



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: ocnenet@ocdsb.ca

Date of Application: _____ Student Name: _____

School Information:

Name of Current School Location Grade Completed

I AM APPLYING FOR THE FOLLOWING PROGRAM(S)

ACADEMIC YEAR PROGRAM

Applying for grade: _____ One Semester Two Semesters

- High school (Grade 9 - 12) First term starting September Second term starting February
- Elementary school (K- Grade 8) Start of school year (September) During the school year: Start _____ End _____

Schools Requested 1. _____ 2. _____ No preference, please assign
The Ottawa-Carleton District School Board reserves the right to determine the grade and final school placement.

Do you plan to graduate from high school in Ottawa? Yes No

List any courses you **MUST** take when you attend high school in Ottawa: _____

OCDSB/YPLS SUMMER CREDIT PROGRAM (9 weeks)

INTENSIVE ENGLISH PROGRAM Start: _____ End: _____
(Month/Day/Year) (Month/Day/Year)

HIGH SCHOOL FOUNDATION PROGRAM (3 weeks) In August In January

SUMMER PROGRAM (SUMMER ENGLISH EXPLORER)

- 2 Weeks 3 Weeks 4 Weeks 5 Weeks 6 Weeks

Start: _____ End: _____
(Month/Day/Year) (Month/Day/Year)

SHORT-TERM IMMERSION PROGRAM (4 Months or less)

- 4 Weeks 6 Weeks 8 Weeks 12 Weeks 16 Weeks

Applying for Grade: _____ Start: _____ End: _____
(Month/Day/Year) (Month/Day/Year)



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 style="list-style-type: none"> ■ A completed application form signed by the student and parent(s) ■ Certified translated copies of school report cards for the past 2 years ■ Current year's school report card ■ Letter of recommendation from a teacher or school principal (Form available at www.studyottawa.ca) ■ Photocopy of student's passport or birth certificate ■ Non-refundable application fee 	<ul style="list-style-type: none"> ■ A completed application form signed by the student and parent(s) ■ Photocopy of student's passport or birth certificate ■ Non-refundable application fee

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: _____

Credit Card #: _____

CVV #: _____

Expiry Date: _____

Amount to be Charged: _____

Student 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 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:	1. Please indicate the student's name on the wire. 2. 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:
 - 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 ENGLISH, 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%
 - 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.