

## Legal International Student Agreement New and Returning Students

Please review this document carefully. Once you have read and agreed with all the rules and conditions, please sign the document in blue ink and return to the EMSB's International Student Department.

This agreement is valid for the duration of your studies with the English Montreal School Board.

### **Introduction:**

The aim of the English Montreal School Board (EMSB) is to provide all our students with a safe, nurturing, challenging and enriched learning experience. This document very often refers to people who have different roles and responsibilities in the student's (applicant) daily life. Please make sure to review them before signing the agreement.

Roles	Responsibilities
<b>Student (applicant)</b>	Person applying to the International Student Program
<b>Custodian</b>	Person legally responsible for the international student during their stay in Canada
<b>Guardian</b>	Person responsible for supervising the student during the school year
<b>Agent (if applicable)</b>	Person responsible to help the student apply online for the International Program
<b>EMSB Administrative Technician</b>	Person responsible at the EMSB to support the enrolment of the student in the EMSB International Student Program <ul style="list-style-type: none"> <li>• Jeanine Lason <a href="mailto:jlason@emsb.qc.ca">jlason@emsb.qc.ca</a></li> <li>• Anna Maiolo <a href="mailto:amaiolo@emsb.qc.ca">amaiolo@emsb.qc.ca</a></li> <li>• Patrizia Caimano <a href="mailto:pcaimano@emsb.qc.ca">pcaimano@emsb.qc.ca</a></li> <li>• Jimmy Grigoropoulos <a href="mailto:jgrigoropoulos@emsb.qc.ca">jgrigoropoulos@emsb.qc.ca</a></li> </ul>
<b>EMSB Facilitator</b>	Person responsible to support the student at school throughout the school year <ul style="list-style-type: none"> <li>• Angela Kim <a href="mailto:ckim@emsb.qc.ca">ckim@emsb.qc.ca</a></li> </ul>

***This Agreement becomes legally binding with the EMSB once:***

- a) The student's application has been processed and approved by the EMSB
- b) All tuition fees are paid in full
- c) The parent and/or guardian has officially signed the "**Legal International Student Agreement**" for the minor international student
- d) The guardian/custodian has provided a current official photograph of themselves (i.e. passport, etc.)

**Student Acceptance and Placement:**

- The EMSB will accept international students only at the **high school** level.
- Requests for enrollment in the primary sector (Grade 1-6) need to meet the enrollment criteria- the student has a sibling enrolled in the secondary level and/or parent is enrolled with AEVS of the EMSB
- Student placement will be determined according to availability in our schools and in the academic program which is most appropriate for the student
- The EMSB takes into consideration your request for a particular school, however, **the final decision on any placement is determined solely by the EMSB.**
- It should also be noted that the school principal reserves the right to change the grade level or the program of the student if the English language skills are not at the appropriate level.

**Secondary I to III (Grade 7 to 9)**

Students applying to a high school for Secondary I to Secondary III (Grade 7 to 9) need to demonstrate a beginner level proficiency in English (comprehension, written and spoken).

**Secondary IV (Grade 10)**

Students who register in Secondary IV (Grade 10) need to demonstrate an intermediate level proficiency in English (comprehension, written and spoken).

**Secondary V (Grade 11)**

In Quebec, to receive a High School Diploma, students must have successfully accumulated 54 credits in both Secondary IV and V. Students who would like to register as an International Student in this final year will not have earned enough credits to receive a High School Diploma. The EMSB will only accept applications that have been approved by the school principal. If the application is retained, the student needs to demonstrate an intermediate level proficiency in English (comprehension, written and spoken).

Please take note that to receive a Quebec Secondary School Diploma (***Diplôme d'études secondaires in French***) the student must have passed all of these following courses with a minimum of 60%. These courses are offered in both secondary IV (Grade 10) and secondary V (Grade 11).

### Quebec Secondary School / High School Diploma

If you plan to graduate and receive a Quebec Secondary School Diploma, you must accumulate a total of 54 credits in Sec. IV and V (grade 10 & 11), with at least 20 credits at the Sec. V level. The following is a list of required courses to obtain a High School diploma according to the Quebec Education Plan.

Secondary IV (Grade 10)	Course Number	Credits
Mathematics (CST or SN)	563414	4
	565426	6
Science and Technology or Applied Science and Technology	555444	4
History and Citizen Education	585404	4
Arts Education	668402	2
	669402	2
	670402	2
	672402	2

Secondary V (Grade 11)	Course Number	Credits
Language of Instruction (English)	612536	6
Second Language (French) (Programme de base or Programme enrichi)	634504	4
	635506	6
Culture and Citizenship in Quebec Physical Education and Health	580502	2
	543502	2

Course codes identify the grade level (fourth digit) as well as the number of credits earned for the course (last digit). For example: Math 414 – Sec IV level course worth 4 credits.

Many CEGEP programs have specific pre-requisites (entrance requirements) such as Math 506, Chemistry, Physics, etc. Refer to the CEGEP websites to ensure you have the requirements for the program in which you are interested. If you have any questions about your credit status, see your Guidance Counselor at school.

**\*\*\* Please take note that as of the 2021-2022 school year, all international students will need to obtain a passing grade of 60% for their Sec. V French as a Second Language course. The Ministère de l'Éducation (MEQ) will no longer be granting any exemptions for international students for this course.**

#### Registration Period

- Students must submit their application between December 1, 2024 and May 16, 2025 for the upcoming school year
- Requests for admissions will only be accepted and processed during these dates

#### Students may register for one of two options:

1. Full year of study (end of August to June 23<sup>rd</sup>)
2. 1/2 year - First semester only (end of August to January 31<sup>st</sup>)

*P.S. There will be no new students admitted in the second semester (February 1<sup>st</sup> to June 23<sup>rd</sup>)*

**Application Fee for the Letter of Acceptance (LOA)**

- There is a \$250 non-refundable fee payable in advance to receive the **Letter of Acceptance**.
- If an agency/agent/parent requests a second LOA for the same student (for whatever reason) a fee of \$100 will be required
- The following modes of payment will be accepted: money order, certified cheque, credit card (MasterCard or Visa) or wire transfer to the EMSB

**Tuition Payment**

- The full tuition fees must be paid by May 31<sup>st</sup> of every academic year.
- The following modes of payment will be accepted: money order, certified cheque, credit card (MasterCard or Visa) or wire transfer to the EMSB
- Cash payments are not accepted
- Any future refunds, if applicable, will be made to the person who paid the tuition fee
- All student applications will be completed online with an EMSB administrative technician; however, before being processed, the EMSB must receive payment for the Letter of Acceptance (LOA).
- **The EMSB reserves the right to change the fees without notice.**

**Tuition Fees include**

- Registration Fee
- Administration Fee
- Emergency Health Insurance
- Mental Health Support
- English Placement Exam (Vital English)
- Orientation Day
- 3-4 Field Trips during the school year

**Tuition Fee**

High School Tuition Fees		Insurance		Total
Full Year (10 months)	\$13,400	+	\$600	= \$14,000
First Semester Only	\$6,700	+	\$300	= \$7,000

*\*\*\*Only **approved** Agencies/Agents will receive commission on **the tuition portion only** (\$600 Insurance fee will not be included in the agent's commission)*

**Schools Fees (not included in tuition fees)**

The school fees range from \$100 to \$500 depending on the selection of school activities or academic program. These fees are paid directly to the school at the beginning of the school year in August.

### **Documents required to start the school year**

1. Letter of Acceptance (LOA)
2. International Student Agreement (signed by student/ parent/ guardian)
3. Full tuition payment is required (**Deadline is May 31<sup>st</sup>, every academic year**)
4. A notarized copy of the Custodian/Guardian document from immigration Canada
5. Original Birth Certificate including the name of the parents and a certified true copy translated in English or French
6. Certificate of Acceptance in Quebec (CAQ)
7. Study Permit in Canada
8. A certificate of English Eligibility (*This document will be completed only upon your arrival in Montreal*)
9. An Inter-Board Agreement is needed if the student will be living outside the EMSB territory

### **Application for Certificate of English Eligibility**

- The Certificate of Eligibility is issued by the Ministère de l'Éducation (MEQ) and gives the international student permission to attend English public schools in Quebec.
- This certificate of English Eligibility will be completed **only once you have arrived in Montreal.**
  - \* **Legal guardian and student must contact their respective EMSB Administrative Technician to book an appointment to apply for a certificate of English eligibility (minimum 20 days prior to the start of school).**
- Once the certificate of eligibility is granted by the Ministère de l'Éducation (MEQ), the guardian/student will receive an email indicating they can now start attending their selected school.
- As soon as the international student receives their certificate of eligibility in the mail, **they must bring the document to the school.** The school will make a copy for their file.
- To apply for the Certificate of Eligibility the agent or guardian is required under oath to solemnly declare that neither the family nor the student has received or applied for either "Refugee Status" or "Certificat de sélection du Québec (CSQ)".

### **Arrival in Montreal:**

- Students entering Secondary I to V (Grades 7 to 11) **must arrive in Montreal by August 20<sup>th</sup> at the latest.**
- All students must attend a **mandatory Orientation Session at the end of August** (date to follow).
- Parents and/or the student's legal guardian must attend a meeting during orientation session (date to follow).
- Recruitment agents/agency must attend a meeting during the orientation session (date to follow).

### Living Arrangements – Homestay

The EMSB recommends using Canada Homestay for our International Students. Canada Homestay has successfully placed over 40,000 students in safe, loving, and caring homes.

- While studying at the EMSB, the student **MUST** be directly supervised by a legal guardian. (This guardian must be able to meet with the school administration whenever required).
- The student **must live with this legal guardian**, in the same residence unit (home/apartment), for the entire time that they are studying at an EMSB high school.
- The EMSB does not accept that students live in a dormitory.
- The EMSB requires that each student lives in an apartment/home with an adult guardian who is keenly and actively overseeing the student's well-being, education and personal safety.
- No student must live outside their guardian's home/apartment, even if they turn eighteen (18) during the school year.
- The EMSB reserves the right to verify the living situation of all its international students.
- If during the school year, there is a change of guardian or custodian, the student is responsible to inform their administrative technician of these changes.
- Students living in circumstances that do not meet the requirements set out by the board, will be reported to the authorities, and risk having their schooling contract cancelled.

### Should you decide to find your own homestay families, you, the parent/agency, will be responsible:

- To ensure that the students have their own private room and reside with their guardian in the same apartment or home.
- To ensure that the students are **NOT** placed in a dormitory (building) with multiple students under the supervision of a manager.
- To inspect the home to ensure all safety codes are respected and in place (fire extinguisher, smoke detectors, etc.)
- To do a police check on each family member over the age of 18.
- To ensure that the student has a proper room with a bed, desk, lamp, chair, linens, and dresser.
- To verify that the student is happy, safe, and thriving in the new environment.
- To provide the EMSB with proof (i.e. pictures of the apartment/home, police check etc.) that the homestay family meets the criteria.

### Emergency Health Insurance

- The tuition fee includes an **emergency health insurance policy** in case the student becomes ill or injured and **NOT** for a pre-existing illness or injury.
- Expenses will **NOT** be covered for an illness or sickness the student already had before the start of the policy.
- The insurance also includes **Third Party Liability**. The key feature is that it provides \$1,000,000 liability coverage for students against unintended events that cause damage to a third party, including homestay and elsewhere.
- The actual policy will provide all the details for exclusions and limitations. (TBD)

**Refund Policy**

1. A full refund will be granted if Immigration Canada (Study Permit) and/or Immigration Quebec (CAQ) refuses the application.

Administration and Tuition Fees	\$13,400
Health Insurance	\$600
<b>Total</b>	<b>\$14,000</b>

2. A partial refund will be granted if the student withdraws 30 days prior to the start of the program.

Administration and Tuition Fees	\$13,400
Health Insurance	\$600
Non refundable Administration Fees	-\$1,000
<b>Total</b>	<b>\$13,000</b>

3. Partial and/or no refunds will be granted **only** for the following two reasons:

- ✓ There is death or serious illness of the student or a member of the student's immediate family that requires the student to return home. (Appropriate documentation will be required)
- ✓ The student's mother or father receives a Study Permit or a Temporary Work Permit. (Appropriate documentation will be required)

**PARTIAL REFUND**

If the student leaves during the first semester (between September 1st to January 31st)

Administration and Tuition Fees	\$6,700
Health Insurance	\$0
Non refundable Administration Fees	\$1,000
<b>Partial Refund</b>	<b>\$5,700</b>

**NO REFUND**

If the student leaves during the second semester (between February 1st and June 23rd)

Administration and Tuition Fees	\$0
Health Insurance	\$0
Non refundable Administration Fees	\$0
<b>No Refund</b>	<b>\$0</b>

4. No refund will be given if one of the following conditions applies:

- The student withdraws after the start of the program and does not meet the criteria for a partial refund in point #3.
- The student is unable to perform or is not performing to a reasonable academic standard to be determined by the school administration and the school board.
- The Study Permit or the CAQ is revoked by Immigration Canada or Immigration Quebec for just cause.
- The student engages in an illegal activity or breaches school policy/regulation/rules/ or code

of conduct and must return home.

- Student/parent falsifies mandatory documents (including but not limited to report cards or pre-arrival English testing) or medical information and/or pre-existing conditions not disclosed.
- The student and/or family has received or applied for either “Refugee Status” or “Certificat de sélection du Québec (CSQ)”.

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(Signature of Student)

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(Signature of Parent)

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(Signature of Guardian)

**Important:**

- **Please read pages 1-8 and sign on page 8**
- **Please read and sign pages 9, 10 and 11**
- **Submit both signed documents with your application to the EMSB administrative technician.**



## Legal International Student Agreement

### Section 1

**I, the parent and/or guardian understand and agree that as a condition of participating in the EMSB International Student Program that my child:**

- a. Must comply with the laws of Canada and Quebec;
- b. Must comply with the EMSB school Rules, Standards, Policies and Code of Conduct;
- c. Must comply with the terms of this Legal International Student Agreement;
- d. Must not use, buy, or be in the possession of weapons, drugs, alcohol, or cigarettes;
- e. Must attend school and all classes unless unable due to illness or injury, and must provide a note from a doctor, parent, guardian, or homestay family for any absences;
- f. Must complete homework as assigned;
- g. If student is staying with a homestay family, all terms of the homestay Agreement and family rules must be obeyed and respected;
- h. If there is a problem with the homestay arrangements and the student wants to change their homestay, the agency/agent, the parent, the guardian and the school must be notified and possibly be part of the negotiation process. The student is not permitted to leave a homestay family without advising the parties concerned;
- i. Must stay with the homestay family regardless if the student turns 18 during the school year. Our International Students are not permitted to live on their own while they are attending an EMSB school;
- j. Must ensure that they have a valid CAQ, a study permit and immigration documents at all times.
- k. Must obtain a passing grade of 60% for their Sec. V French as a Second Language course in order to obtain their Quebec Secondary School Diploma.

**Parent's/Guardian's initial**

### Section 2

**I, the parent and/or guardian agree that the EMSB may terminate this agreement at any time without refunding any tuition paid, and may send my child home at my expense if:**

- a. Any information in my child's application for admission is falsified, such as the pre-arrival English testing, mandatory documents such as a report card, or intentionally omitting information such as medical or pre-existing health issues not disclosed;
- b. My child breaches any of the obligations set out in section 1;
- c. My child is unable to perform or is not performing to a reasonable academic standard to be determined by the school administration and the school board.

**Parent's/Guardian's initial**

**Section 3**

I, the parent and/or guardian, agree that the EMSB is not liable for any losses or expenses suffered by my child as a result of any labour disputes, inclement weather conditions or other causes beyond its control that may affect the delivery of the education program.

**Parent's/Guardian's initial**

**Parent Section:**

I, \_\_\_\_\_ apply for the admission of  
(Print the name of the parent)

\_\_\_\_\_  
(Print name of student)

I have read and understood the terms of this Legal International Student Agreement and agree to comply with this Agreement and that these conditions are binding on me

and on \_\_\_\_\_  
(Print name of student)

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Date)

**Guardian Section:**

I, \_\_\_\_\_ apply for the admission of  
(Print the name of the guardian)

\_\_\_\_\_  
(Print name of student)

I have read and understood the terms of this Legal International Student Agreement and agree to comply with this Agreement and that these conditions are binding on me

and on \_\_\_\_\_  
(Print name of student)

\_\_\_\_\_  
(Signature of Guardian)

\_\_\_\_\_  
(Date)

**Student Section:**

I, \_\_\_\_\_  
(Print name of student)

have read and understood the terms of this Legal International Student Agreement and agree to comply with this Agreement and that these terms and conditions are binding on me.

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
Date

**Important:**

- Please read pages 1-8 and sign on page 8
- Please read and sign pages 9, 10 and 11
- Submit both signed documents with your application to the EMSB administrative technician.