International Student Program Procedures

The following expectations apply to all students registered in the Halton District School Board's International Student Program (ISP).   Students and their parents/custodian agree to the following: *(Please initial and sign where indicated)*

Tuition/Insurance Fee Refunds

Full tuition/insurance refunds will be offered to students who are not able to obtain a study permit from Immigration Canada. Students must submit a letter of refusal/rejection from IRCC. There is no refund if the Study Permit is denied by Immigration Canada due to missing documents or incomplete paperwork.

Refunds will NOT be offered to students who:
- withdraw for any reason other than rejection of study permit once a Letter of Acceptance has been issued;
- withdraw from school at any point of the school year;
- do not follow the expectations outlined in the Student Participation Agreement and have been directed to withdraw from school;
- have interrupted education due to labour disputes or unforeseen circumstances.

Additional notes:
- The Application Fee is non-refundable.
- All refunds are subject to a $1000 Administration Fee.
- All refunds are subject to a 15% deduction for new students and 10% deduction for returning students of the cost of tuition paid
- Refund requests must be made and documents submitted within 30 days of notification to withdraw from the ISP. Refund processing times will be communicated by the International Student Program at the time of approval.
- Any refund requests must be made by the recruiting agency, the custodian or the parent.
- Proof of payment is required to process refunds. Please keep copies of all transaction receipts.
- Overseas refunds are subject to the exchange rates of our payment processor.
- Returning students - please inform ISP of any changes in immigration status as soon as possible and before July 31 to be advised of next steps.
- The refund procedure is subject to change at the discretion of the Halton District School Board and may differ in future years that your child is enrolled in the program. The most

recent refund procedure information will be provided on annual invoices. You may also refer to the International Student Program webpage for the most recent refund policy details.

I understand the Tuition/Insurance Fee Refunds Policy
Initial:
Student:_____ Parent:_____.

School Acceptance
All elementary and secondary students in the ISP must maintain their studies at the school to which they have been accepted (as stated on the Letter of Acceptance). This policy intends to increase stability for students by reducing unnecessary transitions to foster stronger relationships between students, school staff, and homestays. If students have concerns about their school, the ISP team is happy to help find a solution without changing the school. To this end, school transfers will not be permitted.

I understand the School Acceptance Policy
Initial:
Student:_____ Parent:_____

Student Residence
Upon acceptance into the ISP, students **must** live within the accepted school's catchment area. There will be no exceptions.

All elementary students (including grade eight) must live with at least one of their parents (a mother or father). The family **must** reside independently (cannot reside with friends or other family members). Failure to have a parent live with the student will result in the student returning to their home country.

This expectation also applies to secondary students who are accompanied by a parent while participating in the ISP. Parents of secondary students accompanying their children also cannot reside with family or friends or rent rooms in homes where other families are residing. Secondary students not accompanied by a parent must live with a homestay provider that is approved by the HDSB.

I understand the Student Residence Policy
Initial:
Student:_____ Parent:_____.

I have read and understand all policies listed above.

Student: _____ **Date:**_____

Parent:_____ **Date:** _____

Revised Oct 2024