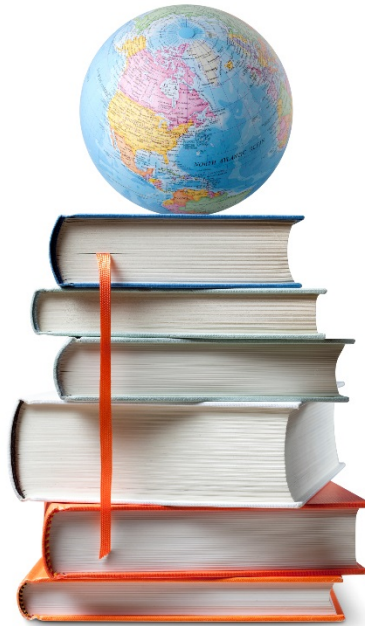




Northern Lights School Division No. 69

**Implementing an
International Study Program
In your school**





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- GLOSSARY -

Child Welfare Check: Official document obtained through the local RCMP offices, which provide proof that the individual does not have a criminal record.

Custodian: An adult, 18 years of age or older, who will act on the behalf of the natural parents.

ESL: English as a **S**econd **L**anguage

Exchange Student: A student on a reciprocal exchange program.

Guardianship Order: Legal permission from the courts for a family to be the legal guardian of a child for a temporary period of time. Some International agencies will approach host families and ask them to go to the courts to obtain a guardianship order for an international student. Once the guardianship order has been issued, the student is recognized as a resident of Alberta and the government is required to provide the same funding to the school/board as they would a Canadian student.

Homestay: Living arrangements for an international student.

Host Family: A local family who welcomes a student into their home as a member of the family.

Inbound Program: International students studying at schools within the Northern Lights School Division No. 69.

International Agency: Organizations which are in the business of recruiting students from other countries to attend school in Canada.

International Student: Student from another country who is attending school within the Northern Lights School Division No. 69.

Police Check: Official document obtained through the local RCMP offices, which provide proof the individual does not have a criminal record.

School Acceptance Letter: An official letter, signed by an authorized person, indicating acceptance of the student by the school for the school term indicated on the letter. This letter is required in order for the student to obtain his/her study visa from Canada Immigration.

TOEFL: Test of **E**nglish as a **F**oreign **L**anguage. The TOEFL test measures English language proficiency in reading, writing and listening and is offered on computer in most regions of the world. In areas where access to computer-based testing is limited, a paper-and-pencil version of the test is administered.

Visa: An official endorsement of a passport denoting that the owner has permission either to enter or cross a particular country.



- INTERNATIONAL POLICIES - Alberta Education: Summary

- ⇒ Alberta Education welcomes students from other countries and encourages school jurisdictions to assist those students who wish to be educated in Alberta schools.
- ⇒ The Board expects schools will charge tuition fees to individuals who attend schools operated by the board and who is not a resident student of the board or any other board of Canada.
- ⇒ A tuition fee charged to the student may exceed the cost to the board of having that individual enrolled in a school operated by the board.
- ⇒ A school shall enroll all individuals who have a right of access to education in Canada before enrolling an individual who is not entitled.
- ⇒ A school may limit the number placements for foreign students (1/100).
- ⇒ Alberta Education does not provide funding to support foreign students.
- ⇒ Schools may claim provincial funding for their resident student-on-exchange if the exchange is approved by the Director, National and International Education.
- ⇒ Schools shall not charge a reciprocal student-on-exchange tuition fees.

For more information log on to:
Alberta Learning, International Student Services Policy 3.4.2 at

<http://education.alberta.ca/students/internationaleducation/studyinalberta.aspx>



- STUDENT VISAS -

More than 130,000 students come to study in Canada every year. Even more students come to Canada to study and learn English or French.

In order to study in Canada, a student must:

- Have a letter of acceptance from the chosen school.
- Have proof of funds to pay for
 - Tuition/school fees
 - Accommodations
 - Return airfare/transportation home.
- Pass a medical exam, if necessary.
- Have a valid passport.
- Qualify as a temporary resident in Canada. This may include a Temporary Resident Visa.

(A Temporary Resident Visa is an official document that is issued by a visa office abroad. This document is placed in the Student's passport to show that he/she has met the requirements for admission to Canada as a temporary resident.)

Exceptions

A student does not require a study permit to go to school in Canada if:

- They are taking a course or program in Canada that lasts six months or less.
- They are a member of a family or staff of a foreign representative to Canada.
- They are a minor child of a family that is a member of foreign armed forces.
- They are a minor child of a family already living in Canada.



**Citizens of the following countries and territories require a Visa to VISIT or TRANSIT
Canada:**

A

Afghanistan
Albania
Algeria
Angola
Argentina
Armenia
Azerbaijan

B

Bahrain
Bangladesh
Belarus
Belize
Benin
Bhutan
Bolivia
Bosnia-Herzegovina
Brazil
Bulgaria
Burkina Faso
Burma (Myanmar)
Burundi

C

Cambodia
Cameroon, Republic of
Cape Verde
Central African Rep.
Chad
China, People's Rep. of
Colombia
Comoros
Congo, Democratic Rep. of the
Congo, Rep. of the
Costa Rica
Cuba

D

Djibouti
Dominica
Dominican Rep.

E

East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea

Eritrea
Ethiopia

F

Fiji

G

Gabon
Gambia
Georgia
Ghana
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana

H

Haiti
Honduras

I

India
Indonesia
Iran
Iraq
Israel (holders of valid Israeli "Travel Document in lieu of National Passport")
Ivory Coast

J

Jamaica
Jordan

K

Kazakhstan
Kenya
Kiribati
Korea, North
Kosovo
Kuwait
Kyrgyzstan

L

Laos
Lebanon
Lesotho
Liberia
Libya



M

Macao Special Administrative Region
Macedonia
Madagascar
Malawi
Malaysia
Maldives Islands
Mali
Marshall Islands
Mauritania
Mauritius
Mexico
Micronesia, Fed. States
Moldova
Mongolia
Montenegro
Morocco
Mozambique

N

Namibia
Nauru
Nepal
Nicaragua
Niger
Nigeria

O

Oman

P

Pakistan
Palau
Palestinian Authority
Panama
Paraguay
Peru
Philippines

Q

Qatar

R

Romania
Russia
Rwanda

S

Sao Tomé e Príncipe
Saudi Arabia, Kingdom of
Senegal
Serbia
Seychelles
Sierra Leone

Somalia
South Africa
South Sudan
Sri Lanka
St. Kitts and Nevis
St. Lucia
St. Vincent and the Genadines (St. Vincent)
Sudan
Surinam
Swaziland
Syria

T

Taiwan (Note: Taiwanese citizens who hold a passport issued by the Ministry of Foreign Affairs in Taiwan that does not include their personal identification number need a visa to come to Canada. Taiwanese citizens who hold a passport issued by the Ministry of Foreign Affairs in Taiwan that includes their personal identification number need an eTA to come to Canada.)
Tajikistan
Tanzania
Thailand
Togo
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Tuvalu

U

Uganda
Ukraine
United Arab Emirates
Uruguay
Uzbekistan

V

Vanuatu
Venezuela
Vietnam

Y

Yemen

Z

Zambia
Zimbabwe

For more information log on to:
Citizenship and Immigration Canada at
www.cic.gc.ca



INTERNATIONAL STUDY PROGRAM INTRODUCTION

The International Study Program endeavors to provide educational opportunities for international students within Northern Lights School Division No. 69.

The purpose of the International Study Program is to offer clear, significant educational value to all participating students as well as the school and community as a whole.

The International Study Program is instrumental in maintaining educational ties that benefit participating students and communities as a whole.

GOALS

The International Study Program's key goals are:

- ⇒ To provide a high quality educational program for international students.
- ⇒ To develop and promote cultural understanding and global awareness for students within the Northern Lights School Division No. 69.
- ⇒ To enhance the educational program of Northern Lights School Division No. 69 students.

Through the development of this program, the Northern Lights School Division No. 69 takes a proactive stance in international education.

BACKGROUND INFORMATION

The future outlook for an international study program is positive. International education and acquiring a second language have been a recognized value to students globally for years. As a result, many school boards have established international departments with varying mandates in order to meet this demand.

The Northern Lights School Division No. 69 believes that students from foreign countries wishing to enroll in our Schools should be given the opportunity to attend if there is sufficient space in the school and there are programs available appropriate to the students' needs.

Through the development of its own program, the Northern Lights School Division No. 69 will be able to take a proactive stance in international education. In implementing a quality based educational international program with clear objectives and goals, the International Study Program will follow the Northern Lights School Division No. 69's mission statement, "*Working together to help every student learn and excel*".



PROGRAM DESCRIPTIONS

There are two options:

1. **SHORT TERM PROGRAMS:** Designed for students wanting to experience the Canadian culture on a short-term basis. The programs are customized to meet the needs of the students and school. The programs are usually 1 to 4 weeks with 10 – 30 participants.
 - ⇒ English language instruction
 - ⇒ Integration with school population through a “study buddy” partnership
 - ⇒ Full and half-day excursions in the local community
 - ⇒ Living with a host family

2. **LONG TERM PROGRAM:** Designed for students wanting to study for one semester or a school year, while living with a Canadian family.
 - ⇒ Students study for one semester or one year but are not limited to one year
 - ⇒ Students must have a TOEFL of 380 to enter schools without ESL programs
 - ⇒ Students who have a TOEFL lower than 380 are allowed to participate in program but must be in a school that offers ESL support
 - ⇒ Students receive a regular report card
 - ⇒ Students pay full tuition to the school

Schools accepting international students:

- ⇒ Bonnyville Centralized High School – up to 4 students
- ⇒ École Plamondon School – 1 student
- ⇒ Glendon School – 1 student
- ⇒ Cold Lake High School – up to 6 students
- ⇒ J.A. Williams High School – up to 5 students





PROGRAM REQUIREMENTS

STUDENT ADMISSION REQUIREMENTS – LONG TERM PROGRAM

- ⇒ All students must have a minimum TOEFL score of 450/133 computer score
- ⇒ Have a 60% or higher in their academic subjects from the previous year of school
- ⇒ **Have a custodian if under 18 years of age** * (see below)
- ⇒ Must pay full tuition to the school board
- ⇒ Have medical insurance

STUDENT ADMISSION REQUIREMENTS – SHORT TERM PROGRAM:

- ⇒ Have a 60% or higher in their academic subjects from the previous year of school
- ⇒ Must attend program as a school assigned project
- ⇒ Must have medical insurance
- ⇒ Must have a host-family sponsor

CUSTODIAN

Citizenship and Immigration Canada requires that all applicants for a Student Authorization under the age of 18 planning to enter Canada alone arrange to have a custodian in Canada. Students must be able to provide immigration with proof of custodianship, in the form of notarized declarations, one signed by the custodian in Canada and one signed by the parent or legal guardian in their country or origin to obtain a Student Authorization. The purpose of these declarations is to ensure that a responsible adult in Canada has been identified to ensure care and support is provided to the student.





STUDENT APPLICATION REQUIREMENTS

All student applications will be received at the Northern Lights School Division No. 69 office.

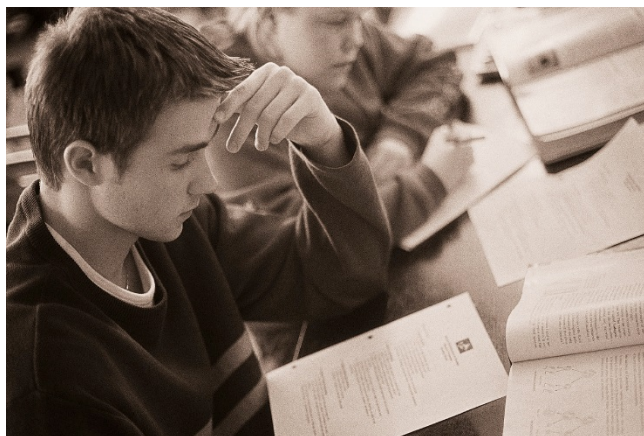
The following requirements must be provided:

- ⇒ Completed student application
- ⇒ Copy of transcript for the last full academic year of school
- ⇒ Translated copies of school report cards
- ⇒ Copy of the TOEFL marks
- ⇒ 1 passport size photo
- ⇒ If payment is by wire transfer, enclosed receipt to confirm payment

Once the above requirements have been met, the International Study Program will:

- ⇒ Inform student of acceptance details no later than 2 weeks of receipt of application and fees.
- ⇒ Provide letter of acceptance once confirmation of tuition has been received.

Note: Balance of payment will be required prior to issuance of final school acceptance letter needed to secure student authorization visa.





PROCESSING STUDENT APPLICATIONS

Application Received from Commercial Agencies

- ⇒ Ensure that the student meets the requirements of the board.
- ⇒ Ensure that host family arrangements meet requirements of the board.
- ⇒ Obtain copies of host family applications and supporting documents (ie. police check, etc.)
- ⇒ Obtain school acceptance letter from the school.
- ⇒ Ensure tuition fees have been paid.
- ⇒ Forward all immigration documents to agency.
- ⇒ Forward student package to agency.
- ⇒ Ensure school has student and host family information.
- ⇒ Assist with class schedule for student.
- ⇒ Obtain student arrival arrangements from agency.

Applications Received Directly from Students

- ⇒ Ensure that the student meets requirements of the board.
- ⇒ Obtain school acceptance letter from the school.
- ⇒ Copies of academic achievement from previous school.
- ⇒ Ensure tuition fees have been received, as agreed.
- ⇒ Forward all immigration documents to the school.
- ⇒ Ensure school has student and host family information.
- ⇒ Establish a class schedule for student.
- ⇒ Inform school of student airport transportation arrangements.





FEES AND REFUND POLICY

Northern Lights School Division No. 69 will review the tuition fee charges to international students on an annual basis.

Tuition fees are currently set at (subject to change):

- ⇒ Tuition Fees are currently set at the same rate of funding as provided by Alberta Education. Refer to Part 8 – Alberta Education Funding Manual.

The fee may be pro-rated for the number of months that student will be attending school.

All program payments are to be made in the following manner:

- ⇒ Program payment in Canadian funds
- ⇒ By international money order made payable to **Northern Lights School Division No. 69**

Northern Lights School Division No. 69
6005–50 Avenue
Bonnyville, AB T9N 2L4
Attention: Learning Services

REFUNDS

- ⇒ Prior to arrival date: All fees except \$300.00 administration fee will be refunded.
- ⇒ After arrival date: 50% of the unused portion of fees will be refunded.



STUDENT ARRIVAL

The Northern Lights School Division No. 69 recommends that students arrive in the community at least one week prior to the start of the school year/semester. It is the responsibility of the student, his/her guardian and/or the agency representing the student to make international flight arrangements.

Regardless of how the student entered the program, the school administration must be provided with the following:

- ⇒ Arrival information, including airline, flight #, date and time.
- ⇒ Ground transportation arrangements from the airport
- ⇒ Copy of student passport
- ⇒ Copy of study visa
- ⇒ Copy of return airline ticket
- ⇒ Copy of medical insurance

The student is asked to have in his possession, upon arrival, the following information:

- ⇒ Student name
- ⇒ Host family name
- ⇒ Host family address and phone number
- ⇒ Emergency phone number





GRADE LEVEL AND COURSES

International students accepted into the Northern Lights School Division No. 69 International Program must be made aware that ESL classes may not be offered as part of the curriculum.

Students must submit TOEFL marks of 380 minimum.

International students will be placed in selected regular classes at a grade level that reflects his/her previous performance and grade level in his/her home country.

Note: International Study Program may accept other test marks – for example: SLEP

Depending on the level of the student's English fluency, students may not be able to take the courses they originally intended. Course schedules will be determined and finalized once the fluency level has been properly determined.

Students are encouraged to apply the following in an effort to improve their English language skills:

- ⇒ Interact with English-speaking classmates.
- ⇒ Experience the use of English in everyday and academic situations.
- ⇒ Continue the development of specific academic skills in subjects such as mathematics and science.
- ⇒ Develop confidence and motivation by participating in the same activities as their English-speaking classmates.

In selecting the classes in which a student should be placed the following should be considered:

- ⇒ International students generally take longer to comprehend the assignments and to complete their homework.
- ⇒ Spares are recommended, especially during the first semester.
- ⇒ Students should be encouraged to take lower level courses in the first semester.
- ⇒ Recommended first semester courses include one academic subject (math or a lower level English) and 2 option/elective courses (computers, art, music, physical education).

If it is determined that the student is unable to meet the requirements of the selected courses, the student's counselor, in consultation with the school administration, will apply some or all of the following solutions:

- ⇒ Tutoring services (at the student's cost)
- ⇒ Extra resource material
- ⇒ Moving the student to a lower level course



INSURANCE & MEDICAL

- ⇒ It is **compulsory** for all international students to have medical coverage.
- ⇒ The school is required to take a copy of each student's insurance policy name and phone number in case of illness or an accident.
- ⇒ Only emergency dental treatment is covered by the student's insurance policy (like teeth knocked out in a baseball game).
- ⇒ The student must cover the costs of routine dental care.
- ⇒ Students are required to pay for the visit to the doctor or dentist and then submit the receipt to their insurance agency for reimbursement.





STUDENT RULES AND EXPECTATIONS

Students must abide by the laws of Canada and policies of the Northern Lights School Division No. 69. Unlawful use of drugs and the use of alcohol are forbidden in all circumstances.

- ⇒ Students must attend class every day, complete all homework assignments and maintain satisfactory/passing grades.
- ⇒ Students must purchase comprehensive health care coverage throughout the duration of his/her stay in Alberta.
- ⇒ Students are responsible for their own school fees.
- ⇒ Students are responsible for paying their own transportation fees to and from school.
- ⇒ Students must live with a family with at least one adult of 19 years or older.
- ⇒ Students are expected to return to their home country within two weeks after the end of the school program. Schools and division staff will not be responsible for the student after the program ends.

SCHOOL DISCIPLINE

Students accepted into the Northern Lights School Division No.69's International Study Program must abide by the same school rules, as do their Canadian counterparts. Infractions of school rules should be dealt with by the school in the same manner as they would for a Canadian student.

If a student is dismissed from the school, the student will lose his/her school authorization status and will be sent home.

For more information on student discipline policies, refer to <http://www.nlsd.ab.ca/view.php?action=documents&id=197>

Our Division/ Policy/ Administrative Procedures Manual/ 300-Students



STUDENT DEPARTURE

Students are required to return home within 2 weeks of program completion. The Northern Lights School Division No. 69 is not responsible for the student after the program ends. Students and parents sign agreement forms pertaining to departure – refer to student admissions application in the appendix.

- ⇒ All students arrive with a return airline ticket.
- ⇒ School administration to verify student reservations 4 weeks before departure.
- ⇒ Confirm travel departure arrangements for students that have agencies.
- ⇒ Check on maximum allowance of luggage for international flights.
- ⇒ Each airline has their own regulations for how many pieces of checked on luggage you can take, the maximum size and weight and any applicable fees. Please check your airlines for baggage allowances.
- ⇒ Students will need to mail/ship home excess luggage to avoid problems at the airport on departure day.
- ⇒ If the student is over the allowed weight and amount of luggage, he/she will be expected to pay for the charge at the airline counter.





HOMESTAY INFORMATION

Based on the criteria to obtain a student visa, Immigration Canada requires that all students under the age of 18 have an adult guardian.

Host families may accept a monthly stipend from the student or agency.

CRITERIA FOR ACCEPTABLE HOMESTAY ARRANGEMENTS:

- ⇒ A private bedroom, with a window
- ⇒ Bed, bedding and a dresser
- ⇒ Adequate heat, light and ventilation
- ⇒ Access to a bathroom and bathing facilities
- ⇒ Three meals a day
- ⇒ Access to laundry facilities
- ⇒ Reasonable transportation needs (this does not include transportation to and from school)

CRITERIA FOR QUALIFIED HOST FAMILIES:

- ⇒ Provide a clean, attractive, safe, caring and supportive environment
- ⇒ Provide three meals a day
- ⇒ Have the agreement of all family members to host an international student
- ⇒ Be willing to share their lives with others
- ⇒ Have a genuine interest and willingness to open their hearts and homes
- ⇒ Consist of at least two related people
- ⇒ Speak only English in the home
- ⇒ Must have the financial resources to host an international student
- ⇒ Express religious tolerance and a willingness to cooperate with the student in the practice of their beliefs
- ⇒ All family members must be in good health, without physical or mental disabilities that might interfere with hosting responsibilities.



HOMESTAY DISCIPLINE

Northern Lights School Division No. 69 recognizes the importance that the international homestay situation plays in the student's academic success. If it is the opinion of the school that the homestay situation is adversely affecting the student, the school is required to advise host parents or agency of concerns.

If the Student has been accepted into the program through an agency:

- ⇒ The agency will be advised of the concerns.
- ⇒ The agency will be given a deadline for dealing with the issue (the length of the deadline will be reflective of the problem, but usually no more than one week from the time the initial contact is made).
- ⇒ The agency will be required to advise the school, in writing, and within this time frame, of the steps it has taken to deal with the problem.
- ⇒ The agency will be advised that if no steps are taken to change the situation, the student may be dismissed from the program.

If the student has arranged their own Homestay Program:

- ⇒ The school administrator will meet with the student and/or the host family.
- ⇒ The student is subject to the same rights/responsibilities expected of all students.
- ⇒ The student, host parents, and Student Services are advised that if no steps are taken to change the situation, the student may be dismissed from the program.

Note: When dealing with serious problems, documentation is crucial in explaining why certain steps were or were not taken. The school administrator will be required to file a complete report of the situation.

DISCIPLINE REPORTS

Depending on the severity of the situation, a student may be written up in one of two forms:

- 1. Incident Report:** Used when a student has violated a rule due to an issue relational in nature; has been informed of this problem and has not made the desired change. A student may be dismissed from the program if 3 incident reports have been filed against him/her.
- 2. Probationary Contract:** Used when a student has violated a rule with deliberate intent. Probationary contracts are more serious in nature than warning reports. Probationary reports do not follow a 2nd or 3rd "strike". Student will be dismissed from the program if any further disciplinary issues arise.



HOST FAMILY MOVES

Steps to move a student:

If the student has been received into the program through an agency the following steps apply:

- ⇒ The agency must provide the school with a report of its counseling effort with the student and host family.
- ⇒ The school administration has the right to dismiss the student from the international program if the agency is not taking the necessary steps to ensure the situation is dealt with.
- ⇒ It is the responsibility of the sending agency to locate and screen a new family.
- ⇒ All supporting documentation, including policy and child welfare checks, must be forwarded to the school principal.

If the student has been received into the program through the Northern Lights International Program, the following steps apply:

- ⇒ The host family or counselor must provide the school administration with a report of its counseling effort with the student and the host family.
- ⇒ It is the responsibility of the student to locate a new family.
- ⇒ All supporting documentation must be forwarded to the school administration.
- ⇒ The school administration has the right to dismiss the student from the international program if the agency is not taking the necessary steps to ensure the situation is dealt with.

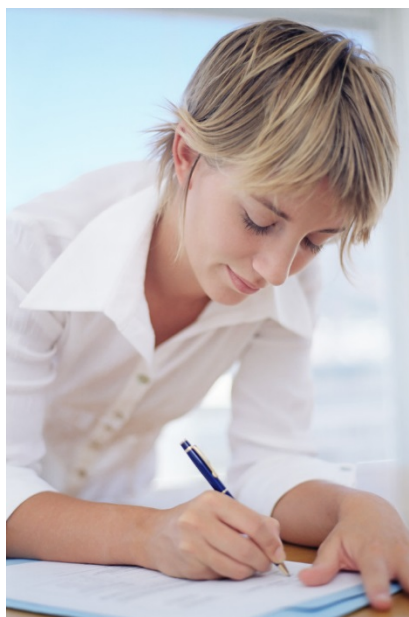




APPENDIX

PROGRAM FORMS

- I. Student Admissions Application Form
- II. Standard School Registration Form (to be filled out at the same time as the Student Admission Application form)
- III. Student Homestay Application
- IV. Host Family Application
- V. Notarized Affidavit of Custodianship
- VI. Sample School Acceptance Letter



NORTHERN LIGHTS SCHOOL DIVISION NO. 69
STUDENT ADMISSION APPLICATION

**STUDENT ADMISSIONS APPLICATION
CHECKLIST**

PLEASE ensure the following is included in this package:

- √ **Student application form completed and signed**
- √ **1 picture of yourself**
- √ **Copy of the last year of your academic report (transcript)**
- √ **Translation of school transcripts**
- √ **A copy of TOEFL score or other English fluency test taken**



**NORTHERN LIGHTS SCHOOL DIVISION NO. 69
ACADEMIC BACKGROUND INFORMATION FORM
FOR INTERNATIONAL STUDENTS**

Name of School Presently Attending: _____

Address of School: _____

Telephone Number: _____ Fax Number: _____

Head Master/Principal: _____ Email Address: _____

Grade Completed: _____ How many years of English classes have you taken? _____

Indicate the month/day/year you wish to study: _____ month/ _____ day/ _____ year

List the grade(s) you wish to attend while in Canada: _____

How long do you wish to study in a Canadian School? _____

Do you plan on obtaining a high school diploma in Canada? _____

List the name of the school you wish to study at (if known): _____

Indicate English ability: Check off the levels that apply to you:

- Beginner ___ Able to use some greetings, short sentences, but not enough to carry on a conversation
- Tourist ___ Able to order meals, ask directions, and read a little
- Spectator ___ Able to understand radio and TV programs can read, but hesitant to talk
- Fluent ___ Able to understand and use English in most situations

TOEFL Score: _____ Date of TOEFL: _____

Have you spent any time in an English-speaking society? _____ If so, please explain: _____

Please list extracurricular interests/ strengths: _____

List sports and any performing arts that you would like to participate in: (example: basketball, soccer, singing, musical instruments): _____



**NORTHERN LIGHTS SCHOOL DIVISION NO. 69
INTERNATIONAL STUDENT ADMISSION APPLICATION**

GUARDIANSHIP INFORMATION

Students under the age of 18 must have a reasonable adult who is a permanent residence of Canada to act as his or her custodian. (Notarized custodianship papers need to be submitted to Immigration Canada when applying for a Student Authorization).

Do you require a Homestay placement? _____ If yes, please fill out the Student Homestay application. If no, please list the address where you will be residing while studying in Alberta.

Name of Canadian Guardian: _____

Address: _____

Phone Number of Guardian: _____

Email address of Guardian: _____

FIELD TRIPS

I give permission for my child to participate in field trips as arranged by the school.

Parent's Signature: _____



PARENT & STUDENT AGREEMENT

Below are the expectations for all students. Please read carefully and sign your name after you fully understand and agree to comply with these rules.

Laws, Rules and Regulations

- 1. Students will abide by the laws of Canada and policies of the Northern Lights School Division No. 69. Unlawful use of drugs and the use of alcohol are forbidden in all circumstances.
- 2. Students are expected to return to their home country within two weeks after the end of the school program. Schools and division staff will not be responsible for you after the end of your program.
- 3. Students must purchase comprehensive health care coverage throughout the duration of his/her stay in Alberta.

School

- 1. Students must abide by all school rules, attend school daily, complete all homework assignments and maintain satisfactory/passing grades.

Homestay

- 1. Students must live with a family with at least one responsible adult.

Refund Policy

- 1. In the event that I do not come to Canada or decide not to attend or to attend or to leave the International Study Program for personal reasons, I, the student, agree that only a portion of the paid tuition fee will be refunded. In all cases, \$0.00 registration fee will be retained to cover administrative expenses. The following will apply:
 - a. A full refund will be given (less the registration fee) if the Canadian Government does not approve the visiting student authorization. Supporting documents must be supplied.
 - b. If the student withdraws or is removed prior to the first day of the school year, 50% of the tuition fee only will be refunded.

Failure to abide by the above rules may result in your dismissal from the program and termination of your student visa. You will not be eligible for any refunds should this occur. All costs incurred to send you home would be at the expense of you and your natural parents.

“I, _____, the student and _____ the natural parent, agree to the above following terms and conditions of participation in the International Student Program.”

Name of Student Signature Date

Name of Parent/ Guardian Signature Date



MEDICAL & GENERAL RELEASE AUTHORIZATION

1. We as parents or legal guardians of the undersigned student do hereby authorize the Northern Lights School Division No. 69 staff to consent to any X-ray examinations, anesthetic, medical or surgical diagnosis or treatment or hospital care which is deemed advisable by and is rendered under the general supervision of any licensed physician or surgeon, or at a hospital.

2. It is understood that this authorization is not given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of the Northern lights School Division No. 69 to give specific consent to any and all such diagnoses, treatment or hospital care which the aforementioned physician or surgeon in the exercise of his best judgment may deem advisable. If the participant becomes ill or incapacitated, the Northern Lights School Division No. 69 may take such actions as is considered necessary, including securing medical treatment and transporting the student home at his/her own expense. We release the Northern Lights School Division No. 69 from all liability related to such actions. Expenses incurred as a result of these services are the sole responsibility of the parents of the undersigned student. This authorization shall be valid for the entire duration of the program in which in which the student is participating.

3. We, the undersigned parents/guardians and student, do waive and release all claims against the Northern Lights School Division No. 69 for any injury, loss, damage, accidents, delay or expenses resulting from the applicant's participation in the International Study Program. This waiver includes loss or injury suffered by the student during the periods of travel.

I / We the parents/guardians of the student and the student have read and understand all of the above and agree to be bound by the release and authorization.

Name of Student	Signature	Date
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I / WE THE PARENTS/GUARDIANS OF THE STUDENT SIGNING ABOVE (OUR CHILD) HAVE READ ALL THE ABOVE INCLUDING BOTH THE MEDICAL RELEASE AUTHORIZATION AND THE AGREEMENT AND RELEASE AND I/WE AGREE THAT WE WILL USE OUR BEST EFFORTS TO ENSURE THAT OUR CHILD HONOURS ALL THE OBLIGATIONS SET OUT AND WE AGREE TO BE BOUND BY THE RELEASE AND AUTHORIZATIONS.

Name of Parent/Guardian	Signature	Date
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Name of Parent/Guardian	Signature	Date
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STUDENT REGISTRATION FORM

F300-1

Your School Name
School Address
City/Town , Alberta
Postal Code

PHONE: (780) XXX-XXX

FAX: (780) XXX-XXX

The information requested on this form is being collected pursuant to the School Act, Section 23, A.R. 225/2006 and the FOIP Act, Sections 33(c), 39(1)(b) and 40(1)(c). Information acquired through this form is kept secure and access is restricted.

REGISTRATION FORM

Entry Date: _____ Student ID # _____ Document Type: _____
 Entry Code: _____ ASN # _____ Document # _____

STUDENT INFORMATION

Student's Legal Name _____
 (as shown on legal documentation) Last First Middle

Student's Preferred Name _____
 (if different from above) Last First Middle

Birthdate: ____/____/____ AGE as of Sept 1: ____ GRADE: ____ GENDER: __ Male __ Female
 Month Day Year

Current Mailing Address: _____ City: _____ Postal Code: _____

Residential Address (if different than Mailing):
 Apt: ____ Street Address: _____ City: _____ Postal Code: _____

Municipal (911) Address: _____

Student's Cell Phone: _____ Student's email address: _____

CITIZENSHIP

The student's Birth Certificate, Canadian Citizenship Certificate, Passport, Visa, Permanent Landed Immigrant document or other official document must be given along with this form in order to register. A photocopy will be placed in the Student Record.

____ Canadian Citizen _____ Student Authorization-Study Permit (provide study VISA)
 _____ Permanent Resident/Temporary Resident Student Visa Expiry Date: DD ____ MM ____ YYYY ____
 _____ Child of a Canadian Citizen Other: (explain) _____

PARENT/GUARDIAN INFORMATION

1 <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian Other (Specify) _____ <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.				2 <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian Other (Specify) _____ <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.			
Last Name		First Name		Last Name		First Name	
Address							
City	Province	Postal Code	Country	City	Province	Postal Code	Country
Home Phone	Unlisted Y/N?	Day/Work Phone Number		Home Phone	Unlisted Y/N?	Day/Work Phone Number	
Cell Phone Number:				Cell Phone Number:			
Email:				Email:			
Is to receive mail from school? <input type="checkbox"/> Yes <input type="checkbox"/> No By <input type="checkbox"/> Email <input type="checkbox"/> SMS/text <input type="checkbox"/> Voice <input type="checkbox"/> Paper				Is to receive mail from school? <input type="checkbox"/> Yes <input type="checkbox"/> No By <input type="checkbox"/> Email <input type="checkbox"/> SMS/text <input type="checkbox"/> Voice <input type="checkbox"/> Paper			

CUSTODY INFORMATION

Student Lives With: Both Parents Mother Father Legal Guardian Other (please specify) _____

If a custody order or any other legal document governing the custody or guardianship of your child exists, a copy of the documentation **must** be provided by parent/guardian to be placed in the student record.

Yes No If 'yes', please make arrangements to discuss this situation with the school administration.

Name of most current Legal Document: _____ Document Date: _____

INDEPENDENT STUDENT STATUS

Students 18 years of age or older; or 16 years of age and older and considered legally "independent" (not living at home and providing solely for themselves) are considered "**independent**" under the School Act. An **independent student** may complete this form and register in the Northern Lights School Division without parental consent. **Proof of Independent Status must be presented.**

Are you declaring independent status? YES No (If Yes, please attach proof of independent status.)

MEDICAL INFORMATION

Are there any particular medical problems your child may be experiencing which his/her teacher should be aware of?
 Physical Disabilities Allergies Serious Illness

Please explain: _____

***Student lists will be provided to Alberta Health Services upon request from the RHA.*

EMERGENCY CONTACTS

It is essential that you provide the names and phone numbers of individuals who have given their permission to be contacted in the case of emergency if the school cannot reach the parent or guardian listed above.

Emergency Contact #1	Emergency Contact #2	Emergency Contact #3
Name:	Name:	Name:
Relationship to Student:	Relationship to Student:	Relationship to Student:
Phone Number(s) : <input type="checkbox"/> Home () _____ <input type="checkbox"/> Business () _____ <input type="checkbox"/> Cell () _____	Phone Number(s): <input type="checkbox"/> Home () _____ <input type="checkbox"/> Business () _____ <input type="checkbox"/> Cell () _____	Phone Number(s): <input type="checkbox"/> Home () _____ <input type="checkbox"/> Business () _____ <input type="checkbox"/> Cell () _____

SIBLINGS INFORMATION

Do you have other children attending this school? YES (if yes, please list their names and grades) NO

The provision of sibling information is optional and is collected for communication purposes.

Name	Grade	Name	Grade

SPECIAL PROGRAMMING

Does your child have any special needs that we should be aware of (IPP or special programming)? Yes No

English as a Second Language: a student may be eligible for ESL support when the language spoken at home is a language other than English. ESL students can be Canadian born or foreign born.

Do you think your child would benefit from ESL support? Yes No

Language mainly spoken at home: _____

FRENCH IMMERSION

French Immersion is offered in the following school in the Northern Lights School Division:

- Art Smith Aviation Academy – Cold Lake – Kindergarten to Gr. 8

Please check if you are registering for the French Immersion Program.

SECTION 23 FRANCOPHONE EDUCATION ELIGIBILITY DECLARATION

Francophone eligibility rights refer to instruction in a Francophone school, NOT a French Immersion school. According to the School Act and Section 23 of the Canadian Charter of Rights and Freedoms, a student is eligible for instruction in a Francophone school if at least one parent is a Canadian citizen and one of the following three conditions exists:

- Either parent’s first language learned and still understood is French, or
- Either parent has received their primary school instruction in Canada, in French, or
- One or more of the parent’s children has received or is receiving primary or secondary instruction in French in Canada

Does your child have Francophone eligibility? ___ Yes ___ No

The Alberta Student Records Regulations requires that, if requested, NLSD will provide name, address, birth date, and parent’s name of Section 23 Eligible students to the Francophone School District.

ABORIGINAL LEARNER DATA COLLECTION

If you wish to declare that you are an Aboriginal person, please specify:

- Status Indian /First Nations Non-Status Indian/First Nations Metis Inuit

Are you living on Reserve __ Yes __ No Band of Residence: _____ Treaty #: _____

Alberta Education is collecting this information pursuant to section 33(c) of the FOIP Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. For further information, please contact the office of the Director, Aboriginal Policy Sector, Alberta Education (780) 427-8501.

LAST SCHOOL ATTENDED

Name of School: _____ Grade: _____
 Address: _____ Postal Code: _____
 Phone Number: _____

BUSING INFORMATION

Bus Number: _____ Bus Driver: _____

IMPORTANT INFORMATION FOR PARENTS

Under Section 23 of the School Act, students/parents are entitled to review their children’s student records. The record, if still in the possession of the Northern Lights School Division No. 69 after the student’s twenty-fifth birthday, shall be destroyed.

If you have any questions regarding this request for individual student information and about our use or disclosure of student information, please contact your School FOIP Coordinator or the NLSD FOIP Coordinator at 6005-50 Avenue, Bonnyville, Alberta, T9N 2L4. The phone number is (780) 826-3145 and fax is (780) 826-4600.

DECLARATION

SIGNATURE REQUIRED:

I, the undersigned, hereby represent that I have the legal authority to register the child. I declare the information that I have provided on this form is complete and accurate. **I will notify the school of any changes to the information on this form.**

Signature of Custodial Parent/Legal Guardian/Independent Student: _____ Please Print Name: _____	Registration Date		
	MM	DD	YYYY



NORTHERN LIGHTS SCHOOL DIVISION NO. 69

6005-50 Avenue, Bonnyville, Alberta T9N 2L4

Phone: (780) 826-3145

Fax: (780) 826-4600

NOTICE OF ACTIVITIES

(as required by the Freedom of Information and Protection of Privacy Act, Sections 33, 34, 39 and 40 and Canada's Anti-Spam Legislation (effective July 1, 2014))

PARENTS – PLEASE READ CAREFULLY

The purpose of this notice is to inform you about the collection and use of student information by Northern Lights School Division No. 69.

In many cases the information is specifically mandated under the School Act, such as the information provided when a student is registered. For example, the Division must provide Alberta Education with specific information on each student. Certain information may also be required by the Regional Health Authority or other Ministries. In other instances, personal information is collected and used for authorized programs and activities that are a normal part of school life. These uses, which are listed below, are a vital part of a healthy and functioning school and participation of all students is very important. We realize, however, that there may be occasions where you, as parents or guardians, have concerns relating to the safety of your child with any of these uses of information. If this is the case, please contact the school office.

Effective upon signing and continuing for as long as your child is a student in the school that he/she is currently registering in, all parents are requested to review the following information and either provide consent or specify considerations where you are withholding consent. Parents of *continuing* students in the same school will not be asked to sign this consent form each year. What is marked on this consent form will be used at the school for as long as your child attends this specific school or until you inform the school in writing of a change or if you are revoking your permission.

Types of activities where information may be collected or used include:

- 1) the use of student names in lists for planning, for emergency procedures, in managing busing issues, and in coordinating school activities.
- 2) the taking of individual, class, team, or club photos for school purposes and the use of student photos for students' union cards or other identification purposes;
- 3) the use of students' names on artwork or other creative work or material of students displayed at science fairs, other project displays at school or school board sites and school related/sponsored activities;
- 4) the use of student names in honor rolls, work ethic listings, citizenship rolls, graduation ceremonies, scholarship or other awards with the school or school board;
- 5) the use of student names and academic information necessary for determining eligibility or suitability for provincial, federal, or other types of awards or scholarships in the event the board applies on a student's behalf;

- 6) the use of student names, related contact information and telephone numbers for absenteeism verification;
- 7) the use of a student’s name, photo, and comments in the school newsletter, yearbook, NLSD calendar, graduation book or other school publications.

(Where the school newsletter or publication will be posted to the school website or NLSD website, a separate and specific consent is required – see attached Student/Parent Consent to Disclose Personal Information to Websites, Newsletters and Media).

- 8) the taking of photos and/or videos of classroom activities, and their use by the media or other organizations where students are not interviewed or identified by name or face

(Where individual students are identified or interviewed and the material will be used outside the school by Media, the Student/Parent Consent to Disclose Personal Information to Websites, Newsletters and Media is required). Other organizations will still require specific consents.

Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school. Such photos or videos do not require consent;

- 9) the taking of photos/videos of classroom or other school activities by the school board where the material will be used within the school; and
- 10) mandatory disclosure of both student and parent information to assist the Regional Health Authorities with communicable disease intervention and follow-up (such as vision, speech, hearing, dental, immunization programs). Lists will be provided to the local Health Unit authorities upon their request.
- 11) the circulation of information on a “need-to-know” basis regarding students who have severe or life-threatening medical conditions.
- 12) the use of parent, student and guardian email and cell phone numbers for the purpose of sending attendance and school information messages to email addresses and text messages sent to your cell phone. No commercial activity will be sent by email and/or text messages unless separate CASL (Canada Anti-Spam Legislation) consent forms are obtained from the parent/student.

I hereby give permission for the school to use information/photos for my child for all purposes specified above.

Signature

Child’s Name

Grade

Date

I wish to object to the use of information about or photographs of my child under the following circumstances (please list):

Signature

Date

For further information concerning the completion of this form, please contact the FOIP COORDINATOR at the Northern Lights School Division No. 69, 6005-50 Avenue, Bonnyville, Alberta T9N 2L4 Phone: (780) 826-3145, Fax: (780) 826-4600



**Northern Lights School Division No. 69
International Student Waiver and Release from Liability Form
International Study Program**

(This Form Must Be Signed By The Participant, And Also By The Parent / Guardian If The Participant Is Under Age 18)

Name of Participant _____ Student ID # _____

Name of School _____ Semester(s) Academic Year _____

Home Country _____ Nationality _____

Expected Length of Stay _____

I, _____ a Participant in the above referenced Program, acknowledge participation in the program may involve many risks not known to me or to the Northern Lights School Division No. 69, its Trustees, Officers, faculty, employees, representatives, agents, or anyone accompanying this Program, or their heirs or estates (collectively referred to hereinafter as the "School Board"), which may not be foreseen or reasonably foreseeable by any of us at time or at the time of the Study Program in which I may participate, and which may not normally be associated with study in Canada, including, but not limited to terrorism, diseases, search and/or seizure of property by customs or other governmental authorities, personal liability, risk of personal injury to me including disability or death, damage to property belonging to me and others, differing customs and legal requirements. I knowingly and voluntarily agree to assume any and all risks associated with this program. In exchange for being permitted to participate in this study program, I agree to the following:

I, voluntarily and without reservation, and realizing the full legal significance of my action, hereby waive, renounce and release, on behalf of myself, my heirs and my estate, all claims of whatever nature against the "School Board" including, but not limited to, claims of any injury, loss, damage, accident, delay, irregularity or expense caused by strikes, war, weather, sickness, quarantine, government restrictions, or arising from any act or omission of any steamship, airline, railroad, bus company, hotel, restaurant, school or university, firm, agency or individual, or for any other cause whatsoever arising out of, resulting from or in connection with the above-referred International Study Program. Further, I accept personal responsibility for any injury (including, but not limited to, personal injury, disability, dismemberment and death), illness, damage, loss, claim, liability or expense, of any kind or nature that I or my property may suffer, and agree to release the "School Board" from any liability arising from any such risks.

I assume all risks associated with my participation in the International Study Program including, without limitation, the risk of any negligence or recklessness or failure to act, by other participants or others, and the risk of injury caused by the condition of any property, facilities or equipment used during the International Study Program, and I agree to waive, renounce and release, on behalf of myself, my heirs and my estate, my claim against the "School Board" alleged to be caused by such negligent or reckless actions, or failure to act, or the condition of any property, facilities or equipment used during the International Study Program.

It is expressly understood and agreed that although the "School Board" is providing instruction and/or supervision with respect to this Program, I am responsible for my individual conduct, health and safety at all times. I agree to defend, indemnify and hold harmless the "School Board" for any and all losses, expenses, claims, judgments and liabilities (including attorneys' fees) of any nature arising out of, or in consequence of, my acts, words, conduct, etc. in connection with the Program including, but not limited to, damage to property, any injuries or death sustained by any person(s). I further understand that nothing stated herein shall relieve me from upholding and supporting the standards covering students as set forth by Northern Lights School Division No. 69.

FOREIGN TRAVEL WAIVER AND RELEASE FROM LIABILITY FORM

I am in good health, have no physical conditions that affect my ability to participate in any of the activities involved in this Program, and have not been advised otherwise by a medical practitioner. In this regard, I have completed an Emergency Contact & Medical Information Form. I acknowledge that the travel accident and sickness insurance, purchased by me, is mandatory and that the premium charged has been paid, by me, in full before my arrival in Canada. The "School Board" is in no way responsible for any costs or medical care.

I also grant the "School Board" full authority to take whatever action it deems is warranted under the circumstances regarding my health or safety in connection with my participation in this Program, including the providing of any emergency first aid, medication, medical treatment, or surgery deemed necessary by medical personnel. This authority will permit the "School Board", at its discretion, to place me, at my own expense, in a local hospital for medical services and treatment, or, if no hospital is available, to place me in the hand of a local medical doctor for treatment. The "School Board" is further authorized to fly me back home, at my own (or my parents') expense, for medical treatment if, in consultation with local medical authorities, this is deemed to be necessary. I also authorize medical personnel to execute any documents relating to medical attention and to act on my behalf, if I am unable to do so.

I agree that at all times I will follow the directions of the "School Board" personnel accompanying the Program in all matters in connection with the Program. The "School Board" reserves the right to suspend or terminate my participation in the Program for failure to maintain the standards of the Northern Lights School Division No. 69 or if it be deemed that my acts, words or conduct are detrimental to, or incompatible with, the interests, purpose or welfare of the Program or of the "School Board". This suspension or termination will in no way entitle me to a refund for any unused portion of the cost of the Program.

This Waiver is a legally binding agreement and will be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. Any provisions found to be void or unenforceable shall not affect the validity or enforceability of any other provisions.

I have read this document and I understand its content. I understand that by signing below, I have given up substantial rights. I have voluntarily signed this release.

Signature of Participant
[to be signed in presence of Notary Public]

Date

Print Name of Participant

Sworn to me on this date
[Notarized, with stamp/seal]

PARENT/GUARDIAN SIGNATURE FOR PARTICIPANTS UNDER 18 YEARS OLD

As the parent/guardian of the above-named participant, I agree to the terms and conditions contained in this Waiver and Release form, and I assume responsibility for the actions or inactions of the Participant.

Signature of Parent/Guardian
[to be signed in presence of Notary Public]

Date

Print Name of Parent/Guardian

Sworn to me on this date
[Notarized, with stamp/seal]