

**International Student Package and Agreement
New and Returning Students
School Year - 2021-2022**

Please review this document carefully. This document creates a legally binding agreement for the participation in the English Montreal School Board's International Student Program.

Introduction:

The aim of the English Montreal School Board (EMSB) is to provide all our students with a safe, nurturing, challenging and enriched learning experience.

This Agreement becomes a legally binding with the EMSB once:

- a) The student applying for admission is accepted by the EMSB
- b) All tuition fees are paid in full
- c) The parent and/or guardian has officially signed the agreement for the minor international student
- d) The guardian/custodian has provided a current official photograph (i.e. passport, driver's license) of themselves

Student Acceptance and Placement:

- The EMSB will accept international students only at the **high school** level.
- Student placement will be determined according to the academic program which is most appropriate for the student and space availability.
- The EMSB takes into consideration your request for a particular school, however, **the final decision on any placement is determined solely by the EMSB.**
- It should also be noted that the school principal reserves the right to change the grade level or the program of the student if the English language skills are not at the appropriate level.

Secondary I to III (Grade 7 to 9)

Students applying to a high school for Secondary I to Secondary III (Grade 7 to 9) must be able to demonstrate a beginner level proficiency in English (comprehension, written and spoken). The students must complete all activities in levels 1-8 in a language acquisition program (Rosetta Stone) provided by the EMSB before arriving in Montreal.

Secondary IV (Grade 10)

Students who register in Secondary IV (Grade 10) must be able to demonstrate an intermediate level proficiency in English (comprehension, written and spoken). The students must complete all activities in level 9 -16 in a language acquisition program (Rosetta Stone) provided by the EMSB before arriving in Montreal.

Secondary V (Grade 11)

In Quebec, in order to receive a High School Diploma, students must have successfully accumulated 54 credits in both Secondary IV and V. Students who would like to register as an International Student in this final year must be aware that they will not have earned enough credits to graduate from High School. The EMSB will accept only applications that have been approved by the school principal. If the application is retained, the student must be able to demonstrate an intermediate level proficiency in English (comprehension, written and spoken). The students must complete all activities in levels 9-16 in a language acquisition program (Rosetta Stone) provided by the EMSB before arriving in Montreal.

Roles	Responsibilities
Student	Person applying to the International Program
Custodian	Person legally responsible for the international student during his/her stay in Canada
Guardian	Person responsible for supervising the student during the school year
Agent	Person responsible to help the student to apply online for the International Program
EMSB Administrative Technician	Person responsible to register the student in the EMSB International Program <ul style="list-style-type: none">• Natasha Gillespie• Jeanine Lason
EMSB Facilitator	Person responsible to support the student throughout the school year at school <ul style="list-style-type: none">• Angela Kim• Ping Ji

Arrival in Montreal:

- Students entering Secondary I to V (Grades 7 to 11) **must arrive in Montreal by August 20th at the latest.**
- All students must attend a **mandatory Orientation Session at the end of August** prior to be allowed to start school. (date to follow).
- Parents and/or the student's legal guardian must attend a meeting during orientation session (date to follow).
- Recruitment agents/agency must attend a meeting during the orientation session (date to follow).

Students may register for one of two options:

1. Full year of study (end of August to June 23rd)
2. 1/2 year - First semester only (August to January 31st)
P.S. There will be no new students admitted in the second semester (February 1st to June 23rd)

Registration Period

- Students must apply between January 11 to May 1st.
- Requests for admissions will only be accepted and processed during these dates

Application Fee for the Letter of Acceptance (LOA)

- There is a \$250 fee, payable in advance for the *Letter of Acceptance*.
- If an agency/agent/parent requests a second LOA for the same student (for whatever reason) a fee of \$100 will be required
- The following modes of payment will be accepted: money order, certified cheque, credit card (MasterCard or Visa) or wire transfer to the EMSB

Tuition Payment

- The full tuition fees must be paid by May 1st
- The following modes of payment will be accepted: money order, certified cheque, credit card (MasterCard or Visa) or wire transfer to the EMSB
- Cash payments are not accepted
- Any future refunds if applicable, will be made to the person who paid the tuition fee
- All student applications will be completed online with an EMSB administrative technician, however, before being processed, the EMSB must receive payment for the Letter of Acceptance (LOA).

Tuition Fees include

- Registration Fee
- Administration Fee
- Emergency Health Insurance (Guard.me)
- Mental Health Support (Keep.meSafe)
- English Placement Exam (Vital English)
- Language Acquisition Program (Rosetta Stone)
- Orientation Day
- 3-4 Field Trips during the school year

Tuition Fee

	High School Tuition	+	Insurance	= Total
Full Year (10 months)	\$ 12, 400	+	\$ 600	= \$ 13, 000
First Semester Only	\$ 6, 200	+	\$ 300	= \$ 6, 500

*** Approved Agency/Agent Commission will be paid on tuition portion only ***

Schools Fees (not included in tuition fees)

The school fees range from \$100 to \$500 depending on the selection of school activities, academic program. These fees are paid directly to the school, at the beginning of the school year.

Documents required to start the school year

1. Letter of Acceptance
2. International Student Agreement (signed by student/ parent/ guardian)
3. Full tuition payment is required (Deadline is **May 1st**)
4. A notarized copy of the Custodian/Guardian document from immigration Canada
5. Original Birth Certificate including the name of the parents and a certified true copy translated in English or French
6. Certificate of Acceptance in Quebec (CAQ)
7. Study Permit in Canada
8. A certificate of English Eligibility (This document will be completed only upon your arrival in Montreal)
9. An Inter-Board Agreement is needed, if the student will be living outside the EMSB territory

Application for Certificate of English Eligibility

- The Certificate of Eligibility is issued by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) and gives the international student permission to attend English public schools in Quebec.
- This certificate of English Eligibility will be completed upon your arrival in Montreal.
- As soon as the international student receives their certificate of eligibility in the mail, **he/she must bring it to the school**. The school will make a copy for their file.
- In order to apply for the Certificate of Eligibility the agent or guardian is required under oath to solemnly declare that neither the family nor the student has received or applied for either "Refugee Status" or "Certificat de Sélection du Québec (CSQ).

Living Arrangements – Homestay

The EMSB recommends using Canada Homestay for our International Students. Canada Homestay has successfully placed over 40,000 students in safe, loving, and caring homes.

- While studying at the EMSB, the student **MUST** be directly supervised by a legal guardian. (This guardian must be able to meet with the school administration whenever required).
- The student **must live with this legal guardian**, in the same residence unit (home/apartment), for the entire time that he/she is studying at an EMSB high school.
- The EMSB does not accept that students live in a dormitory.
- The EMSB requires that each student lives in an apartment/home with an adult guardian who is keenly and actively overseeing the student's well-being, education and personal safety.
- No student must live outside his/her guardian's home/apartment, even if they turn eighteen (18) during the school year.
- The EMSB reserves the right to verify the living situation of all its international students.
- If during the school year, there is a change of guardian or custodian, the student is responsible to inform their administrative technician of these changes.
- Students living in circumstances that do not meet the requirements set out by the board, will be reported to the authorities, and risk having their schooling contract cancelled.

Should you decide to find your own homestay families, you, as the parent/agency/agent, will be responsible:

- To ensure that the students have their own private room and reside with their guardian in the same apartment or home.
- To ensure that the students are **NOT** placed in a dormitory (building) with multiple students under the supervision of a manager.
- To inspect the home to ensure all safety codes are respected and in place (fire extinguisher, smoke detectors, etc.)
- To do a police check on each family member over the age of 18.
- To ensure that the student has a proper room with a bed, desk, lamp, chair, linens, and dresser.
- To verify that the student is happy, safe, and thriving in the new environment.
- To provide the EMSB with proof (i.e. pictures of the apartment/home, police check etc.) that the homestay family meets the criteria.

Emergency Health Insurance (guard.me)

- The tuition fee includes an **emergency health insurance policy** in case the student becomes ill or injured, and **NOT** for a pre-existing illness or injury.
- Expenses will **NOT** be covered for an illness or sickness the student already had before the start of the policy.
- The insurance also includes **Third Party Liability**. The key feature is that it provides \$1,000,000 liability coverage for students against unintended events that cause damage to a third party, including homestay and elsewhere.

- The actual policy will provide all the details for exclusions and limitations. For additional information please visit www.guard.me/emsb.

keep.meSAFE by guard.me

- The tuition fees also includes an enhanced mental health support program in addition to the emergency health insurance.
- The keep.meSAFE program by guard.me (our emergency health insurance provider) will provide services to students who may be faced with challenges such as culture shock, stress, anxiety, and loneliness.
- Students will have access to support services by professional counsellors 24/7, in their own language. These professionals will be available through mobile and web chat, telephone, or video. For additional information please visit www.keepmesafe.org.

Refund Policy

1. A full refund will be granted if Immigration Canada (Study Permit) and/or Immigration Quebec (CAQ) do not approve and issue the appropriate permit/visa/certificates.

Administration and Tuition Fees	\$ 12,400
Health Insurance	\$ 600
Total	\$ 13,000

2. A partial refund will be granted if the student withdraws 30 days prior to the start of the program.

Administration and Tuition Fees	\$ 12,400
Health Insurance	\$ 600
Non-refundable Administrative Fees	\$ -1,000
Total	\$12,000

3. Partial or no refunds will be granted if:
 - a) The student withdraws within the first 30 days after the start of the program.
 - Or
 - b) There is a death or serious illness of the student, or a member of the student's immediate family that requires the student to return home. Proof in the form of appropriate documentation is required.

Or

- c) The student's mother or father receives a Study Permit or a Temporary Work Permit. Proof in the form of the documents received from the authorities is required.

Partial Refund

If the student leaves during the first semester

Administration and Tuition Fees	\$6, 200
Health Insurance	\$0
Non-Refundable Administration Fees	-\$1,000
Total	\$5 200

No Refund

If the student leaves during the second semester (between February to June)

Administration and Tuition Fees	\$0
Health Insurance	\$0
Non-Refundable Administration Fees	\$0
Total	\$0

4. No refund will be given if one of the following conditions applies:

- The student withdraws 30 days after the start of the program.
- The student is unable to perform, or is not performing to a reasonable academic standard to be determined by the school administration and the school board.
- The Study Permit or the CAQ is revoked by Immigration Canada or Immigration Quebec for just cause.
- The student engages in an illegal activity or breaches school policy/regulation/rules/ or code of conduct and must return home.
- Student/parent falsifies mandatory documents (including but not limited to report cards or pre-arrival English testing) or medical information and/or pre-existing conditions not disclosed.

The student and/or family has received or applied for either "Refugee Status" or "Certificat de Sélection du Québec (CSQ)."

Important:

- **Read and sign page 8, 9 and page 10**
- **Submit signed documents with your application**

International Student Agreement

Section 1

I, the parent and/or guardian understand and agree that as a condition of participating in the EMSB International Student Program that my child:

- a. Must comply with the laws of Canada and Quebec;
- b. Must comply with the EMSB school Rules, Standards, Policies and Code of Conduct;
- c. Must comply with the terms of this International Student Agreement;
- d. Must not use, buy, or be in the possession of weapons, drugs, alcohol, or cigarettes;
- e. Must attend school and all classes unless unable due to illness or injury, and must provide a note from a doctor, parent, guardian, or homestay family for any absences;
- f. Must complete homework as assigned;
- g. If student is staying with a homestay family, all terms of the homestay Agreement and family rules must be obeyed and respected;
- h. If there is a problem with the homestay arrangements and the student wants to change their homestay, the agency/agent, the parent, the guardian and the school must be notified and possibly be part of the negotiation process. The student is not permitted to leave a homestay family without advising the parties concerned;
- i. Must stay with the homestay family regardless if the student turns 18 during the school year. Our International Students are not permitted to live on their own while they are attending an EMSB school;
- j. Must ensure that they have a valid CAQ, a study permit and immigration documents at all times.

You must initial →

Section 2

I, the parent and/or guardian agree that the EMSB may terminate this agreement at any time without refunding any tuition paid, and may send my child home at my expense if:

- a. Any information in my child's application for admission is falsified, such as the pre-arrival English testing, mandatory documents such as a report card, or intentionally omitting information such as medical or pre-existing health issues not disclosed;
- b. My child breaches any of the obligations set out in section 1;
- c. My child is unable to perform or is not performing to a reasonable academic standard to be determined by the school administration and the school board.

You must initial →

Section 3

I, the parent and/or guardian agree that the EMSB is not liable for any losses or expenses suffered by my child as a result of any labour disputes, inclement weather conditions or other causes beyond its control that may affect the delivery of the education program.

You must initial →

Please Complete The Agreement Below

Parent Section:

I, _____ apply for the
(please print name of parent)

admission of _____
(please print name of student)

I have read and understood the terms of this International Student Agreement and agree to comply with this Agreement and that these conditions are binding on me

and on _____
(please print name of student)

Signature of Parent

Date

Guardian Section:

I, _____ apply for the
(please print the name of the guardian)

admission of _____
(please print name of student)

I have read and understood the terms of this International Student Agreement and agree to comply with this Agreement and that these conditions are binding on me

and on _____
(please print name of student)

Signature of Guardian

Date

Student Section:

I, _____
(please print name of student)

have read and understood the terms of this International Student Agreement and agree to comply with this Agreement and that these terms and conditions are binding on me.

Signature of Student

Date