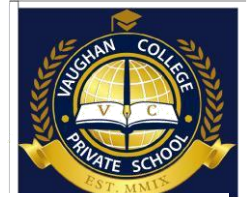


VAUGHAN COLLEGE PRIVATE SCHOOL

www.vaughancollege.ca

905-265-9229



INTERNATIONAL STUDENT APPLICATION PROCEDURE FOLLOW THE PROCEDURE WRITTEN BELOW

1. APPLICATION:

Application Form must be completed.

2. EDUCATIONAL DOCUMENTS:

Student's official report cards/transcript of marks are required for the last two years plus current.
(documents must be officially translated into English)

3. MINIMUM ACADEMIC AVERAGE REQUIRED: 65% or equivalent & no failures –per academic year

4. GUARDIANSHIP DECLARATION – (PARENT/LEGAL GUARDIAN):

Form must be completed and notarized in the home country.

5. GUARDIANSHIP AFFIDAVIT – (CANADIAN GUARDIAN):

Proof of Guardianship as must be an original copy. If a new guardian is appointed during the academic year, an original copy of the new Guardianship Affidavit must be submitted to the Admissions Office immediately. *(to be completed, signed, and sealed by a Solicitor or Notary Public).*

6. GUARDIAN RESPONSIBILITY AGREEMENT – (CANADIAN GUARDIAN):

Must be completed and signed.

7. FEE:

Application fee payment must be made at the time of Application, and the school fee is payable at the time of conditional offer received. Fee is paid in Canadian Dollars by Certified Cheque or Bank Draft, or Cash but not by credit card payable to Vaughan College Inc.

8. ADMISSION PROCESS:

The Admissions Office will process the student application upon receipt of the documents listed at the end and fees: ***(Failure to comply may result in the return of the application package or delay the application process)***

Once all the documents have been reviewed, a decision will be made whether or not to advance to the **personal interview (phone or Skype)**. A school Vice Principal will contact the family, guardian or agent (using the contact information that you provide on the Student Application). Admission decisions are usually made based on the interview and the above documentation, including the student essay which is used as a pre- assessment tool that assists us in determining a student's writing ability.

If successful, a conditional letter of acceptance (LOA) will be issued and the family will be given three weeks to decide whether or not to accept the offer. Banking information will be provided at the time of the conditional LOA. If the family wishes for their child to attend, full tuition payment must be made before a formal letter of acceptance can be issued.

The Admissions Office will issue a formal “Letter of Acceptance” required by Citizenship & Immigration Canada when applying for a Study Permit. As soon as the guardian becomes aware of the student’s arrival date in Canada, the guardian must contact **Vaughan College Private School** to arrange and appointment. When coming to the school for the assessment, the student **must** be accompanied by the Guardian

9. REFUND POLICY:

There will be **no refund** of tuition fee after a Letter of Acceptance has been issued, if the student withdraws for any reason other than visa denial.

There will be **no refund** of tuition fee if the student is found in violation of school regulations and asked to withdraw from the school.

There will be **adjustment** of tuition fee if the student changes immigration status during the school year. For instance, students who become permanent residents or landed immigrants of Canada after tuition fee is paid **will not** be eligible for any adjustments.

If a Study Permit is denied, the original letter of rejection from Citizenship & Immigration Canada and the original Letter of Acceptance must be presented to the Admissions Office. The tuition fee will be refunded less \$500.00 administration fee.

10. HEALTH INSURANCE COVERAGE:

Health insurance is mandatory, which will be bought by you directly through your Insurance Provider.

11. STUDY PERMIT:

Upon arrival of the student a copy of the Study permit must be submitted to the Admissions Office.

- Note: All forms must be completed in English, and all documentation submitted must be original and officially certified and translated into English (when applicable). See below the list of documents.
- Completed Application Form including the pre-assessment essay and teacher reference.
- Educational Documents (original, official report cards/transcript of marks for the last two years and current year)
- Tuition Fee - including all other Applicable Fee
- Health Insurance – See below at the end of this document the contact information
- Guardianship declaration - page 1 – (Canadian Guardian)
- Guardianship declaration –page 2 – (Parent/Legal Guardian)
- School Agreement – After the issuance of study permit.
- Immunization Record

To apply for a Study Permit, you may refer to the Citizenship and Immigration Canada website at <http://www.cic.gc.ca>

Finding a Home Stay Family

Canada Homestay International (CHI) has been bringing international students and Canadian host families together for many years. CHI is part of the Canada Homestay Network which is the leading homestay program management firm in Canada. To learn more about the services offered, please contact:
www.canadahomestayinternational.com

Finding a Custodian (Guardian)

International Students Canada (IS-Canada) is a local company that is committed to students studying abroad by better supporting them during their education. IS-Canada realizes that it has to know their students to support them properly. To learn more about our full range of services, please contact: Web: www.IS-Canada.com
Canada: 416 900-1775 China: 950 4031 7848

CONTACT INFO FOR ONE OF THE INSURANCE PROVIDER.

<http://www.studyinsured.com/get-insured/students/>

Phone: Toll free: 1-888-386-8888 Local: 416-644-4870	Fax: Toll free: 1-877-844-6453 Local: 416-730-1878	E-mail: helpline@ingleinternational.com	Address: Ingle International 460 Richmond St. W., Suite 100, Toronto, ON M5V 1Y1, Canada
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