first and second semester) is not permitted. Moves between schools from one year to the next may be considered based on the circumstances and with the consent of the principals of the schools concerned.
- EPS does not allow international students to drive motor vehicles nor work during the time they study in the ISP.
- The ISP is intended for international students who wish to attend a 'regular' academic program in EPS, are achieving at grade level, and are developmentally appropriate for their years and associated grade levels. The District does not accept international students with special needs. Parental signatures are required (Applicant/Parent Commitment and Signatures Form), verifying that the student applicant does not require additional or specialized learning supports. Tuition fees must reflect the actual costs of programming. Under the Alberta School Act, school districts cannot legally use any funds from resident student grants, to support programming of any kind, for international students - all costs of programming must be borne by the students' families.

## APPLICANT/PARENT COMMITMENT AND SIGNATURES

*Note: This page must be printed, signed and dated by the applicant and their parent, and submitted with the student's online application to the Edmonton Public Schools' International Student Program.*

By signing below, I certify that all the information submitted in my Edmonton Public Schools' International Student Program application is complete, accurate, and honest. I further understand that the information furnished in the online application form, together with information and materials of any kind received by EPS' International Programs from any source, becomes the property of Edmonton Public Schools' International Programs, will not be returned, and may be shared with agents for the District and third parties external to Edmonton Public Schools as required in order to assist with student programming, housing, relocation or Canadian foreign student status.

I commit that I will abide by the policies of Edmonton Public Schools and the District's Student and Behavior Conduct Policy, the policies of the International Student Program and the rules of the school which I attend. I understand that failure to abide by these policies and rules may result in immediate withdrawal from the school and the International Student Program, and I will be required to return home. I understand that information about my attendance, behaviour and marks may be shared with my natural parents, agents retained by my parents, my Custodian and/or my Homestay parents during the time that I am studying with EPS' International Student Program. I understand that I will be assigned an online schoolzone account and password to access information about my attendance, behaviour and marks, and that these credentials may be shared with my natural parents, my Custodian and/or my Homestay parents.

Specific school placements for international students are not guaranteed. Final decisions regarding school access and placements for international students will be made solely by Edmonton Public Schools, depending on capacities to accommodate. All applications to the International Student Program are to Edmonton Public Schools (EPS), and applications for Homestay are to The Canada Homestay Network (CHN).

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STUDENT NAME (PLEASE PRINT)

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PARENT NAME (PLEASE PRINT)

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STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE