

# Ottawa-Carleton District School Board International Student Application Form

Please submit complete application form to : Ottawa-Carleton District School Board

c/o Ottawa-Carleton Education Network

440 Albert Street, Room C315, Ottawa, Ontario, Canada K1R 5B5

Fax:1-613-239-0608 Email: ocenet@ocdsb.ca

Date of Application:		Stu	udent Name:	
School Information:				
Name of Current School		Location		Grade Completed
I AM APPLYING FOR	THE FOLLOWI	NG PROGRAM(S)		
☐ ACADEMIC YEAR PRO	OGRAM			
Applying for grade:		One Seme	ster 🗅	Two Semesters
High school (Grad	e 9 - 12) 🔲 F	irst term starting Septen	nber 🛮 Second term sta	arting February
Elementary schoo	•	Start of school year (Se During the school year:	-	End
Schools Requested 1. The Ottawa-Carleton District				□ No preference, please assign ement.
Do you plan to graduate fr List any courses you MUS  OCDSB/YPLS SUMM	T take when you a	ttend high school in Otta		lo
☐ INTENSIVE ENGLISH	PROGRAM Sta	rt:(Month/Day/	/ear) En	d:(Month/Day/Year)
☐ HIGH SCHOOL FOUN	DATION PROGRA	M (3 weeks )	□ In August	□ In January
☐ SUMMER PROGRAM	(SUMMER ENGLI	SH EXPLORER)		
□ 2 Weeks	□ 3 Weeks	☐ 4 Weeks	□ 5 Weeks	☐ 6 Weeks
Start:		End:		
	(Month/Day/Year)		(Month/Day/	Year)
☐ SHORT-TERM IMMER	SION PROGRAM	(4 Months or less)		
□ 4 Weeks	□ 6 Weeks	□ 8 Weeks	□ 12 Weeks	☐ 16 Weeks
Applying for Grade:	Star	<b>t:</b> (Month/Dav/Y	End:	
· · · · · · · · · · · · · · · · · · ·	<del></del>	(Month/Day/Y	ear)	(Month/Day/Year)





# STUDENT INFORMATION

Legal Name:							
	Surname (Family I	Name)	Given Names		English Name	(if applicable)	
Date of Birth: _			Gender:	☐ Male	☐ Fem	ale	
	Month/Day/Year						
Address: (In Home Country)	Street Add	Iress	(	City		Province	
			(		1		
	Country	Postal Code		Area Code	Pi	hone Number	
Student Email	Address:						
	_						
Please Indicate	e Your Level of English:	■Beginner ■ High Be	ginner 🖵 Intern	nediate <b>ப</b>	High Interm	ediate <b>L</b> Ad	vanced
DADENT'S I	INFORMATION						
PARENT 31	NFORWATION						
	Father's Full Legal Name			Mother's F	ull Legal Name		
	Primary Email Address		Work N	Number		Mobile Numb	ber
ACCOMODA	ATION AND CARE		ne of 18 must be superv				a permanen
ACCOMODA	ATION AND CARE	resident or a Canadiai	n citizen. All internation	al students must	live with a fam.	ly.	
Student will red	quire Homestay Placement	1					
Student will red	quire Custodianship Arran	aement					
	re with family member/cust	_	indicated below	,•			
otadent win nv	c with family member/east	odiamother at address	maicatea below	•			
First Name	□ Ms. □ Mrs. □ Mr.		Family Name		Rela	tionship to Student	
Address: (In Ottawa)	Street Address		(	City, Province		Postal Code	
(iii Gilaina)	0.0007.000			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		, colu. couc	
	Home Phone Number		Mobile Phone			Email	
LIE AL TIL INI	CODMATION						
HEALIH INI	FORMATION						
Does the studer	nt have any allergies / medica	al conditions / or take an	y medication?		☐ Yes	☐ No	
lf Yes, please d	escribe:						
Doos the studer	nt have a perceived or docun	nonted learning disability	, physical bandio	an social inte	ogration diff	iculty bobayio	ural conce
	nt have a perceived of docum ninal behaviour?	nemed learning disability	, priysicai riandica	ap, social illi	egration din □ Yes	□ No	urai conce
-	escribe:				103	<b>_</b> 110	
1 103, picase di							
DEDMISSIO	N TO RELEASE INFORM	This section m	ust be filled out to auth	orize the agent t	o receive perso	nal and academic i	information a
FERMISSIO	IN TO RELEASE INFORMA	the student.		-	•		
I authorize		to receive	personal, school	and homesta	ay informatio	on electronical	ly
	Name of Agent/Agency		•		•		•
of	Name of Student	on my behalf.					
	rvanie di Student						
Parent (print) _			_ Signature _			· · · · · · · · · · · · · · · · · · ·	
			_				
Parent (print)			Signature				





#### **TERMS AND CONDITIONS**

- Ottawa-Carleton District School Board (OCDSB) / Ottawa-Carleton Education Network (OCENET) is not liable for losses/expenses
  that may incur as a result of the District being unable to provide education owing to labour disputes, inclement weather conditions or
  other causes beyond its control.
- Canada and Ottawa are very safe by world standards. While the student will be generally supervised, such supervision cannot be constant and the OCDSB/OCENET cannot guarantee the student's safety. Therefore, should the student be injured while studying in Canada, the OCDSB /OCENET will not be held liable.
- If the student's educational needs are greater than disclosed on the application, the OCDSB/OCENET reserves the right to charge for extra support if such support is available.
- Any inaccuracy in the application is grounds for the OCDSB/OCENET to terminate the agreement and send the student home without refund and at the parent's own expense.
- The Ottawa-Carleton District School Board, its officers, employees, agents, volunteers and representatives will not be held responsible for any injury loss or injury suffered by the applicant during periods of travel and study. If the applicant becomes ill or incapacitated, the OCDSB/OCENET and its representatives may take such action as it considers necessary, including securing medical treatment and transporting the applicant home at his/her expense.
- The undersigned hereby agrees to indemnify OCDSB and OCENET for damages or expenses incurred, resulting from our child's wilful or negligent behaviour or actions.

I have read and understand the student participation agreement, terms, conditions and refund policy and verify that everything stated in the application is true and can be relied upon by the Board in offering a place to the student in the OCENET Programs.

#### I also understand that my signature gives permission for:

- My child to participate in any activities arranged by the OCDSB or the OCENET within Canada.
- The OCDSB and the OCENET to use photographs/videos of my child and/or artwork and/or written work produced by my child in any promotional material and/or professional media for the OCDSB and OCENET.

Parent (print)	Signature
Parent (print)	Signature

#### **APPLICATION PROCESS**

#### Step 1:

Mail your application to the Ottawa International Student Program office.

Academic Year Program (one semester or longer)	Intensive English, Immersion & Summer Programs	
<ul> <li>A completed application form signed by the student and parent(s)</li> </ul>	<ul> <li>A completed application form signed by the student and parent(s)</li> </ul>	
<ul> <li>Certified translated copies of school report cards for the past 2 years</li> <li>Current year's school report card</li> <li>Letter of recommendation from a teacher or school principal (Form available at www.studyottawa.ca)</li> <li>Photocopy of student's passport or birth certificate</li> <li>Non-refundable application fee</li> </ul>	<ul> <li>Photocopy of student's passport or birth certificate</li> <li>Non-refundable application fee</li> </ul>	

## Step 2:

You will receive an initial acceptance letter in 3 days (online application) or 10 days (paper application) if all documentation is in order. You will then be asked to submit a Custodianship form and an up-to-date Immunization Record form. As soon as these forms (online applicants can upload these documents) and tuition fee and medical insurance fees are received, a final letter of acceptance will be issued. Completed forms can also be faxed to 1-613-239-0608.

#### Step 3:

Student receives a final letter of acceptance and applies at the nearest Canadian embassy, Consulate, or High Commission for a Study Permit. Approval may take 6-20 weeks.





#### **PAYMENT**

The application fee may be paid by Visa or MasterCard by completing below.

Card Holder's Name:_	
Cardholders Signature:	
Date:	

Tuition and Medical fees may be paid by international money order, bank draft, or certified check and made payable to the **Ottawa-Carleton Education Network**. These fees may also be paid by credit card or direct wire transfer\* to the Ottawa-Carleton Education Network bank account:

Bank Name	Scotiabank / The Bank of Nova Scotia	
Address	Toronto Business Support Centre	
Address	40 King Street West, Toronto, Ontario, Canada	
Transit #	47886	
Account Holder	Ottawa-Carleton Education Network	
Account #	00 16601160 17	
Swift Code	NOSCCATT	
ABA Number	026002532	
* NOTE:	Please indicate the student's name on the wire.      Foreign subject to change All foreign in Consider dellars.	
	Fees are subject to change. All fees are in Canadian dollars.	

#### **TUITION REFUND POLICY**

All requests for refunds must be made in writing and sent to the Ottawa-Carleton Education Network.

#### **ACADEMIC YEAR PROGRAM**

- **FULL REFUND** of the tuition fee, less the application fee will be given if Immigration Canada does not approve the study permit. To obtain the refund, a request in writing must include the letter of refusal from Canadian Immigration and the original letter of acceptance from the Ottawa-Carleton District School Board.
- TWO-THIRDS of the tuition fee will be refunded if a student withdraws prior to the commencement of the program.
- **ONE-HALF** of the tuition fees will be refunded if the student withdraws after the commencement of the program but before 30 calendar days have elapsed.
- NO REFUND will be granted to a student who:
  - o withdraws 30 days after the commencement of the program;
  - is dismissed from the program due to a breach of law, policy or regulation as determined by the Government of Canada, the Police, Ottawa-Carleton District School Board, and/or Ottawa International Student Program.

## INTENSIVE ENGLIS, SHORT-TERM IMMERSION and SUMMER PROGRAMS

- **FULL REFUND** less the application fee will be given if Immigration Canada refuses you entrance to Canada. To obtain the refund, a request in writing must include the letter of refusal from Immigration Canada and the original letter of acceptance from the Ottawa-Carleton Education Network.
- If you cancel before the program starts: Refund of tuition fee minus \$500.
- . If you cancel after the program starts:
  - Less than 30% of program completed: Total fee paid minus 50%
  - o More than 30% of program completed: No refund

#### Acknowledgement

The personal information on this form is gathered under the authority of the Education Act, Immunization of Schools Pupils Act and Personal Health and Information Act and will be used by schools and central administrative staff to provide a broad range of academic, health and administrative services. Anyone having the right, may access this information by contacting the Ottawa-Carleton Education Network.

