



Central Okanagan International Education  
 School District No. 23 (Central Okanagan)  
 1040 Hollywood Road, Kelowna  
 British Columbia, Canada V1X 4N2  
 Tel. 250-470-3258 Fax 250-870-5188  
[www.internationaleducation.ca](http://www.internationaleducation.ca)

## APPLICATION FOR ACCEPTANCE

<b>OFFICE USE:</b> <span style="float: right;">Application Date: _____</span> School Assigned: _____ Grade: _____ Tuition Period: _____	Attach Photo
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### STUDENT INFORMATION

FAMILY NAME: \_\_\_\_\_

Given Name: \_\_\_\_\_

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

Citizenship: \_\_\_\_\_ Current Grade \_\_\_\_\_

Present School: \_\_\_\_\_

Previous School: \_\_\_\_\_

### YOUR PARENTS' INFORMATION

Father's Name: \_\_\_\_\_  
Family Name      Given Names

Date of Birth: \_\_\_\_\_      Occupation: \_\_\_\_\_  
Day / month / year

Mother's Name: \_\_\_\_\_  
Family Name      Given Names

Date of Birth: \_\_\_\_\_      Occupation: \_\_\_\_\_  
Day / month / year

Father speaks English:  yes  no      Mother speaks English:  yes  no

Permanent Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ e-mail \_\_\_\_\_

Cell phone (father) \_\_\_\_\_ Cell phone (mother) \_\_\_\_\_

Emergency Contact Numbers: \_\_\_\_\_  
(In Canada)      (In Home Country – include area code, country code)

## AGENT INFORMATION

Agent Name \_\_\_\_\_

Agent Address \_\_\_\_\_

E-mail Addresses  
\_\_\_\_\_

## EDUCATIONAL GOALS

I wish to apply for Grade: \_\_\_\_\_

School Preference:  
\_\_\_\_\_  
\_\_\_\_\_

Placement in school of choice is not always possible. International Education reserves the right to determine final placements.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

I hope to:       Graduate in British Columbia       Develop English skills only

*\*\* It is the student's and the parent's responsibility to understand acceptance criteria and course requirements for the post secondary institutions to which the student plans to apply.*

When I complete this program I intend to:

- Apply to attend a Canadian/ U.S. college or university
- Apply to a university or college in my home country
- Apply to attend a Canadian/ U.S. trade school or technical school
- Apply to attend a private, post secondary institution for further training
- Return to school in my native country
- Other \_\_\_\_\_

## HOMESTAY INFORMATION

All students attending the Central Okanagan International Education Program must live with their parent(s), guardian(s), or an assigned Homestay family. Under no circumstances are students in the International Education Program permitted to live independently or with friends.

Do you require Homestay arrangements:       Yes       No

If yes, please complete the Application for Homestay on the next page.

## APPLICATION FOR HOMESTAY

1. List all the members of your family.

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Sibling Names and ages:

\_\_\_\_\_  
\_\_\_\_\_

Pets: \_\_\_\_\_ Would you live in a home with pets? \_\_\_\_\_

2. How would you describe your English ability?

beginner     intermediate     advanced     fluent

3. How would you describe yourself. Check any that apply to you:

Outgoing     Studious     Energetic     Independent     Shy     Athletic

Adaptable     Cheerful     Sociable     Comical     Friendly

Others: \_\_\_\_\_

4. What kind of family would you prefer:

with pets     smoking     with older children     with younger children

without children     retired couple     single parent family     2 parent family

5. Do you have any special dietary requirements, e.g. vegetarian?     Yes     No

If yes, please list: \_\_\_\_\_

6. What foods do you like: \_\_\_\_\_ dislike: \_\_\_\_\_

7. What kind of books do you like? \_\_\_\_\_

8. What are your activities and hobbies? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Do you play a musical instrument? \_\_\_\_\_

10. What is your religion? (optional) \_\_\_\_\_

11. Are you active in any groups? \_\_\_\_\_

12. Describe any part time jobs you have had. \_\_\_\_\_

13. Do you help with household chores? \_\_\_\_\_

14. Have you ever been away from your family for long periods of time? \_\_\_\_\_

15. Describe any concerns you have about living in Canada. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

16. Do you have any allergies, medical conditions, or disabilities that your family should know?

\_\_\_\_\_

17. Provide any additional information that would help us in selecting a family for you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you **do not** require a Homestay, with whom do you plan to live?

\_\_\_\_\_

What is your relationship to this person? \_\_\_\_\_

Canadian Address: \_\_\_\_\_

Street Address

City

Postal Code

Telephone Number \_\_\_\_\_

Home

Work

Cell

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

## APPOINTMENT OF CUSTODIANSHIP

The Central Okanagan International Education Program provides custodianship free of charge to the students residing with a family in its supervised Homestay program. The program office will provide the “Custodian Declaration – Custodian” and the “Notarized Acceptance of Custodianship Responsibilities (both completed by the Program’s official custodian and duly notarized by the Program’s Barrister and Solicitor).

\_\_\_\_ We will accept the program’s appointed custodian.

If the family chooses to appoint its own custodian, that individual must 1) reside in the Central Okanagan, 2) be 25 years of age or older, 3) complete all necessary custodian documents and present copies to the program office.

\_\_\_\_ We will appoint our own custodian who will meet the criteria set out above.

## MEDICAL HISTORY

Do you have any allergies?  Yes  No

If yes, please describe \_\_\_\_\_

Do you have any ongoing health concerns?  Yes  No

If yes, please describe \_\_\_\_\_

Do you take medicine or prescription medication on a regular basis?  Yes  No

If yes, please describe \_\_\_\_\_

Do you smoke?  Yes  No

Do you have any physical handicaps of which the school should be made aware?  Yes  No

If yes, please describe

\_\_\_\_\_

\_\_\_\_\_

Do you have a perceived or documented learning disability, social integration difficulty, or behavioral concern of which the school should be made aware?  Yes  No

If yes, please describe \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MEDICAL INSURANCE

<b>INSURANCE FEE:</b>	<b>DURATION:</b>	<b>Cost (Canadian \$)*</b>
Insurance (Ingle)	4 months	\$275
Insurance (Ingle)	5 months	\$325
Insurance (Ingle)	6 months	\$375
Insurance (MSP)	12 months	\$750

\* Medical premiums are set by MSP and Ingle and are subject to change without notice.

The Medical Services Plan (MSP) of British Columbia will cover all full year international students at the end of a three-month waiting period. MSP coverage is required by law in British Columbia for any student studying longer than 6 months. During the 3 month waiting period, and for students studying up to 6 months, the school district purchases private medical insurance coverage through Ingle International.

It is recommended that the student, parent and custodian read and familiarize themselves with the coverage, benefits and conditions of insurance provided by Ingle and MSP. Visit the website at:

[www.ingleinternational.com/centralokanagan](http://www.ingleinternational.com/centralokanagan) and/or <http://www.healthservices.gov.bc.ca/msp/>

All international students are required by law to purchase medical coverage as a condition of their acceptance in the International Education Program. Students must report to the office at 1040 Hollywood Road with their passport and student permit on arrival in the district in order to receive their coverage information and medical cards.

## FEES AND PAYMENT METHOD

<b>FEE</b>	<b>DURATION</b>	<b>COST (Canadian \$)</b>
Application Fee	One-time (non-refundable)	\$200
Tuition	10 month program	\$12,300
Tuition (High School)	5 month program (Fall semester)	\$7,000
Tuition (High School)	5 month program (Spring semester)	\$7,000
Tuition (Middle/Elementary)	September – December	\$5,600
Tuition (Middle/Elementary)	January – June	\$7,800
Homestay fees	Per month	\$750
Homestay fees	Per extra day	\$25
Homestay placement fee	One-time only fee	\$400

Fees may be paid by the following two options:

**A. Electronic Bank Transfer\***                      **OR**                      **B. Bank Draft: made payable to:**

\*\* please contact our office for account information.

\*\* personal cheques and company cheques **will not** be accepted.

## REFUND POLICY

All requests for refunds must be made in writing to the Central Okanagan International Education Program, School District No. 23 (Central Okanagan). Refund requests must include the original Letter of Acceptance issued by the International Education Program as well as relevant supporting documentation (e.g. letter from Citizenship and Immigration Canada).

**Full refund, less application fees** will be given if Canadian Immigration does not approve a student study permit. To obtain a full refund, contact the International Education office within 60 days of the date of refusals. Requests for refund must include the formal letter of refusal from Canadian Immigration and the original letter of acceptance issued by the International Education Program.

**66% refund, less application fees** will be given if a student withdraws or becomes a landed immigrant or permanent resident prior to the commencement of the program.

**50% refund, less application fees** will be given if the student withdraws or becomes a landed immigrant or permanent resident after the commencement of the program but before 30 calendar days have elapsed from the beginning of the program.

**No refund** will be granted if:

- the student withdraws from any course after 30 calendar days from the commencement of the program;
- the student withdraws or becomes a landed immigrant or permanent resident after 30 days from the commencement of the program;
- the student withdraws from the program 30 calendar days after the commencement of the program;
- the student is dismissed from the program due to a breach of the law, policy, regulations, or student code of conduct as determined by the Government of Canada, the police, School District No. 23 (Central Okanagan) and/or the International Education Program.

**SIGNATURE SHEET**

1. I/we understand that my child is placed in the grade at school associated with their year of birth. Individual schools will determine the best educational program for each student given their English ability and academic history.
2. (High School aged students) I understand that graduation in British Columbia is more than a one year process.
3. I/we give permission for my child to participate in School District 23 fieldtrips and activities that are sponsored by the school my child attends, the International Education Department, or School District 23 (Central Okanagan).
4. I/we give permission for my child to use the internet at school. I understand that the district does all it can to protect students from accessing harmful websites however, it is not always possible to protect our students from everything on the world wide web.
5. I/we give permission for **photographs** of my child to be taken that may be used in promotional materials or on various school district web sites.
6. All students participating in the International Education Program in School District 23 (Central Okanagan) are required to purchase **medical insurance** as arranged by the International Education Department in accordance with the Province of British Columbia. Under section 7(1.2) of the Act, a statement cannot be submitted for the purpose of requesting that a child not be enrolled in BC Medical. I/we have read and understand that health insurance is required for my child.
7. I/we understand that students are expected to conform to the **district code of conduct**, a breach of which may include expulsion from the program (without any refund and at the parents' expense).
8. I/we understand that there are **educational differences in Canada**, and the expectation placed upon all students, including International Students, is to respect people of all genders, races, ethnicities, religions, and cultural backgrounds.
9. I/we confirm that the applicant student is not affected by or does not have a **history of medical, psychiatric, or emotional difficulties** nor does the applicant student have any condition that would impact the student's ability to be successful as an international student in School District 23 (Central Okanagan).
10. I/we understand that if a student's **educational or homestay needs** are greater than disclosed in the application process, or change during the student's stay in the district, Central Okanagan International Education has the right to terminate participation in the district and send the student home at the parents' expense.
11. I/we confirm that the applicant student has no **history of criminal behavior**, specifically including sexual impropriety.
12. I/we understand and agree that although Canada and the Central Okanagan are very safe places by world standards, and the applicant student will be supervised both at school and by the homestay family, such **supervision will not be constant** and Central Okanagan International Education cannot guarantee the student's safety. Central Okanagan International Education, School District 23 (Central Okanagan) and the homestay family can not be held legally liable if the student is injured while in Canada.
13. I/we **waive all current and future claims** against Central Okanagan International Education and School District 23 (Central Okanagan) in regards to breach of contract, dissatisfaction with the program, misrepresentation, or if any harm or injury comes to my child during their stay in Canada.
14. I/we confirm that **all statements made and all information given** in this **application are true** and will be relied upon by the school district and Central Okanagan International Education in offering a place to the student in our program. Any inaccuracy in this application is grounds to permit School District 23 (Central Okanagan) or Central Okanagan International Education, in its sole discretion, to terminate the agreement and send the child home (without any refund and at the parents' expense).

***We the undersigned, have read, understand and agree to abide by clauses 1-14 as stated above and the fee schedule and refund policy as outlined on pages 5 and 6 of this application form.***

\_\_\_\_\_  
 Mother's Signature

\_\_\_\_\_  
 Father's Signature

\_\_\_\_\_  
 Applicant Student's Signature

\_\_\_\_\_  
 Witness Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date



**STUDENT AND FAMILY PHOTOGRAPHS**



## APPLICATION PROCESS AND CHECKLIST

### **Step 1: Submitting your Application**

1. Mail, email or fax the completed application form to:

Dr. M.M. Boyle  
School District 23 (Central Okanagan)  
Central Okanagan International Education Program  
1040 Hollywood Road  
Kelowna, BC V1X 4N2

Email: [mboyle@sd23.bc.ca](mailto:mboyle@sd23.bc.ca)  
Fax: (250) 870-5188

Be sure to include:

- a recent photograph
- final report cards for the last 2 years
- your handwritten letter of introduction
- two letters of recommendation from school personnel
- a photocopy of the first page of your passport
- the completed Homestay application on page 3
- your \$200 application fee

### **Step 2: Letter of Acknowledgement**

Once we have received your completed forms, and reviewed your application, we will send:

- a letter of acknowledgement
- an invoice for all program fees and tuition
- the custodian documents which include: 1) “Custodian Declaration – Custodian”, and 2) Notarized Acceptance of Custodianship Responsibilities
- the completed custodian forms which must be notarized by the student’s natural parents accepting the appointment of the district custodian and which are: 3) “Custodian Declaration – Parents/Guardians” and 4) “Notarized Acceptance of Custodianship Responsibilities”
- the host family profile and contact details

### **Step 3: Issuance of the Letter of Acceptance**

Once we have received payment in full and the notarized parental consent custodian documents (#3 and #4 above), a formal letter of acceptance will be issued and sent to you by courier.

### **Step 4: Visa Application**

Obtain and complete the Visa Application Form which is available from your local Canada Immigration Centre office. Submit the application form with all custodian documents and the Letter of Acceptance from the program. Applicants must have an up to date passport. Processing times vary – direct all enquiries regarding the visa status to your local CIC office.

### **Step 5: Prior to student arrival**

Notify our office of your flight and arrival arrangements. Your host family will meet you at the airport.