



# WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

*“Building communities of faith, hope and service”*

## PARENTS AND STUDENTS TERMS AND AGREEMENT

**PLEASE PRINT, SIGN AND UPLOAD IT THIS FORM TO YOUR APPLICATION**

**Both the student and parent(s) are required to read and sign the following document**

### Admission Procedure

The application in full must be completed online. This includes uploading all mandatory supporting documents below:

- Passport
- Passport Size Picture (jpg photo)
- Immunization Record (Translated and Certified)
- School Records from previous 2 years (Translated)
- Student Photo/Internet Consent Form (signed and uploaded)
- Parents and Students Terms & Agreement (signed and uploaded)

### Payment Process

Once a student is accepted into the International Education Program, an invoice will be generated outlining tuition and associated fees to be paid. **Application fee must be paid in full to WECDSD before a Letter of Acceptance (LOA) is issued.**

It is the responsibility of the student and their agent representative to apply for a study permit through Citizenship and Immigration Canada. The application processes varies from country to country; therefore, it is important to apply as soon as the Letter of Acceptance has been received.

### Refund Policy

In the event that an application for a study permit is rejected by Immigration and Citizenship Canada or the student needs to cancel their enrollment prior to the school start date, WECDSD will issue the student a full refund of tuition, **not including the application fee**. Students must provide WECDSD with a Letter of explanation.

If a student decides to withdraw from the program for any reason, **within the first 30 days** of commencement of their program, then WECDSB will provide a refund equivalent to **one-half of tuition** paid and associated fees (Medical fees will be prorated), **not including application fee**. WECDSB must receive notification of withdrawal from the program in writing.

If a student decides to withdraw from the program for any reason, **after the first 30 days** of commencement, then **WECDSB will not issue a refund of tuition and associated fees**. Extenuating circumstances will be considered by WECDSB Administration.

If the student is removed from the program and sent home in violation of Canadian/WECDSB regulations, WECDSB **will not issue a refund** of tuition and associated fees.

### **Canadian Regulations**

Students will abide by all the laws of Canada, the Province of Ontario, and the municipal by-laws of our region, as well as the terms and conditions of my study permit issued to me by Citizenship and Immigration Canada. If a student is in violation of any law, the Windsor-Essex Catholic District School Board (WECDSB) reserves the right to remove the student from the program and send the student back to their home country. Please note, that depending upon the nature of the offence, the student may face additional consequences within the Canadian Legal System. Examples of offences that will lead to the removal of a student from the program include, but are not limited to the following:

- a. The unlawful use of drugs or medications unless prescribed by a doctor
- b. The unlawful use of alcohol by students under the age of 19 (Student over the legal drinking age are strongly encouraged to refrain from the use of alcohol for the duration of their program)
- c. The unlawful use of motor vehicle

### **School Regulations**

Students will adhere to all rules established by the school. Students who are in violation of any school rules and regulations will be disciplined by the school. Repeated violation of school rules may result in the student being removed from the program and sent home.

Students are expected to respect cultural differences. Canada is a multicultural country where customs and traditions of others may be different from your own. Student should understand that discrimination based on nationality, gender, political, or religious affiliation is illegal in Canada.

**School Attendance**

Students are expected to attend all classes and educational programs provided. **All absences must be reported to school attendance on that day by the legal custodian or Homestay adult.** If multiple days are missed due to illness, a doctor note must be provided. More than two unexplained absences per month will result in a warning and may lead to dismissal from the program.

School absences for travel outside of Windsor-Essex County must also be reported to both school attendance and the International Education team in advanced.

**Accommodation Regulation**

All students must reside with either their legal custodian, Homestay or Dormitory while studying at WECD SB regardless of their age. **No student under 21 years old is allowed to live on their own.**

***I/We acknowledge that I have read and understood the terms of this agreement and I/We understand that failure to follow the rules outlined above could result in disciplinary action and/or dismissal from the International Student Program of the Windsor-Essex Catholic District School Board.***

***We, authorize WECD SB, homestay representative (if applies) and your agent (if applies) to receive and share personal information regarding my child.***

Parent(s) Signature

Date:

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Student Signature

Date:

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