



INTERNATIONAL FEE-PAYING STUDENT APPLICATION PACKAGE

WELCOME and thank you for your interest in the Hamilton-Wentworth Catholic District School Board International Education Program. In this information package you will find application forms, an explanation of our admission procedures and application process.

Acceptance into Hamilton-Wentworth Catholic District School Board International Education Program will be determined by the following:

- ✓ Evaluation of the completed application package
- ✓ Availability of space within HWCDSB International Education Programs
- ✓ Receipt of a Study Permit. All students who plan to study for more than 6 months must apply for, and receive, a Study Permit from Citizenship and Immigration Canada. Guidelines and an application form can be found on the Citizenship and Immigration Canada website, <http://www.cic.gc.ca/english/information/applications/student.asp>. You should contact the Canadian Visa Office in your home country to determine if you need to complete any additional forms, or provide any additional documents. It is the responsibility of the student to maintain a valid and current Study Permit for the duration of his/her attendance at one of our schools
- ✓ Once you receive your Study Permit from Citizenship and Immigration Canada and arrive in Canada, please contact the Assessment Department at 905-525-2930 Ext 2006.

****COVID-19 Updates and Changes****

During these unprecedented times, it will be important that you are well informed and prepared for your trip to Canada and with the HWCDSB.

To prevent the spread of the COVID-19 virus the government of Canada has [travel restrictions, exemptions, and advice](#).

In compliance with the [Government of Canada's Quarantine Act](#), international students arriving in Canada from outside of the country, are required to observe the act before entering and attending school.

Please read the entire application package carefully.



PLACEMENT

All students are placed in their age appropriate grade, according to the Ministry of Education of Ontario guidelines.

Applications are reviewed and approved by the school principal and superintendent and are subject to space availability.

Elementary: FDK to Grade 8

Elementary school applicants will be determined by the Assessment Department.

Secondary: Grades 9 - 12

Secondary school applicants are designated to attend St. Mary Catholic Secondary School located at 200 Whitney Ave, Hamilton. **There are no exceptions.**

Virtual School:

Admission into the Virtual School is approved on a case by case basis and is subject to availability.

APPLICATION PROCESS

Step 1: Applications must be submitted to:

Hamilton-Wentworth Catholic District School Board
ATT: Assessment Dept.
90 Mulberry St, P.O. Box 2012
Hamilton, ON L8N 3R9
Fax: 905-525-2914
Email: international.admissions@hwcdsb.ca

1. Completed HWCDSB **Application Form**
2. Required documents as set out in the **Checklist**
3. Signed and notarized **Custodianship Declarations** (provided in this application package)

Step 2: Upon receipt of the above, a Letter of Acceptance and Tuition Payment Request will be issued to the parent/guardian.

Step 3: Full payment of fees must be paid following the approval of the Study Permit issued by Citizenship and Immigration Canada. HWCDSB does not issue official invoices, however, the Assessment Department can provide a letter confirming receipt of funds.

Step 4: Once the student has paid their fees in full and provided the fully completed application package, the Assessment Department will forward the documents to the school the student has been approved to attend. The school will then contact the parent/guardian to arrange a meeting.



International Fee-Paying Student Application Package

REGISTRATION AT A HWCDSB ELEMENTARY OR SECONDARY SCHOOL

Upon arrival in Canada, please contact the Assessment Office before contacting the school in order to assist with placement and registration. Assessment Staff can be reached at 905-525-2930 Ext 2006.

Once an appointment has been arranged with the school, please bring the following documentation if they have not already been provided:

1. Original and valid Study Permit issued by Citizenship and Immigration Canada
2. Passport and/or birth certificate;
3. Original Baptismal Certificate or School Admissions approval (For Elementary admission only);
4. Proof of residency in the City of Hamilton;
5. Proof of vaccinations and health insurance;
6. Original, notarized Custodianship Declaration – Parents/Guardians from Citizenship and Immigration Canada; and
7. Original, notarized Custodianship Declaration from Citizenship and Immigration Canada.

TUITION FEES FOR 2022-2023

Elementary

Full Year	September to June	\$13,000.00
Half Year	One Semester 1 st semester (September- January) 2 nd semester (February-June)	\$6,500.00

Secondary

Full Year	September to June	\$13,500.00
Half Year	One Semester 1 st semester (September- January) 2 nd semester (February-June)	\$6,750.00

- ✓ Tuition fees must be paid in full
- ✓ Fees are subject to change without notice
- ✓ Fees must be paid by electronic wire transfer; add \$35.00 in addition to the tuition fees

SUMMER/NIGHT SCHOOL

For any additional credit(s) earned through summer school or night school, a **fee of \$1,366.00 for full credit; half credit course \$683.00** will be charged. Arrangements and payment are made through St. Charles Adult and Continuing Education. Please contact the school directly at 905-577-0555 Ext 3200.



TUITION REFUND POLICY

- **A full refund** will only be issued if Citizenship and Immigration Canada does not approve a Study Permit. The following documents must be submitted to the Assessment Office in order to receive the refund:
 - ✓ The original Letter of Rejection from Citizenship and Immigration Canada
 - ✓ A written refund request by the parent/guardian including the name and address of the refund recipient

- **A pro-rated refund** of the tuition fee will be issued under the following circumstances:
 - The student withdraws during the school year
 - The student changes immigration status during the school year (*decisions on refunds are made on a case-by-case basis, subject to when the student's immigration status changes*)
 - The student withdraws in the event of a Ministry-mandated school closure

- There will be **no refund** of the tuition fee under the following circumstances:
 - Any inaccuracy in the application that may result in dismissal from the HWCDSB
 - The student is found in violation of Ministry regulations or policies or procedures of HWCDSB and as such is directed to withdraw from HWCDSB's school system



INTERNATIONAL FEE PAYING STUDENT APPLICATION FORM

PLEASE PRINT THE FOLLOWING INFORMATION IN ENGLISH

STUDENT INFORMATION

Surname (Family Name)

Given Name

Preferred Name

Citizenship

Country of Birth

Date of Birth (Year/Month/Day)

First Language

Second Language

Gender: Male Female

Custodian's

Hamilton Address: _____

Custodian Phone Number

Custodian Email

For Elementary Admission:

Is the student baptized Roman Catholic? Yes No

If no, request to be considered through School Admission Policy, S.A.01

PARENT INFORMATION

Father's Surname (Family Name)

Given Name

Email Address

Mother's Surname (Family Name)

Given Name

Email Address

Home Country Address

Home Phone Number

Cell Phone Number

Work Phone Number

CURRENT SCHOOL INFORMATION

Previous School Name

City, Country

Last Grade Completed

Name of previous or current Canadian
School (if applicable)

Location

Start and end date of attendance

HEALTH INFORMATION

Are you in good health and able to participate fully in all classes? Yes No

If no, please explain;

Please specify and medical condition(s), allergies or health issues of which the school
needs to be aware:

Do you have a condition that requires special education support? Yes No

If yes, please specify:

This student is applying for the following term:

- September – June (full year)
- Semester 1 (September – February)
- Semester 2 (February – June)



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TERMS & CONDITIONS

I, the undersigned, understand and accept the terms and conditions for admission into _____ School.

1. **Elementary Admission ONLY:** I must be Catholic in Union with the See of Rome (subject to School Admissions Policy S.A.01). **Please note that if the student is non-Catholic, there is a process for admission.** For more information, go to <https://www.hwcdsb.ca/board/policies/?fileID=121646> on our Board website at www.hwcdsb.ca
2. I must maintain a current Study Permit issued by Citizenship and Immigration Canada while attending school within the Hamilton-Wentworth Catholic District School Board.
3. Transportation to Canada and accommodations while living here are the responsibility of the student’s custodial family.
4. **I understand that transportation to and from school is not provided for fee-paying students and that the custodial family is required to arrange transportation.**
5. I have read, understand and agree to the *Tuition Refund Policy*.
6. I have satisfied the requirements and provided documentation as set out in the Checklist.
7. Admission to a school/virtual school within the Hamilton-Wentworth Catholic District School Board is based on the availability of space.
8. **I understand that St. Mary Catholic Secondary School is the designated secondary school for fee-paying students and that there are no exceptions.**
9. I am aware that I must acquire private health insurance coverage.
10. I will accept the school’s entire program, including but not limited to the wearing of a school uniform, the school’s Code of Student Conduct, Safe Schools Policy, instructional programs, Religious Education/Family Life Programs and most importantly, the Catholic nature of the school.

We have read, understand and agree to the above.

Student’s Signature

Date

Parent/Guardian’s Signature

Date

Application Checklist

Submission of the COMPLETE Application Package in addition to the items below is required

- Completed, signed and dated Terms & Conditions
- Valid Study Permit issued by Citizenship and Immigration Canada
- Certified original and translated transcripts or school report cards from the current and previous school year
- The student's passport or birth certificate
- Vaccination: Please provide the child's updated vaccinations to the City of Hamilton Public Health: phone: 905-540-5250 fax: 905-546-4841
- Notarized Custodianship Declaration – Parents/Guardians (from IRCC)
Signed and notarized in country of origin
- Notarized Custodianship Declaration – Custodian (from IRCC)
Signed and notarized in Canada
- Elementary Admission ONLY: Copy of Baptismal Certificate or Admissions Request Form to be considered through the School Admissions Policy S.A.01
- Proof of private health insurance coverage
- Full payment of tuition fee (**Elementary \$13,000.00, Secondary \$13,500.00**) by wire transfer. Please add \$35.00 for wire transfer bank charges.

Applications must be submitted to:

Hamilton-Wentworth Catholic District School Board
ATT: Assessment Dept.
90 Mulberry St, P.O. Box 2012
Hamilton, ON L8N 3R9
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