

# International Education Participation Agreement

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## Limestone District School Board

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**Limestone District School Board (LDSB) welcomes international students as guests to its schools. This agreement outlines the terms that international students must abide by while attending a Limestone school, living in Canada and, where applicable, living in a Limestone homestay.**

**Instructions:** Please read the following information carefully and print. After signing the last page, either scan or take a picture of it, and include it with the requested documents when submitting the application package.

If a student needs support to understand this document, then language assistance will be provided.

### Part A: General Policies

The student and his/her parents or legal guardians hereby agree that:

1. the student must obey the laws of Canada, the Province of Ontario, follow the policies/procedures of the LDSB, and the terms outlined in this Participation Agreement.
2. the student must follow all school and board regulations regarding attendance, course responsibilities and behaviour. These behaviours are outlined in each school's code of conduct.
3. inaccuracies in the student's application may result in immediate dismissal from the LDSB International Education Program without refund of tuition fees.
4. the LDSB has the right to make educational decisions, including placement and program selections in the best interests of the student within available resources. This may include a language assessment to determine a level of ESL programming.
5. the student will use the International Education Homestay program in the Kingston and surrounding areas. If there are disputes or issues at the homestay, the student must initiate a discussion or submit a letter to the Homestay Coordinator. This should be well in advance of a critical issue. Any change of Homestay will be done in consultation with the student, Homestay Coordinator and custodian. Any change of homestay must be approved by the International Education Office (IEO).
6. the student must attend all registered classes unless unable by reason of illness or injury, in which case the student must provide a note from a Parent, Agent, Custodian or Homestay family for any absences. In many cases a Doctor's note will be required.
7. the student must not withdraw from courses without consent of school officials. In addition, students cannot substitute online courses in place of face-to-face courses if they are available (September-June).
8. the student must maintain a current study permit from Citizenship and Immigration Canada. Questions regarding this process can be directed to the International Education Office. The student shall not accept employment in Canada.
9. the student must refrain from purchasing, possessing or consuming any illegal substance including, but not limited to; tobacco, cannabis, alcoholic beverages or any other controlled narcotic without a prescription from a physician.
10. the student must refrain from driving a motor vehicle unless legally insured and licenced to drive in Ontario.
11. the IEO may communicate information to a student's parents and/or referring agency in the home country, regardless of the student's age.

12. the student may require vaccinations under Ontario's Immunization of School Pupils Act, and we hereby authorize the public health department to administer all necessary vaccines.

Violation of the above requirements could result in a variety of consequences, including, but not limited to, being subject to a review, being placed on academic probation, being placed on a behaviour contract, being removed from the LDSB, and having the temporary student visa revoked. If the student is removed from the LDSB then the LDSB will notify immigration authorities of this action. As a result, the student may have to return to their country of origin. If a student is to be removed from the LDSB, parents will be given notice through email. The parents must then assume authority over their child and take immediate steps to return their child home.

### **Part B: Home-Stay (if applicable)**

1. Limestone staff will work with students who experience problems in their home-stay to help resolve an issue. A homestay change will be arranged if it is considered to be in the student's, and homestay family's, best interests. This is done at the discretion of the LDSB IEO.
2. Students who initially request LDSB to provide homestay/custodianship arrangements will, under normal circumstances, agree to remain living within the Limestone homestay network for the duration of the school year. Only under extenuating circumstances may a student move out of the Limestone homestay network. Requests to do so will be reviewed by the IEO. International students who exit the Limestone homestay program must live with a parent, of-age family member, or a custodian outside of the LDSB IEO, while studying at Limestone, regardless of age.
3. Students requesting to be relocated to a new homestay are required to give the IEO and their current homestay provider at least 14 days' notice in advance of relocation. Without such notice, or mutual agreement by their home-stay provider, students will be required to forfeit part of their monthly homestay fee.
4. The student is a guest in the host family's home. The host family reserves the right to request Limestone to relocate the student at any time for failing to uphold household rules or behavioural expectations.
5. LDSB will collect homestay fees in advance, hold them in trust, and remit the full monthly fee to the homestay provider on the student's behalf. Limestone does not withhold any part of the homestay fee for this service.
6. The student and his or her parent(s) agree to respect and abide by the host family's house rules. This may include; keeping the student's room tidy, doing light reasonable household chores, and lending help when needed etc...
7. Students must submit a Travel Request Form to the homestay family and the IEO at least two weeks in advance when planning to travel outside of Kingston.
8. Students are required to pay for any damage they cause to the host family's property.
9. Students must pay for personal expenses, including international telephone calls, excessive internet usage, and personal hygiene items.
10. Students must always notify the homestay parents of their whereabouts.
11. Students must have read and understood the Pre-Arrival handbook.

## Part C: REFUND POLICY

Application Fee and Homestay Placement Fee: Non-refundable

Tuition Fee: Full tuition, less \$500 administration costs, will be refunded if Citizenship and Immigration Canada (CIC) does not issue a Study Permit. To obtain the refund, the student must provide: 1. The original rejection letter from Citizenship & Immigration Canada (CIC); 2. The original Limestone DSB Letter of Acceptance; and 3. The original tuition fee payment receipt. Two-thirds of the tuition fee will be refunded if the student withdraws prior to the first day of the semester. One-half of the tuition fee will be refunded if the student withdraws at any time during the first calendar month of the semester (i.e., September or February).

Security Deposit: The security deposit is held by Limestone in trust and may be used for incidental expenses such as homestay property damage, lost textbooks, airport transfer, and extra homestay payments. Upon the student's departure from Limestone, any remaining security deposit will be refunded directly to the student by cheque.

No tuition fee refund will be provided if a student withdraws after September 30th of the first semester, or February 28th of the second semester; or if the student is removed from the program or is charged with a criminal act in Canada.

## Part D: Acknowledgement

By submitting this application form, I certify that I understand the terms of the Participation Agreement. I acknowledge that Limestone District School Board reserves the right to remove students for failing to abide by the terms of the Participation Agreement. I understand that it normally takes at least two academic years to meet the requirements of the Ontario Secondary School Diploma.

**I have read, understood and agreed to the terms as outlined above:**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please print and sign this page. Then, either scan or take a picture of it and include the file with the other application documents when submitting them to Limestone District School Board. Further Information is available at the International Education Office website found at <http://www.studykingston.com>

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## Our International Education Office is on your team!



We care about you and your time here with us in Kingston. We are thrilled that you have chosen Kingston as a wonderful place to study and improve your English and learn about Canada. Kingston has a great tradition of education and history. Kingston was the first capital of Canada and is home to Queen's University, the Royal Military College, and St. Lawrence College. The Limestone District School Board and Kingston sits on the shores of beautiful Lake Ontario.

We understand that the decision to leave your home and make a new home in Kingston is a big step! We are here to help make the transition smooth and welcoming. Kingston has so many things to offer. You will find people here friendly and helpful. Our team at the International Education Office is no different. We will look to help, assist, listen and communicate with you and your homestay family on a regular basis.

### WHAT THE INTERNATIONAL EDUCATION OFFICE CAN DO TO HELP YOU!

- Introduce you to your homestay family;
- Provide you with information about School orientations & visits;
  - Help with getting Bus passes and explain Health Insurance;
  - Provide fun field trips & activities;
- Help you to work through problems with school or your homestay;
  - Help you with your course selection;
  - Communicate with your agent.

**During your stay with us, it is our pledge to you that we will make every effort to ensure you...**

*Have fun and are given the opportunity to explore different parts of Ontario*

*Learn about Canada and the diversity of our country*

*Learn in an Education system that is recognized world-wide*

*Learn in a homestay environment supported by the LDSB*

*Are supported by our own LDSB Homestay Coordinators*

*Have an opportunity to make potential life-long lasting relationships*

