

INTERNATIONAL STUDENT AGREEMENT

STUDENT PARTICIPATION AGREEMENT

All students must participate according to the following conditions:

1. The student must obey the laws of Canada, the Province of Ontario and follow the rules, regulations, and policies of the Ottawa Catholic School Board (OCSB) and the school in which the student attends.
2. The parent(s), agency, or custodian(s) must inform the school and the International Student Program of any change of address or custodian for the student prior to the change taking effect. If the custodian has changed, a new custodianship declaration must be submitted to the International Student Program office. All international students (including those 18 years of age and older) must live with an adult over the age of 21 who assumes daily care and responsibility for the student. In addition, for students 18 years of age and older, all communications and relevant information will continue to be shared with the parent(s), agency, or custodian(s).
3. Students are expected to attend school daily, arrive on time for all classes, and complete all assignments and exams. Absences are only permitted for illness, school events, or with special permission. All absences must be reported to the school. A written note or phone call from a parent, host parent, custodian, or the student (if over 18) is required. For extended absences due to illness or injury, a doctor's note must be provided. Students are responsible for making arrangements to complete any missed work during their absence.
4. Any concerns the school or school board has with respect to attendance, academics, or student well-being can be shared with parent(s)/custodian(s) and agencies (if applicable), school and OCSB personnel in order to provide the necessary guidance and assistance for the student, even if 18 years of age or older. This will be contingent on our agreement, and it is important to understand that excessive absences or poor academic performance by the student could lead to removal from the program.
5. The OCSB reserves the right to determine course selection. This process will consider student interests, alignment with pathway goals, assessment results, fulfillment of prerequisite requirements, and the availability of courses. To ensure comprehensive cultural and academic integration within the OCSB, students must maintain a minimum enrollment of three courses per semester, with at least two of these courses delivered through in-person instruction.
6. The OCSB will provide school and grade placement based on the student's address, date of birth, and ESL needs. Requests for school or grade placement changes are under the discretion of the OCSB.
7. The student and family understand and agree that any inaccuracies in the application or failure to adhere to the above conditions may result in withdrawal from the OCSB without refund of tuition fee. If it is determined by the OCSB that the student's educational needs were misrepresented in the application, the Board reserves the right to immediately withdraw the student from the program.
8. It is the student's responsibility to maintain a valid study permit from Immigration, Refugees, and Citizenship Canada (IRCC) for the full enrollment period.
9. The OCSB retains the authority to make decisions regarding student participation in school-related activities and programs that are not explicitly outlined in this agreement. Such decisions will be based on the OCSB's commitment to the safety, well-being, and educational interests of students, as well as the orderly and effective operation of the school. This authority may be exercised in response to unforeseen circumstances, evolving needs, or situations not reasonably anticipated at the time of this agreement.
10. Students are expected to follow the OCSB Code of Conduct at all times. Unauthorized recording, photographing, live streaming, or sharing of audio/video content without the consent of all individuals involved is strictly prohibited in residential or educational settings and may result in disciplinary action, including possible dismissal from OCSB and/or legal consequences.



Ottawa Catholic School Board
Catholic Education Centre
570 West Hunt Club Road
Nepean, Ontario K2G 3R4
Phone: 613-691-8805
discover@ocsb.ca
ocsb.ca

REIMBURSEMENT POLICY

Full Refund

A full refund, minus the \$400 application fee, will be granted under the following condition:

- **Study Permit Refusal:** If a student's study permit application is denied by IRCC, a full refund will be issued (excluding the \$400 application fee). A written request, including the official IRCC refusal letter, must be submitted to the International Student Program within two weeks (10 business days) of the semester start date.

Partial Refunds

Partial tuition refunds, minus the \$400 application fee and medical insurance fees, will be considered under the following conditions:

1. Voluntary Withdrawal

Based on the program start date indicated in the letter of acceptance:

- Before the program begins: 65% of tuition paid will be refunded.
- Within the first 30 calendar days of the program: 50% of tuition paid will be refunded.
- For full-year students (September–June) withdrawing after the first semester:
A 50% refund of tuition paid for the second half of the school year will be granted if notice is provided to the International Student Program office by December 31st of the respective school year.

2. Change in Immigration Status

If a student's immigration status changes and they become a resident pupil (eligible for funding through the Ontario Ministry of Education), a partial refund will be issued (excluding the \$400 application fee and medical insurance fees), provided the student qualifies as a resident student by the following dates:

- Before October 31st of the school year: 35% refund of Fall semester tuition. Any fully paid future semesters will be refunded in full (less insurance fees).
- After October 31st but before March 31st of the school year: 35% refund of Winter semester tuition.

No refunds will be issued if a student qualifies as a resident student after March 31st of the school year.

3. Extenuating or Emergency Circumstances

In exceptional situations beyond the student's control, the OCSB may consider a partial refund. These requests will be reviewed on a case-by-case basis.



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No Refund

Refunds will not be granted under the following circumstances:

- Voluntary withdrawal more than 30 days after the program start date.
 - Dismissal from the program due to violation of laws, policies, or regulations enforced by the Government of Canada, law enforcement, the OCSB, or the OCSB International Student Program.
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Refund Processing Time

Once a refund request is approved, processing may take up to 30 days. Please note that application and medical insurance fees are non-refundable.

Deferrals

Tuition may be deferred to the next semester if the student is unable to secure the required documentation to enroll within the first 30 days of the scheduled start date. A written request must be submitted to the OCSB International Student Program by:

- August 21st for the Fall Semester
- January 21st for the Winter Semester

All requests for refunds or deferrals must be made in writing with documentation (if applicable) to discover@ocsb.ca.

GENERAL RELEASE/WAIVER

1. This agreement releases the Ottawa Catholic School Board from all liability relating to injuries, losses, damages, accidents, delays, or expenses that may occur while the student is enrolled in an Ottawa Catholic School Board school. With regard to any financial obligations or liabilities that the student may incur or any damage or injury to person(s) or property (caused by the student), we, the undersigned, release the Ottawa Catholic School Board and agree to indemnify it.
2. We, the undersigned, acknowledge that the Ottawa Catholic School Board is not responsible for any loss or injury suffered by the student during travel or study. If the student becomes ill while enrolled the Ottawa Catholic School Board shall take such action as it deems necessary, including withdrawing the student from the program and sending the student home (at the student/parents' expense).



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I have read this document before signing below and I fully understand the contents, meaning and impact of this consent. I understand that by giving this consent, I am permitting personal information about me or my child to be used as outlined in this form and further understand that if consent were withheld, this use would not occur.

Information Collection Authorization: In accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Protection of Health Information & Protection Act (PHIPA)*. This information is collected under the legal authority of Section 265(1)(d) of the *Education Act* as amended, and may be used as necessary for some or all of the following principal administrative purposes related to: The Ottawa Catholic School Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. The Board's '[Notice of Collection Use and Disclosure](#)' & the '[Protection of Privacy Policy](#)' support document entitled '[Privacy and Information Management of Personal Information](#)' may be viewed on the Board's website at www.ocsb.ca. Please contact your school Principal with questions, and/or the Privacy Officer, Ottawa Catholic School Board, 570 West Hunt Club Road, Nepean, ON K2G 3R4. Phone: 613-224-2222 | info@ocsb.ca

Student Signature

Parent Signature

Date: _____