



School District 8
Kootenay Lake

School District No. 8 (Kootenay Lake) Administrative Procedures

AP 2113 - Kootenay Lake International Program



SD8.bc.ca

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[Student Handbook](#)

[Homestay Family Letter of Understanding](#)

[Application Process and forms](#)

[Homestay Handbook](#)

AP 2113: Kootenay Lake International Program

The International Student Program called the [Kootenay Lake International Program](#) (KLIP) recruits partner agents and welcomes students from around the globe. The KLIP fosters social, cultural, and economic benefits for the Kootenay region. The KLIP offers opportunities to international students to participate in the learning, school and community environment of SD8. Such arrangements promote awareness of, and appreciation for, diversity and strengthen the connection between the district and other countries. With the goal to offer a rich intercultural and educational experience for both the district and international students.

The International Student Program supports the integration of international students into schools as a means of increasing intercultural and international understandings. As such, the program focuses on the positive benefit to the learning of international students and the local students that can benefit from the impact of learning in a diverse environment.

The KLIP supports and is in alignment with the SD8's Strategic Plan, and follows both district policy and provincial legislation.

General Recruiting Information

The District Principal responsible for International Education is responsible to develop a recruitment and marketing plan to inform decisions to strategically build a sustainable International Student Program. The District Principal is responsible to research, evaluate and determine potential markets that will build a culturally diverse and active program. The recruitment and marketing plan will be presented for approval to the Superintendent of Schools in May preceding the upcoming school year.

The following guidelines are followed when implementing the recruitment strategy:

1. Possible recruiter positions are determined by the district principal and are approved by the Superintendent and are hired through a transparent and competitive hiring process. Successful candidates are hired based on relevant experience, education, and personal suitability for the market and the position.
2. The recruitment strategy will be based on market analysis and guided by sound financial decision making. Each represented market must strive to become profitable. Markets will be reviewed annually to determine their viability.
3. To minimize the disruption to the district and student experiences, school-based staff are not eligible to become recruiters for International Education.
4. Recruiter contracts are developed that maximize revenue potential for the International Student Program. Contracts are to renew annually.
5. Recruiters must sign a personal services contract and adhere to the policies and procedures relevant to their position.

Responsibilities of the Recruiter include:

- Maintaining current understanding of the current curriculum and pedagogical practices, Ministry of Education initiatives and policies, the Kootenay Lake International Student Program, relevant school district policies
- Planning, organizing and implementing recruitment trips and trip summary documentation
- Maintaining a database of agents and contacts that is shared with the International Education office
- Supporting the International Student Program in special events
- Consultation with International Education staff members on district and program initiatives
- Acting as a key contact for agents for the market of representation



- Working closely with the Homestay Manager, Program Coordinator and District Principal - International Student Program to receive a summary of the success/concerns from students from the market of representation in the place of a yearend survey
- Conducting market research
- Acting as a liaison with the Trade Commissioner from the market of representation
- Other related duties as assigned by the International Education office

Qualifications:

- Experience or expertise in the market of representation
- A background in marketing or communication is preferred
- A background in the field of education, secondary programming, specifically international education
- Experience and knowledge of school district policy and procedure
- Valid BC Teaching Certificate is preferred
- Exemplary initiative, interpersonal, organizational and consultation skills
- Valid BC driver's license

Recruiting Travel Protocols

While on travel status on behalf of the International Education department, the district expects the highest standards of conduct from its employees and contractors and views these standards as paramount to developing and maintaining the public's trust and confidence in the district and the public education system. Employees and contractors working for the district must act in accordance with the privileged position of authority, trust and influence they hold.

General Travel Guidelines

The Director of Instruction for International Education authorizes travel for recruiters three months prior to departure for employees and contractors. The Recruiter must submit a Recruitment Plan prior to booking a recruiting trip.

1. Employee and Contract Recruiters must work with the school district's authorized travel agent to book their trip in the most fiscally responsible manner. To alter a trip based on personal preference, the Recruiter must first schedule their trip with the travel agent and submit this to the Director as part of the Travel Summary. Booking adjustments can be made based on personal preferences and must be made within 24 hours of the original booking. The final travel arrangements will be submitted in the Travel Itinerary and Travel Summary forms. It must be demonstrated that these changes did not incur cost to the International Student Program by submitting both the original and adjusted travel itinerary.
2. If a recruiting trip ends on a Friday, the Recruiter may extend their trip to the end of the weekend. If this occurs, the employee or contractor must book the original trip with a return date prior to the weekend and change the ticket within 24 hours at their own expense.
3. Employee recruiters may take vacation or leave of absence time to extend their recruiting trip, as per their contract and authorization from their supervisor provided these guidelines have been met.
4. Employee and Contract Recruiters must not allow personal objectives to interfere with their ability to perform their recruiting and marketing duties.
5. If the Employee or Contract Recruiter is travelling with a companion, they must do so with the prior authorization of the Director.
6. Hours of work are determined by event and agent bookings but should be scheduled to minimize the length and cost of the trip.
7. Employee and Contract Recruiters must be mindful of their reputation and of the scrutiny of public perception in the use of public funds. The use of social media to post personal moments while on a recruiting trip is not appropriate.

8. Employee and Contract Recruiters must demonstrate that they have appropriate medical insurance and vaccinations for travel to their destination.

Prior to Travelling

1. The Recruiter must submit a Recruiting Plan prior to booking a marketing trip.
2. Prior to departure on the trip, the recruiter will submit the Prior to Travel Checklist Form to the Director of Instruction overseeing International Education.
3. Although travel arrangements should be made at the least cost to the International Student Program, in cases where there is an extended duration of travel, an employee's health and well-being must be considered in making travel arrangements. Adjustments to economy travel must receive authorization from the Director of Instruction overseeing International Education prior to booking.

During Travel

1. An employee or contract recruiter must contact their employment, program coordinator or contract supervisor each day while on travel status with the International Education program.
2. The recruiter will maintain appropriate documentation and receipts in order to prepare an expense claim form upon return.

Following Travel

1. An employee or contract recruiter must submit a travel expense claim form to the Director within the month of a marketing trip.
2. An employee or contract recruiter will submit a trip summary and an agents/contacts list to the Director of Instruction within the month of a marketing trip.
3. It is acknowledged that employee recruiters have unpredictable schedules during recruiting trips and are often required to work or travel during evenings, weekends, and holidays. In addition, travel across several time zones can lead to jetlag and impaired performance at work. As such, travel that is greater than one week in length and/or greater than three time zones away may take one travel recovery day during the workday following the day returning from the recruiting trip. If the employee returns on a Saturday, they may take the following Monday as a recovery day. If the Monday falls on a holiday, the employee may either take the day following the holiday.

International Student Program – Conduct, Conflict Resolution, and Concerns

The International Student Program is committed to responding to concerns and resolving issues to ensure our students have an exceptional educational experience. The International Student Program staff and school-based staff will work together as a team to act in the best interests of international students.

International students must comply with the School District 8 (Kootenay Lake) and [Homestay Codes of Conduct](#).

Students enrolled in the International Student Program; this applies to students while they are in their homestay arrangements. While resident students of the School District are not generally under the jurisdiction of the District when they are in the care and control of their parents, international students are in a different category. They must conduct themselves in an acceptable manner at all times under the jurisdiction of the district insofar as their behaviour is concerned during the entirety of their enrolment.

Process for an International Student that Contravenes

A homestay student that contravenes either the School District No. 8 (Kootenay Lake) or the Homestay Codes of Conduct shall be subject to the following progressive discipline:

First Contravention

1. For matters that arise at the student's school, the student will be subject to progressive discipline, reflective of the age of the student, and the severity and frequency of the unacceptable conduct. The discipline will be fair, consistent, and meaningful, for the purpose of making restitution and enhancing student responsibility and self-discipline. The School Principal will notify the Homestay parents, District Principal of International Education, and other agencies as deemed appropriate for any particular incident. The District Principal of International Education will contact the natural parents and the Education Agent.
2. Where the student's behaviour at school or in the Homestay is deemed to have a significant detrimental impact the District Principal of International Education will be contacted. The District Principal of International Education shall provide documentation of the behaviour, along with a written warning that a further offence will be reason to remove the student from the Homestay, and to dismiss the student from school. This documentation shall be placed in the student file and shall be copied to the School Principal, the natural parents, the Superintendent, or designate, and the Education Agent of the student.

Second Contravention



1. Upon report of a second incident of unacceptable behaviour that is deemed to have a significant detrimental impact on the homestay family or school, the District Principal of International Education shall seek approval from the Director of Instruction - International Education and the Superintendent to remove the student from the school, revoke Custodianship, and the student's Study Permit;
2. If approved, the District shall inform the natural parents and the Education Agent that the student is dismissed and shall cooperate with the natural parents to make arrangements to have the student leave the District at the earliest possible time. If approval is not granted, the Second Contravention shall be treated as the First Contravention;
3. As per the published Refund Policy, school fees for the remainder of the school year will not be refunded. As per the published Homestay Agreement, two weeks of homestay payment will be paid to the homestay family and the balance of homestay monies will be refunded.

Exceptional Circumstances

There are times when the behavior of an international student is so egregious that the students participation in the International Programs may be terminated at the first offence and at the discretion of the Administrators of the International Programs and the Superintendent without any refund of fees, and that the student may be sent home at the parents' expense if he or she does not adhere to the school district rules, standards, and instructions as set forth in the school's agenda, handbook and this Agreement, and any related policies or guidelines. Examples of conduct giving rise to the removal of a student from the District include but may not be limited to: chronic absenteeism, the use of, and/or involvement with, illegal drugs or alcohol, flagrant misbehaviour or the identification of an intentional misrepresentation on the student's application for enrolment, etc. Students removed from the program by the district will be returned to their natural parents, at the student's expense, by the first available transport.

References:

School Act, Section 82
Ministry Policy International Students, July 6, 2001
[International Student Agreement](#)

International School Program Concerns

- For concerns that are brought forward by staff members regarding international students' programming or integrating international students should seek advice from the District Coordinator of International Student Programs. If this issue relates to the international student's progress or conduct, concerns should be brought to the school-based principal who will consult with the District Principal - International Student Program.
- For other concerns or conflicts within the International Student Program, the District Principal - International Student Programs will respond in a timely manner in order to resolve the issue.
- In the event of the District Principal's absence from the district, concerns will be brought to the Director of Instruction responsible for the international program.
- All concerns related to International Education should be brought forward to the Director of Instruction responsible for the international program.

International Education Budget and Revenue Planning

The District Principal overseeing the International Education portfolio will prepare a draft preliminary budget, based on enrolment projections for the next school year by April 15th annually. This will guide the development of the next years' draft budget plan. A finalized budget will be prepared by June 15th.

Fee Schedule

International students pay tuition fees to attend school in the school district. The amount of these fees shall be established by the Secretary-treasurer by December 15th of each year for 2 subsequent years.

Fees are based on the cost of providing an education and cultural experience to an individual student. Fee structures are recommended by the Director of Instruction to the Secretary-treasurer and approved by the Superintendent

All fees must be paid in full and received by the District prior to the student's commencement of studies in the school district.

In the event that an applicant does not come to Canada or decides to leave the District for personal reasons, a portion of the paid tuition fee may be refunded. All requests for refunds must be made in writing. Refunds will be granted on the basis of the refund policy outlined on the [International Student Program Application](#) and outlined in the Kootenay Lake [Refund Policy](#).

A refund will not be paid to students removed from the program by the district due to violations of school or program rules or requirements. Examples of conduct giving rise to the removal of a student from the district includes - chronic absenteeism, the use of, and/or involvement with, illegal drugs or alcohol, flagrant misbehavior or the identification of an intentional misrepresentation on the student's application for enrolment. Students removed from the program by the District will be returned to their natural parents, at the student's expense, by the first available transport.

Student Applications

Student applications must be facilitated through an Educational Agent. Agent fees are provided at 15% of tuition fees for the first year, and 10% for all years after that the student is attending in the District.

Student applications will be processed within 2 business days of receipt by the International Student Program office by the District Principal - International Student Program and the paid nonrefundable application fee.

The student application process [link](#).

Travel Status Checklist

Check if complete:

- ☐ Submit travel authorization three months prior to trip or as soon as possible
- ☐ Advise Finance contact to put an international travel alert on credit card for the duration of trip
- ☐ Advise Secretary-treasurer to purchase international cell phone package
- ☐ Register with Canadian government to be outside of Canada
- ☐ Purchase travel insurance
- ☐ Send email to relevant staff regarding additional staff supports in absence
- ☐ Out of office alert set on email and voicemail
- ☐ Register for events and agent visits
- ☐ Establish file share for photos of receipts with permission for Program Coordinator to have access

Attachments Included:

- ☐ Travel insurance documents
- ☐ Final trip itinerary, travel and accommodation confirmation receipts and other schedules
- ☐ Vaccination log, if appropriate
- ☐ Confirmation for check-in call with Director of Instruction responsible for the International Program
- ☐ CAPSI Safety Abroad Preparedness Document (Appendix D)

Travel and Medical Insurance – Recruiters

Recruiters must demonstrate that they have adequate travel and medical insurance for the duration of their marketing travel. Contract recruiters must obtain travel medical insurance as part of their contract obligation. Employee recruiters will be provided travel and medical insurance reimbursement for the duration of their trip.

School Based Guidelines

Schools receiving international students must meet the International Student Program requirements before accepting international students to their student body. These requirements include:

- Available space;
- Appropriate academic courses;
- Staff support for school counselling and English as a Second Language services;
- An International student program school contact.

Each school will establish a maximum number of international students in order to enhance the provision of basic services required. This number is to be communicated to the District Principal of International Education or designate by March 15th to facilitate planning for student recruitment and placement for the following school year. The Director will confirm these numbers and communicate them to the District Principal - International Student Program by the beginning of April.

The International Program will communicate with individual schools by May 1st, regarding confirmed registrations for the following year.

If there are registrations beyond May 1st of each school year, the International department, through the Program Coordinator, will confirm availability with individual schools prior to accepting the registration. After May 1st, it should be communicated that all course may not be available.

Staff Support for School Counselling and English as a Second Language services must meet these standards:

The recommended support will be reviewed by the District Principal - International Student Program based on support requirements for students.

School Counselling - Schools must provide academic and social/emotional counselling to international students as required. Counselling time may be increased by discussion with Director of Instruction by April 15th.

English as a Second Language (ESL) Support - All schools with International Students must provide ESL support for student based on their needs to become successful in their program.

Appendix A

Refund Policy

The Board of Education of Kootenay Lake School District No. 8 (“School District” or “we”, “us” or “our”) is pleased to offer to international students an opportunity to attend and participate in educational studies in British Columbia (each an “Educational Program”). This document explains our procedures for refunding fees when a student enrolls in an Educational Program and later seeks to withdraw.

These procedures may change from time to time, and any amendments will be effective when posted. If there is any conflict between these procedures and the terms of your Agreement with the School District, the terms of the Agreement will govern.

1. Relationship to Agreement. This Schedule forms part of the agreement (“Agreement”) to which it is appended, which is between the School District and the parents/guardians of a student (“Student”) for the provision of an educational program to the Student (the “Educational Program”).

2. Scope. This Schedule governs requests for refunds of payments that have been paid to the School District on behalf of the Student including by his/her parents/guardians under the Agreement (the “Fees”). This Schedule does not apply or impose any obligation on the School District to refund or reimburse any amounts paid by on behalf of the Student including by his/her parents/guardians to third parties.

Making a Request for Refund

3. Applications for Refunds. A request for a refund of Fees paid to the School District may be made, excluding the Non-Refundable Fees listed in section 4, (the “Program Fees”) in the event that the Student voluntarily withdraws or is withdrawn from the Educational Program. Requests for refunds must be submitted to the School District in writing, state the reason or basis for the cancellation or withdrawal and must be accompanied by supporting documentation.

4. Non-Refundable Fees. The following Fees are not refundable (“Non-Refundable Fees”) in any circumstances and regardless of the reason for a student’s cancellation or withdrawal:

a. Application Fee of \$350

b. Any fees or expenses that have been collected by the School District and are payable or have been remitted to third parties on the Student’s behalf (e.g. medical fees, insurance fees, assessment fees) (“Third Party Payments”).

When Refunds are Not Available

5. Refunds shall not be issued for a Student who:

a. is suspended or expelled from an Educational Program or required to withdraw due to their own inappropriate behavior, such as where the student fails to comply with the School

District's Code of Conduct or any applicable laws or the rules, policies or procedures of the School District or its homestay program.

b. is removed from the Program because information provided in their application for enrollment is determined by the School District to be false or misleading, including undisclosed illness, medical or mental health conditions or undisclosed educational needs; or

c. submits a request for a refund more than 30 days after the commencement of the Educational Program.

6. Eligibility. The School District will refund Program Fees with respect to a withdrawing Student in accordance with the following terms, and subject to the limits set out in this Schedule. The School District will refund Program Fees in the following circumstances:

a. the Student is refused a study permit by Immigration Canada, provided that the refusal is not due to the Student's delay or failure to apply sufficiently in advance of the commencement of the Educational Program and subject to the Student providing supporting documentation satisfactory to the School District;

b. the Student is unable to travel to Canada due to travel bans or restrictions imposed by a provincial or the federal government of Canada or the government of the Student's country of residence; or

c. the School District is satisfied that the Student is medically unfit or unable to travel to and attend in Canada to participate in the Educational Program, provided that the Student supplies, upon request, appropriate medical documentation supporting the reasons for the request, and the Student or his/her parents/guardians were unaware of the medical restriction at the time of acceptance of this Agreement; provided that the refund request is received at least 14 days prior to the commencement of the Educational Program.

7. Refund Request Deadlines: Program Fees are not refundable if notice of cancellation or withdrawal is provided to the School District less than 14 days prior to the commencement of an Educational Program.

When Refunds will be Considered

8. Calculation of Refund Amount. The Student and his/her parents/guardians acknowledge that the withdrawal of the Student from the Educational Program will cause the School District to incur loss, including loss of income and the costs and expenses associated with the Student's placement and intended provision of an Educational Program. The School District reserves the right to limit the refunded Program Fees to offset its own losses and expenditures arising from the Student's withdrawal from the Educational Program. In the ordinary course, the following limits will be applied to a refund of Program Fees:

a. Two-thirds (2/3) of the Program Fees will be refunded in the event that the withdrawal is submitted less than 90 but more than 60 days prior to the commencement of the Program;

b. One-half (1/2) of the Program Fees will be refunded in the event the withdrawal is submitted within 60 but more than 30 days of the commencement of the Educational Program; and

c. One-quarter (1/4) of the Program Fees will be refunded in the event the withdrawal is submitted less than 30 days but more than 14 days of the commencement of the Educational Program.

* The reduction in amount of Program Fees refunded may differ depending on the program area. Please refer to your contract with the School District for more information.

9. If a Student and the parent with whom they reside become “ordinarily resident” in British Columbia (within the meaning of the British Columbia School Act) after the payment of the Program Fees, but prior to the commencement of the Educational Program such that they are entitled to an educational program from the School District free of charge, the student shall be entitled to a refund of the Program Fees provided that the School District receives notice and proof of the changes of residency status prior to the commencement of the Educational Program.

10. Cancellation or Interruption by the School District. In the event of a cancellation of the Educational Program by the School District, the School District’s sole obligation and liability to the Student and his/her parent/guardian shall be to pay:

a. A full refund of the Program Fees in the event that the School District cancels the Educational Program prior to its commencement.

b. A partial refund of the Program Fees in the event that the School District cancels the Educational Program after its commencement, which refund shall correspond to the portion of the Educational Program not delivered, calculated pro rata on a daily basis.

No refunds shall be issued under this section 9 if the Student withdraws prior to cancellation by the School District. For greater clarification, the School District will not refund the Non-Refundable Fees.

11. Communicable Disease Delays or Interruptions - We are not responsible and shall not be liable for any delay or interruption in the Educational Program that arises out of or is caused, directly or indirectly, by a pandemic, including without limitation any associated public health requirements, travel restrictions, civil unrest, or operational closures.

12. In anticipation of the possibility that an Educational Program may be disrupted due to Communicable Disease related causes, we encourage students to obtain appropriate insurance coverage to address any and all possible losses, including the loss of travel or other expenses

incurred by the student in contemplation of his/her attendance and participation in the Educational Program. The School District shall not be liable for any such losses or expenses.

13. In the event of a disruption or delay in an Educational Program, the School District will make reasonable efforts to resume delivery of the Educational Program as soon as we can do so safely and in accordance with legal requirements and public health guidance. We reserve the right to facilitate delivery by making changes to the Educational Program, such as by delivering the services by alternative means.

Delays and Interruptions - Force Majeure

In the event that the School District is not able to perform its obligations under this Agreement or the delivery of the Educational Program is delayed or interrupted as a result of events outside of the School District's control, including, without limitation, because of strikes, pandemics, disease outbreak, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or Acts of God, and interruptions, loss or malfunction of utilities, communications or computer (software and hardware) services, the School District will not be considered in breach of this Agreement by reason of such delays or non-performance and shall not be liable to the student or his or her parents/guardians for any loss, injury or expense caused by or arising out of such delays, interruptions or non-performance. In such circumstances, the School District will provide students and their parents/guardians with prompt notice of the intervening event and shall use reasonable efforts to resume the Educational Program as soon as it is legally permissible and the School District, acting reasonably, is practically able to do so. In such circumstances, the School District may, at its discretion, resume the Educational Program through alternative methods of delivery, including distance, online or distributed learning.

Appendix B

Student Application Process

Secure Family Portal - Kootenay Lake School District

Before you apply, please make sure you have all the required information for the application process. You have ten (10) days to submit an application once you create a new application. Incomplete applications will not be processed.

Fee Paying Students

SD8 Kootenay Lake's International Program accepts students on a flexible schedule.

Starting dates for students: September 1st and February 1st for high school registrations and September 1 and January 1 for middle and elementary school registrations.

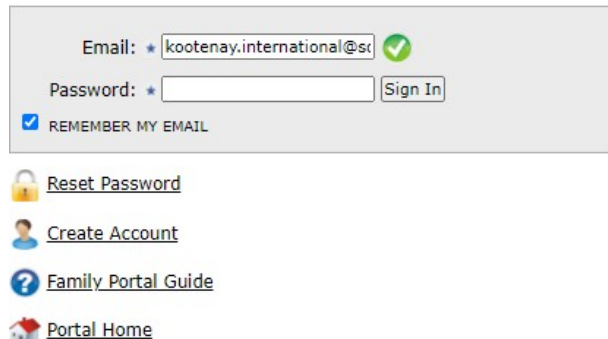
LVR school accepts only one semester registrations or longer. Applications for LVR must be received by the International Program's office on or before April 1 (for the September start date) and November 15 (for the February start date).

Winter Programs applications will be accepted for January and February registrations until November 1st.
Please contact Jann Schmidt directly for pricing at:
jann.schmidt@sd8.bc.ca

Ministry Funded Students

In order for a K-12 student to be eligible for a provincially funded education in British Columbia (BC), the student and his or her biological parent(s) must meet specific criteria. These criteria are determined by the BC's Ministry of Education and not by individual school districts. For more information you can review the [BC Ministry of Education Eligibility of Students for Operating Grant Funding site](#).

Before you begin, please review the [Online Application Instructions](#).



Email: * ✓

Password: * Sign In

☒ REMEMBER MY EMAIL

[Reset Password](#)

[Create Account](#)

[Family Portal Guide](#)

[Portal Home](#)

Required documents

We recommend that you collect the following documents prior to applying. These documents assist us in making an admission decision should we require additional information. They must be submitted as single documents in PDF or JPEG files only and less than 5MB each.

In order to submit an application, the two documents listed below are required. If you do not upload these documents into the online application system, you cannot complete the application process. If you do not submit a complete application within seven (7) days, the partial application will be automatically deleted.

Required Documents

1. Transcripts or report cards. You must have a record of grades for the last two years, translated into English, they must be in PDF or JPEG files only, and less than 5MB in size. You will only be able to upload one document, so please ensure all pages of the records of grades are scanned as a single document.

2. Legal agreement. The parent(s) on the application must sign our agreement. Before starting the application process, please download the Student Agreement, have it signed in ink, and scanned as a PDF or JPEG file only.

3. Passport photo page. Please scan the passport photo page of the applicant's passport, if they have a passport already. This

allows us to double-check the applicant's information to ensure that all correspondence is correct.

4. Letter of Recommendation. Please have a teacher, school counselor, or Headmaster/Principal write a letter of

recommendation for the applicant. This letter should be on school letterhead and identify the student and their strong

points. If this letter is longer than one page, make sure you scan all pages as a single document.

5. Student's letter of intent. This letter is written by the student explaining their desire to come to Canada and study in

Kootenay Lake School District. It should outline their past studies, their interests and hobbies, and their future goals. If this letter is longer than one page, make sure you scan all pages as a single document.

6. Immunization records. Please scan as a single document all immunization records relevant to the student's medical history.

If this letter is longer than one page, make sure you scan all pages as a single document.

7. Custodian document. If the applicant will not be part of our homestay program, or if they choose not to use our free custodianship service, they must assign a custodian. This custodian must be a Canadian citizen or Permanent Resident, over 25 years old, and must live full time in the Nelson area.

8. Please download the following document, have the student fill this out and upload to the online application Student Consent Freedom of Information and Protection of Privacy

Other Documents (not required)

1. Photo albums. Some students compile a photo album for our homestay placement process. Please scan the entire album as one document.
2. Other documents. If you have another document pertinent to admission, such as a student interview form, please submit it as a single document

Appendix C

International Student Agreement

Please review this document carefully. This document creates a legally binding agreement for participation in the Board of Education of School District No. 8 (Kootenay Lake)'s International Programs. This document must be signed by the Student and Natural Parent. An agent cannot sign on behalf of the student or parent.

INTRODUCTION:

The Board of Education of School District No. 8 (Kootenay Lake) wishes to provide a challenging and exciting program to students studying in our International Programs. This Agreement sets out the terms on which a student is accepted into the program and the obligations on those students and their families.

GENERAL CONDITIONS

When this agreement is binding:

This Agreement is not binding upon the School District until it is signed by a parent or guardian of the student and the student applying for admission, is accepted by the School District and an offer of admission is made to the student by the School District, and initial tuition fees are paid in accordance with the attached schedule.

Placement

While the School District takes into consideration requests for placement at a particular school, the final decision on any placement is determined solely by the School District, taking into account space availability and the appropriate program for the student based on the School District's assessment.

What I am agreeing to:

1. I agree that as a condition of participating in the School District's International Programs that my child:
 - a. must comply with the laws of Canada and British Columbia;
 - b. must comply with the School and School District Rules, Policies and Code of Conduct including the School District Network and Internet Appropriate Use (*See board policy 220, Use of computer/internet/online resources & communications*) and any policies and guidelines specifically applicable to International Students, as amended from time to time;
 - c. must comply with the terms of this International Student Agreement;
 - d. must not use drugs or alcohol or smoke/vape;
 - e. must wear helmets when participating in high-risk activities including but not limited to skiing/snowboarding, skateboarding/longboarding, biking, and horseback riding. Natural parents and/or agent will be notified of non-compliance.
 - f. must never participate in viewing, sharing or creating sexually explicit material or content.
 - g. must not drive a motor vehicle other than their own and subject to the requirement that they have a valid British Columbia Driver's License and provide satisfactory proof of parental permission to drive;
 - h. must, if my child is participating in a Homestay, comply with all Homestay terms set out in this Agreement, and obey family rules and show respect for members of the Homestay family;
 - i. must not change Homestay arrangements without the consent of the International Program Administrator;
 - j. must attend all registered classes in the International Program, unless unable by reason of illness or injury to do so and must provide a note from a Parent, guardian or Homestay family for any absences;
 - k. must not withdraw from courses without consent of school officials, and may not substitute online courses for the equivalent in-class course;
 - l. must complete homework as assigned;

- m. must not travel outside of GEOGRAPHIC AREA unless accompanied by an adult of at least 25 years of age or as part of the International Program; and
- n. must maintain an up-to-date Citizenship and Immigration Canada Study Permit.

Custodian

- 2. I understand that as a condition of my child studying in Canada, Citizenship and Immigration Canada may require the appointment of a custodian for my child. I understand and agree that if my child remains in Canada following the conclusion of the School Year or educational program in which my child is enrolled, it is my responsibility to obtain a suitable replacement custodian for my child.

My representations

- 3. I represent to the School District that my child has no history of engaging in criminal behaviour or sexual misconduct.
- 4. I know of no reason why my child cannot successfully participate in the School District's International Program.
- 5. I understand that Canada is a culturally diverse country and that my child will be expected to respect people of other sexes, races, religious and cultural backgrounds.
- 6. I understand and agree that any information included in my child's application for participation in the International Program in School District No. 8 (Kootenay Lake) is incorporated into and forms part of this agreement and I represent that it is true.

How this agreement can be ended:

- 7. I agree that the School District may end this agreement at any time, without notice and 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 untrue;
 - b. my child breaches any of the obligations set out in paragraph 1; or
 - c. my child is unable to perform or is not performing to a reasonable academic standard -

passing courses with C- (50%) in 80% of courses, with average effort or greater in all courses.

Fee Schedule

8. Fees and payment terms for participation in the International Student Program are set out in the attached schedule. Additional fees apply for participation in the Homestay program, as set out below, as well as for various incidentals, including Airport Transfers, field trips, and extracurricular activities.

Insurance

9. My child is obliged to at all times maintain adequate medical and health insurance while in Canada and the School District is not responsible for any loss or damage suffered by the student as a result of failure to maintain adequate insurance. International Students are required to enroll in medical insurance through the International Programs office for the entire duration of their program in the School District.

Assumption of Risk

10. I understand that there are risks associated with my child enrolling in the School District and that my child will not be under constant supervision. I understand that medical and health emergencies can occur without warning. I voluntarily assume the risk that my child may suffer illness, injury or another emergency and agree that I will not bring any claim against the School District or any of its employees for any injury suffered by my child while participating in the International Programs.

11. I understand that my child may wish to participate in extracurricular activities such as sports teams, field trips, or school clubs. I give my permission for my child to participate in such extracurricular activities if the Custodian in their discretion considers such activity appropriate. However, I understand that the School District may determine not to allow my child to participate in high-risk activities such as skiing, surfing, snowboarding, mountain climbing, kayaking or canoeing unless I also provide my consent to that activity. Extra costs that may apply to extracurricular activities are the student or natural parent.

Termination of Participation in International Program

12. I understand that my child's participation in the International Programs may be terminated at the discretion of the Administrators of the International Programs without any refund of fees, and that my child may be sent home at my expense if he or she does not

adhere to the School District rules, standards, and instructions as set forth in the school's agenda, handbook and this Agreement and any related policies or guidelines.

13. I agree that the School District is not liable for any loss suffered by my child or me as a result of any labour dispute that may affect the delivery of an educational program.

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION
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1. I understand that for the purposes of my child's participation in the School District's International Programs, the School District will collect, use and disclose personal information about me and my child, including information about my child's health and education as well as contact information for me and my child. I understand that that information will be collected, used and disclosed for the purposes of offering and administering the International Programs as permitted by the British Columbia *Freedom of Information and Protection of Privacy Act* ("FOIPPA") and the British Columbia *School Act* and may be shared with school authorities, medical and social service providers, homestay providers, custodians and others as required.

Parent Please initial: ____

Check Box ☐ Yes - I agree to the use of my and my child's personal information for purposes consistent with the above.

Check Box ☐ No - I do not agree with the use of my and my child's personal information for purposes consistent with the above.

Student please initial: ____

Check Box ☐ Yes - I agree to the use of my and my child's personal information for purposes consistent with the above.

Check Box ☐ No - I do not agree with the use of my and my child's personal information for purposes consistent with the above.

2. I agree that under FOIPPA, the School District has the legal authority to collect personal information about students and their families for educational and related purposes. The personal information collected by the School District may include images of identifiable students including class photos, individual photos, sporting, and special event photos. It is a tradition in the School District to publish student names and/or photographs of individual students and groups of students commemorating events, or promoting or celebrating participation in various educational, sports and cultural activities. Students' names, photographs and comments may be published in the School yearbook, newsletters, honour rolls, programs, calendars, annual reports, and the School or School District webpage. While such activities promote student achievement and accomplishments, the School District recognizes that there may be sensitivities to publishing such images where they name and/or identify students. Accordingly, I agree that my child's name, photograph or comments relating to these types of School activities may be used for these purposes.

Parent Please initial: _____

Check Box ☐ Yes - I agree to the use of my and my child's personal information for purposes consistent with the above.

Check Box ☐ No - I do not agree with the use of my and my child's personal information for purposes consistent with the above.

Student please initial: _____

Check Box ☐ Yes - I agree to the use of my and my child's personal information for purposes consistent with the above.

Check Box ☐ No - I do not agree with the above.

3. From time to time, teachers may use various websites and applications that store data outside Canada, such as Google Docs, Prezii, or NoodleBib. Parents and students must be aware that student information may reside on servers not located in Canada and their consent is required to use such websites. Students are expected to use their school district-assigned email address and follow teacher guidelines when using website applications.

Parent please initial: _____

Check Box ☐ Yes - I give my consent for my child, for learning purposes, to use website applications where servers are located outside Canada.

Check Box ☐ No - I do not give my consent for my child, for learning purposes, to use website applications where servers are located outside Canada.

Student please initial: _____

Check Box ☐ Yes - I give my consent for learning purposes, to use website applications where servers are located outside Canada.

Check Box ☐ No - I do not give my consent, for learning purposes, to use website applications where servers are located outside Canada.

TERMS THAT APPLY WHEN PARTICIPATING IN HOMESTAY PROGRAM
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1. As a participant in the School District's International Program Homestay option, the terms and conditions set out in this part will apply.
2. Students may expect to be welcomed into the home with the spirit that they are new members of the Host Family. They will be invited to partake in family outings and other activities. They must be provided with reasonable use of the house and amenities. The term "reasonable" means that the visiting student should enjoy the same privileges and opportunities enjoyed by the Host Family's own children of similar age. In short, they will be treated like a member of the extended family.
3. The student is not responsible for purchasing their own linens, blankets, towels, etc.
4. The use of family toiletry articles, such as shampoo, soap, etc., is open to students, but, if they have special requests or needs in this area, they must pay for these themselves.
5. The student is responsible for all their own mobile phone costs. If the student and the host agree to the student having their own telephone line, the student is responsible for all costs incurred including installation and monthly charges.

6. The use of the family television, Internet, stereo and other such household items is under the control of the Host Parents. If it should become apparent that the student should be spending more time on study (as reflected in school marks, comments), use of these items may be restricted by the Host Parents.
7. The student will be provided basic Internet access at no cost, subject to reasonable limits on data usage.
8. The student will be provided with a key to the house (and to their bedroom, if a lock is installed).
9. The student will have access to laundry facilities.
10. The student understands that s/he is ultimately responsible for all of his/her own personal entertainment costs and personal supplies, including school stationary supplies.
11. The Host Family will provide a clean, orderly, pleasant, and safe living environment for the student. The student will have a private bedroom with natural sunlight, a desk, chair, dresser, closet, night table, lamp, and bed. The Host Family will not enter the student's bedroom without consent except in emergency circumstances, where there are concerns over the health or welfare of the student or when the student is not present. The student will not enter the bedrooms of any Host Family members without permission. The Host Family must provide a lock for the student's bedroom if the student makes such a request. The student will provide the primary host with a copy of the key to their bedroom door if this door has a lock fitted.
12. The student will have access to a private or shared bathroom that is clean and hygienic with adequate fixtures that are in good repair.
13. The Host Family will provide the student with written house rules. The primary language spoken in the Host Family home will be English.
14. The Host Family is not responsible for housing the student's visiting family members (if any) during the course of the year unless otherwise agreed. The student will not invite visitors/friends into the home to visit or study unless given specific permission to do so by the Host Family.
15. The student will never have visitors/friends stay overnight in their bedroom or elsewhere without prior permission from the Host Family and Homestay Contractor. The student will not stay overnight other than in the Host Family home without prior permission from the Host Parents and the Homestay Contractor.

16. The student will share the
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17. same responsibilities to the Host Parents and to the general household as those held by the family's own children of similar age. The student agrees to follow all house rules regarding behavior, curfews, attendance at meals, etc. and to occasionally share in the performance of household duties normally undertaken by the household's own children.
18. The student understand that the Host Family will provide guidance and supervision to the student consistent with that which would be provided by a careful and prudent parent.
19. The student may be held accountable for any intentional or accidental damage they cause to the property or possessions of the Host Family caused by the student. The cost of damages will be the financial responsibility of the student or natural parent.
20. The School District may at any time change the Homestay arrangements, including, without limitation, moving the student to a different Host Family.
21. Fees for participation in the Homestay program are as set out in the annual International Program Fee Schedule.

PROVISIONS THAT APPLY TO THIS ENTIRE AGREEMENT

Forum for Dispute Resolution

1. I agree that any dispute arising under the interpretation, application or performance of this agreement or in any way arising out of my child's participation in the School District's International Programs will be resolved in a British Columbia Court and I agree that I will not bring proceedings in any other court or jurisdiction and irrevocably attorn to the jurisdiction of British Columbia courts.

Release

2. I waive and release all claims against the School District for injury, loss, damage, accident, delay or expense resulting from my child's participation in the School District's International Programs. I also release the School District and agree to indemnify it, with regard to any financial obligations or liabilities that the School District may incur as a result of claims by others, or that my child may personally have or incur, or any damage or injury to the person or property of others that my child may cause while participating in the International Programs.

3. I understand that the School District is not responsible for any loss or injury suffered by my child or me. If my child becomes ill or incapacitated, the School District may take such actions as it considers necessary, including securing medical treatment and transporting my child home at his or her own expense. I release the School District from all liability related to such actions.

Consent to Medical Treatment

4. I authorize the School District and, if applicable, my child's Homestay Parents to consent to any x-ray examination, 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, whether such treatment or diagnosis is rendered at the office of such physician or at a hospital.
5. 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 School District to give specific consent to any and all such diagnoses, treatment or hospital care such physician may deem advisable.

Amendment

6. This Agreement with the School District cannot be modified except in writing.

Acknowledgement of understanding of Agreement

7. I understand that this agreement creates binding legal obligations on me. I have either read and understood the terms of this agreement or have had them fully explained to me by an individual fluent in English and in my first language.

Please Complete the Agreement Below:

I, _____, [PARENT/GUARDIAN (circle one)] AGREE TO THE PARTICIPATION OF _____ (NAME OF STUDENT) ON THE TERMS SET OUT IN THIS AGREEMENT AND I HAVE READ AND UNDERSTOOD THE TERMS OF THIS INTERNATIONAL STUDENT AGREEMENT AND AGREE TO COMPLY WITH THIS AGREEMENT AND THAT THESE TERMS AND CONDITIONS ARE BINDING ON ME AND ON _____ (NAME OF STUDENT).



Date _____

I, _____, [PARENT/GUARDIAN (circle one)] AGREE TO THE PARTICIPATION OF _____ (NAME OF STUDENT) ON THE TERMS SET OUT IN THIS AGREEMENT AND I HAVE READ AND UNDERSTOOD THE TERMS OF THIS INTERNATIONAL STUDENT AGREEMENT AND AGREE TO COMPLY WITH THIS AGREEMENT AND THAT THESE TERMS AND CONDITIONS ARE BINDING ON ME AND ON _____ (NAME OF STUDENT).

DATE _____

I, _____, (NAME OF STUDENT) HAVE READ AND UNDERSTOOD THE TERMS OF THIS INTERNATIONAL STUDENT AGREEMENT AND AGREE TO COMPLY WITH THIS AGREEMENT AND THAT THESE TERMS AND CONDITIONS ARE BINDING ON ME.

DATE _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Appendix D

CAPSI - SAFETY ABROAD PREPAREDNESS

Personal Information:

Full Legal Name:

Date of Birth: Passport Number:

Provincial Health Number:

Travel Medical Insurance Provider Policy Number:

Travel Medical Insurance Contact Name, Phone #:

Medical Information:

Allergies: No ☐ Yes ☐ Specify:

Asthma: No ☐ Yes ☐

Diabetes: No ☐ Yes ☐

List other health issues:

Please list all medications you take on a regular basis:

Who to Contact in case of Emergency:

Name:

Relationship:

Contact

Numbers:

Home:

Cell:

Work:

Email:

Travel Team Members:

Director/Superintendent: Phone: Email:

Director of Instruction - IP: Phone: Email:

Secretary Treasurer: Phone: Email:

Travel Agent: Phone: Email:

Questions for Discussion with Senior Management:

1. In the case of an event, who takes the lead role?
Name: Email: Phone:
2. Who will make the financial decisions?
Name: Email: Phone:
3. Who contacts family members?
Name: Email: Phone:
4. Who contacts the health insurance company (if necessary)?
Name: Email: Phone:
5. Are you traveling with anyone else?
Name: Email: Phone:

Key Resource Contacts:

- In case of emergency, you may contact the following for further assistance:

IPSEA EXECUTIVE DIRECTOR:

ipsea@studyinbc.org
cell: 1-778-677-1545

CAPS-I EXECUTIVE DIRECTOR:

info@caps-i.ca
cell: 403-608-8231

CAPS-MARKETING
COMMUNICATION MANAGER:

admin@caps-i.ca
1-604-355-0913

&

Canadian Embassy Website: <https://travel.gc.ca/assistance/embassies-consulates>

Trade Commissioner: <https://www.tradecommissioner.gc.ca/trade-commissioner-delegate-commercial/search-recherche.aspx?lang=eng>

Request for Emergency Assistance: <https://travel.gc.ca/assistance/emergency-assistance>