

# ADULT INTERNATIONAL HIGH SCHOOL CREDIT APPLICATION FORM



## Please submit completed application form to:

Toronto District School Board  
Continuing Education  
2 Trethewey Drive – 3<sup>rd</sup> Floor  
Toronto, Ontario, CANADA M6M 4A8  
Tel: (416) 395-3067 Fax: (416) 394-3494  
Email: [international@tdsb.on.ca](mailto:international@tdsb.on.ca)

**An APPLICATION FEE of \$200.00 must be attached. This fee is to be made payable to the Toronto District School Board by Cash, Certified Cheque, Bank Draft or Money Order (in Canadian currency). The application fee is NON-REFUNDABLE.**

## PLEASE PRINT THE FOLLOWING INFORMATION IN ENGLISH

### STUDENT INFORMATION

				<input type="checkbox"/> Male
Surname (Family Name)	Given Name	English Name		<input type="checkbox"/> Female
Citizenship	Country of Birth	Date of Birth (Day/Month/Year)		Age
First Language	Second Language	E-mail Address		
Home Address in Toronto (if available)	City, Province	Postal Code	( )	Toronto Home Phone Number

### EDUCATION INFORMATION

Education Institution Attended	Date of Graduation	Area of Study

### SCHOOL REQUEST

**The student is applying for the following term:**

- Quad 1: September - November
- Quad 2: November - February
- Quad 3: February - April
- Quad 4: April - June
- Summer: June - August
- Other option \_\_\_\_\_

Placement in school of choice is not always possible. The Toronto District School Board reserves the right to determine final school and grade placement. In the Ontario education system it is common for the student who is designated to a particular grade to take subjects at a different grade level as long as he/she meets the subject prerequisites.

**Check your three top choices:**

- Burnhamthorpe Adult Learning Centre
- City Adult Learning Centre
- Emery Adult Learning Centre
- Scarborough Centre for Alternative Study
- Yorkdale Adult Learning Centre

Certified original and translated school records along with passport copy must be attached to this application. Failure to comply will result in a delay or return of the application.

Have you applied to the TDSB International Student Programs before?  Yes  No If yes, when? DD / MM / YYYY

## EDUCATIONAL GOALS AND DIRECTIONS

Favourite Subjects \_\_\_\_\_

Difficult Subjects \_\_\_\_\_

Strengths \_\_\_\_\_

Hobbies / Interests \_\_\_\_\_

Post Secondary Plans and Future Career Direction (e.g. University / College) \_\_\_\_\_

## HEALTH INFORMATION

1. Are you in good health and able to participate fully in your classes?  Yes  No

If no, please explain: \_\_\_\_\_

Please specify any ongoing medical condition or health issue of which the school needs to be aware:

**Please note that an updated immunization record is required by the Toronto Public Health and school officials upon arrival.**

2. Do you have a disability that requires special education support?  Yes  No

If yes, please specify: \_\_\_\_\_

**Please note that the Toronto District School Board does not provide special education support for international students.**

## REFERRAL AND AGENT INFORMATION

**How did you hear about Toronto International Student Programs?**

Toronto District School Board Website

Agency

Friends or Family

Education Fair / Seminar \_\_\_\_\_  
City, Country

Other \_\_\_\_\_

**To be completed by the Agent:**

Name of Agency \_\_\_\_\_

Contact Person \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

Province / State \_\_\_\_\_

Country \_\_\_\_\_

Zip / Postal Code \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_  
Phone #

(\_\_\_\_) \_\_\_\_\_  
Fax #

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

**Please indicate your status:**

TDSB approved agent

Sub-agent of TDSB approved agent \_\_\_\_\_

New agent

## REFUND POLICY FOR TUITION FEE

A full tuition fee refund, less the administration fee (\$200), will be granted if Citizenship and Immigration Canada does not issue the Study Permit or if the student decides to withdraw registration at least four weeks before the start date of the semester. There will also be an additional \$500 cancellation fee deducted from the tuition refund of \$14,000 or more, and a \$250 cancellation fee deducted from the tuition fees under \$14,000. To obtain a refund, you must provide:

1. The original Letter of Rejection from Citizenship and Immigration Canada
2. The original TDSB Official Letter of Acceptance
3. The original receipt of tuition payment

4. A written refund request by the parent including the name and address of the cheque recipient

There will be no refund of the tuition fee in the following circumstances:

- if the student chooses to withdraw for reasons other than the Study Permit has been denied by Citizenship and Immigration Canada
- if the student is found in violation of school regulations and asked to withdraw from the school
- if false medical information was given and conditions were not disclosed

In the event that the student's immigration status changes during the school year, the parent of the student is to contact the International Programs and Admissions Office immediately.

## PARTICIPATION AGREEMENT

**The Toronto District School Board (TDSB) is committed to providing the best educational opportunities possible for International Students. In order to facilitate this, International Students, regardless of age, must participate according to the following conditions:**

1. The student must obey the laws of Canada, the Province of Ontario and follow the rules, guidelines and policies of the TDSB and the school in which the student is enrolled.
2. The student must follow all specific school and Board regulations regarding attendance, course responsibilities and behaviour as they pertain to day school and continuing education program (if applicable). The student must attend school on a daily basis. A written note from a custodian/parent or doctor should be submitted to the school when absent.
3. The student or custodian must contact the International Programs and Admissions Office and school if the student moves and/or changes custodian.
4. The student must maintain a full-time timetable, over 15 hours/week.
5. The student's reports on attendance, academics and emotional/psychological concerns can be shared with parents, custodian, school and Board personnel in order to provide the necessary guidance and assistance for student success.
6. The student and family acknowledge that based on the information in the application, the TDSB has the right to make educational decisions, including placement and program selections in the best interests of the student within the available resources.
7. The student and family understand and agree that inaccuracies in the application or failure to abide by the above conditions may result in immediate dismissal from the TDSB without refund of tuition fee.

*I have read, understand and agree to follow the rules and guidelines as outlined above.*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Day/Month/Year*

## GENERAL RELEASE / WAIVER

1. We, the undersigned, do waive and release all claims against the TDSB for the injury, loss, damage, accident, delay or expense resulting from the applicant's participation in the Toronto International Student Programs. We also release the TDSB and agree to indemnify it, with regard to any financial obligations or liabilities that the applicant may personally incur, or any damage or injury to the person or property of others that the applicant may cause while participating in the Toronto International Student Programs.
2. We understand that the TDSB is not responsible for any loss or injury suffered by the applicant during periods of travel and study. If the applicant becomes ill or incapacitated, the TDSB may take such action as it considers necessary, including securing medical treatment and transporting the applicant home at his/her own expense. We release the TDSB from all liability related to such actions. We understand that the applicant's participation in the program may be terminated at the discretion of the Senior Manager of the International Student Programs without any refund of tuition fee, and that the applicant may be sent home at his/her own expense if he/she does not adhere to the school or TDSB rules, standards and instructions as set forth in the school's agenda, handbook and the Participation Agreement of the International Student Programs. This agreement with the TDSB cannot be modified or interpreted except in writing by the International Programs and Admissions Office.
3. The student and the parent warrant that the student applicant has no history of criminal behaviour. Any disputes of a legal nature must be resolved through the courts of Ontario.
4. We understand that placement in a school is subject to availability of space. The Toronto District School Board reserves the right to determine final school and grade placement.
5. We fully understand the refund policy of the TDSB. We understand that the TDSB shall not be held liable for losses or expenses as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

*I have read, understand and agree to follow the rules and guidelines as outlined above.*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Day/Month/Year*