

## INTERNATIONAL STUDENT AGREEMENT

### REIMBURSEMENT POLICY

The refund policy has been expanded to include continued travel restrictions and/or continued school closures. Below are some options from which you may choose.

#### Postpone/ Defer Admission to OCSB

- You may postpone your admission to another semester. You will not be required to apply again, and placement in the school confirmed in the Letter of Acceptance is guaranteed.
- A written request must be submitted to the International Education Team before:
  - To postpone your September admission the request must be submitted by:
    - August 21<sup>st</sup> – new international students
    - August 31<sup>st</sup> – current international students
  - To postpone your February admission the request must be submitted by:
    - January 21<sup>st</sup> – new international students
    - January 31<sup>st</sup> – current international students

#### Refund Policy

**\*\*\* An administration fee of CAD \$400.00 will be deducted from each refund.**

- Full Tuition Fee Refund, less the administration fee (CAD \$400.00), will be granted if Immigration, Refugees and Citizenship Canada (IRCC) does not issue the Study Permit. To obtain a refund, the student must submit the following documents within 60 calendar days from the issue date as indicated on the original refusal letter from IRCC:
  - The original Letter of Rejection from IRCC
  - The original OCSB Official Letter of Acceptance
  - The original receipt of tuition payment
  - Completed and Signed Refund Request Form by the parent/guardian
- Two-Thirds of the tuition, less the administration fee (CAD \$400.00), will be refunded if a student withdraws at least 30 calendar days or more prior to the

commencement of the program as prescribed in the Official Letter of Acceptance. The following documents are required:

- The original OCSB Official Letter of Acceptance
  - The Original receipt of tuition payment
  - Completed and signed Refund Request Form by parent/guardian
- One-Half of the tuition, less the administration fee (CAD \$400.00), will be refunded if the student withdraws less than 30 calendar days before/after the commencement of the program as prescribed in the Official Letter of Acceptance. The following documents are required:
- The original OCSB Official Letter of Acceptance
  - The Original receipt of tuition payment
  - Completed and signed Refund Request Form by parent/guardian
- No refund of the tuition fee will be granted to a student who:
- Withdraws after 30 calendar days from the commencement of the program as prescribed in the Official Letter of Acceptance.
  - Is dismissed from the program as a result of any contravention of the laws of the Province of Ontario or the federal laws of Canada applicable therein or is in breach of any policies or procedures of the Ottawa Catholic School Board or OCSB International Student Programs.
  - false medical information is given and/or pertinent medical conditions are not disclosed
  - No partial refund will be given in the case of late arrivals.
- Change of Immigration Status: In the event that the student's immigration status changes during the school year, the parent/guardian of the student must contact the International Students and Admissions Office immediately. Note that this paragraph does not apply to students whose parents obtain work permit or study permit after the commencement of the student's program at OCSB.
- **Refund will only be issued to parent/legal guardian or custodian**
- The OCSB shall not be held liable for losses or expenses as a result of the Board being unable to provide education owing to labour disputes or other causes beyond control.

## **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.)

## 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 and the school in which the student attends.
2. The student, parent(s), or custodian(s) must contact the school if the student moves and / or changes custodian.
3. The student must attend school on a daily basis. A written note or phone call from the parent / custodian (or student if over 18 years old) should be submitted to the school when the student is absent. If the student is absent for a prolonged period due to illness or injury, a doctor's note should be provided to the school.
4. Students must attend all classes, arrive on time, complete homework assignments, and exams. Students are not permitted to miss school unless unwell, attending school events, or granted special permission. All absences from school must be reported. If absent from school, students must make arrangements to complete missed work.
5. 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), (if student is under 18 years old), school and Board personnel in order to provide the necessary guidance and assistance for the student.
6. 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 Ottawa Catholic School Board without refund of tuition fee. If it is determined by the Ottawa Catholic School Board that the student's educational needs were misrepresented in the application, the Ottawa Catholic School Board can withdraw the student from the program.
7. The Ottawa Catholic School Board will provide school and grade placement based on the student's address, date of birth, and ESL needs. Request for school or grade placement changes are under the discretion of the Ottawa Catholic School Board.
8. It is the student's responsibility to maintain a valid study permit from IRCC for the full enrolment period.

**I have read and understand the general release/waiver, student participation agreement, payment and reimbursement policy, and confirm that all information contained in this application is true and accurate.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (If student is under 18 years old)

\_\_\_\_\_  
Date

## **ACKNOWLEDGEMENT**

The Ottawa Catholic School Board is committed to protecting your privacy and personal information. School Boards operate under the authority of the Education Act (R.S.O. 1990 c.E.2) ss 58.5, 265 and 266 as amended, Sabrina's Law and in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA).