

International students may be admitted to Elizabeth Buckley School provided that the school has sufficient facilities and resources to accommodate their needs and that fees for the program are paid upon registration.

Students are expected to be committed to the school's mission and vision and willing to be integrated into the life of the school, its culture, language, and curriculum.

Additionally the school is required to obtain from the Homestay Program Provider written assurance that the Provider is aware of and follows the Ministry of Education's "K-12 International Student Homestay Guidelines" (2015).

## Procedure

- The EBS admissions protocol must be followed
- Enrolment should be limited (not to exceed 15% of the class)
- Enrolment of a variety of international backgrounds should be encouraged
- Tuition fees will be set annually by the school
- If an international student's educational needs are greater than disclosed on the application, the school reserves the right to charge for additional learning support
- If an international student is not living with parent(s), a guardian over 25 years of age must be appointed who will take responsibility for the student and ensure that all necessities of living are provided (food clothing, transportation, etc.)

## Application Procedure

- Application and School Records: submit completed application form and copy of school records from the previous year (in English)
- Notification of Acceptance: applicant/ agent/ guardian will be notified of acceptance. If requested a Confirmation of Application letter can be issued
- Submission of Supporting Documents: once an application is confirmed, the following document must be submitted:
  - Notarized letter from parents appointing the guardian for the student (if required)
  - Notarized letter from the guardian accepting responsibility for the student (if required)
  - Guardian's proof of Canadian citizenship or Permanent Resident/ Landed Immigrant Status
  - Copy of Student's passport (and study permit if the student is already in Canada)
  - Copy of Student's Care Card (if student is already studying in Canada) or proof of medical coverage
- Payment of Fees: fees are non-refundable and due in full within 2 weeks of notification of acceptance or prior to application deadline
  - Payable by bank draft, cash, or electronic wire transfer
  - Fees are subject to change
- Letter of Acceptance: once all supporting documents are submitted and non-refundable fees are paid, an Official Letter of Acceptance and receipt for payment of fees will be issued
- Application for Study permit: international students must apply for a Study Permit at the nearest Canadian Embassy/ High Commission with the original Official Letter of Acceptance

## **International Student Policy & Protocol**

Elizabeth Buckley School

3 January 2017

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- Study Permit and Medical coverage: all new students are required to provide a valid Study Permit and evidence of health care coverage