



# HIGH SCHOOL CANADA



## PUBLIC HIGH SCHOOL

Application Guidelines 2026-27



# APPLICATION GUIDELINES

## 2026-27 ACADEMIC YEAR

### PUBLIC SCHOOLS

- All locations are available for Full Year (10 month) and Semester (5 month) options.
- Short term (less than 5 months) available in certain locations upon request.

CISS offers placements in the following provinces:

BRITISH COLUMBIA	North Vancouver, Burnaby, Victoria, Sunshine Coast and several communities on Vancouver Island
ONTARIO	Several communities within 1-2 hours of Toronto including Guelph, Peterborough, Muskoka region, Brockville, Cornwall, Lanark county, London, as well as Windsor, Stratford, Ottawa
ALBERTA	Calgary, Red Deer and Lethbridge
QUEBEC	Montréal (English schools) Laval and Rosemere (English schools)

### THE IDEAL STUDENT IS:

- Aged 14 to 17 (12-13 may be considered in select locations and only if student shows sufficient maturity)
- Motivated to learn and immerse him/herself into Canadian culture and society
- Open to the challenges of an all-English educational experience (or French in select areas)
- Dedicated to maintaining a high level of study to meet the expectations of a study programme
- Ready to fully become part of a new Canadian family or to live in a school residence
- Independently natured to face all challenges that come with a new country, school, family and experience
- Disciplined to adhere to all rules and policies of CISS and the school, even if they are different from rules in home country

### SPECIAL REQUESTS

CISS will consider special requests or requirements by your child, but can never guarantee all will be met. Please ensure your and your child's expectations meet our general programme outline.

**Participation in the programme must NOT be dependent on meeting all special requests.**

Special requests in the following areas may be considered:

- Specific courses (ie. music, dance, languages, engineering, robotics)
- Sporting/artistic opportunities
- Bilingual French/English hosts (available in select communities only)
- IB /AP programme (very select schools, programme restrictions in effect, early application required)
- ESL support programming

## SPECIALIZED MEDICAL OR MENTAL HEALTH CARE

For students with specialized medical issues, an active and on-going prescription need, special cognitive needs or mental health concerns, our team will ask that you - AT TIME OF INQUIRY - submit a specialized/additional Medical Supplement document that provides us with more details about the care of your child. **This form will be sent to you as required.**

Upon review of this document, our team will advise if our programme is suitable to provide the level of care and support that your child requires and any conditions that need to be met for acceptance into our programme. If your child's situation, care or medical condition requirements fall outside of what our team can provide, we may not be able to proceed with the application.

If issue is not addressed at time of inquiry, it may be identified upon our reievew of your child application, and the supplemental form and review may be required at that time. Acceptance decision will be held until assessment is complete.

## SCHOOL CHOICE:

- Students may decide on the region or community/city of choice, but should provide a top 3 list of schools
- At the public level, students are enrolled in the school designated for the residential address of their host family
- You may select your top 3 schools and our team will work toward the best match starting with their first choice
- If the host family is the more important factor in your child's experience (ie. for reasons of diet, allergy or religious affiliation), CISS will seek the host family FIRST, which will then determine the school option(s). Not all specialized hosts are possible in every school district.
- CISS may also target a placement in a select school if your child has a specific academic or other request or need
- **Some special requests will limit the placement choices and may dictate duration of stay**

## STEP 2: APPLICATION

<b>DOCUMENT:</b>	<b>CISS Application Form</b>
	<a href="https://www.cisscanada.com/high-school-application-documents/">https://www.cisscanada.com/high-school-application-documents/</a>
<b>SEND TO:</b>	<a href="mailto:aypapps@cisscanada.com">aypapps@cisscanada.com</a>
<b>PAYMENT:</b>	<b>\$600 CAD Application fee</b>

### **Essential information:**

- Full CISS application form required - including all supplemental pages
  - 3 years of transcripts including Transcript Translation page
  - Valid passport copy
1. Application to be filled in on computer
  2. Application must be submitted to [aypapps@cisscanada.com](mailto:aypapps@cisscanada.com)
  3. CISS will invoice a \$600 CAD non-refundable application fee, required for us to proceed with the application. This fee also serves as our minimal cancellation penalty
  4. CISS will review the application, and target acceptance at first placement choice
  5. We will continue to communicate with you regarding the acceptance status
  6. If the first choice is unsuccessful, CISS will re-submit to the second choice
  7. If any further documents are required, we will advise

## RECOMMENDED APPLICATION DEADLINES:

START	TYPE OF SCHOOL	RECOMMENDED
SEPTEMBER START <i>5 or 10 months</i>	Schools in Québec	Ideal: BY FEB 1 No later than: APRIL 15
	Public & Catholic schools generally in Canada	Ideal: BY FEB 1 No later than: MAY 15
FEBRUARY START <i>5 months or 12 months</i>	Schools in Québec (except English Montreal)	Ideal: BY JUN 30 No later than: OCTOBER 1
	Public & Catholic schools generally in Canada	Ideal: BY JUN 30 No later than: NOVEMBER 15
SHORT-TERM <i>2, 3 or 4 months</i>	Public & Catholic schools (select schools only)	As above for September or February start <i>(or min. 10 weeks prior to any other start date)</i>

## STEP 3: ACCEPTANCE

The decision to accept a student is solely made by the school board

### TIMELINE TO ACCEPTANCE:

The time it takes for a school or school board to confirm acceptance varies depending on the type of programme, special course requests and timing of application.

An average duration for public schools = 2 to 4 weeks

### PROCESS FOR ACCEPTANCE:

1. CISS will send email confirmation that your child has been accepted, and will confirm in which community and/or which school.
2. Once the acceptance is firm, your child's profile will be forwarded to our Operations division. Our homestay team review your child's profile and match your child to the best suited host family in that city/community. The host family is often confirmed between 3-8 weeks prior to arrival in Canada.

If your child is not placed in his/her first choice of school, CISS will continue to choice #2 or #3.

CISS may also advise on select school or host family choices if we believe that a school or family are excellent options based on your child's application and profile.

## STEP 4: INVOICE

Upon receiving your agreement to the school/placement acceptance, CISS will issue the full programme invoice.

### INVOICE includes:

- Student tuition
- Homestay with a local family
- Custodianship & Monitoring package (registration assistance, custodianship, monitoring and reports, student advocacy)
- Arrival and final departure airport transfers
- Medical Insurance (if purchasing through CISS or the school board\*)
- Other mandatory fees as outlined by individual school board or province

\* MEDICAL INSURANCE: requirements vary by school/ district. In most public school placements students can bring own insurance from home country or opt to purchase a Canadian plan from CISS .

Exceptions: most school districts in British Columbia and Alberta, select school districts in Ontario. In these cases, students must purchase the insurance policy as provided by the school.

Fees may differ from the option through CISS

## STEP 5: PAYMENTS

	PAYMENT REQUIRED BY:	DOCUMENTS SENT AFTER EACH PAYMENT:
Application Fee \$600 CAD NET	Required WITH the application. CISS will invoice for this fee, for immediate payment.	Confirmation of Application receipt and application review  Request for review and confirmation that details transcribed onto Custodial Declaration are correct (notarized declaration to be issued after 60% payment)
60% of Programme Fee	Required within 60 days of invoice. For invoices sent prior to April 1* (September arrival) or October 1* (February arrival)  Some schools/school districts have a much earlier payment requirement which will be advised at time of application.  *CISS will confirm payment terms for applications received after this date.	Letter of Acceptance (LOA) from the school or school district.  Custodial Declaration  CISS Notification of Acceptance (NOA) Confirmation and overview of the programme through CISS  If required: receipt for CIC confirming full payment of tuition fees
Balance of payment + medical Insurance	For September start: June 1 For February start: November 30	Host Family confirmation and profile School Profile Confirmation of medical Insurance (if through CISS /Guard Me)

## PAYMENTS

**Bank wire transfers** can be made as outlined on the invoice.

**Payments by credit card** can be done via NorthStar\* using this link:

<https://www.northstarcurrency.com/CISS>

\*note: service charges may apply

## INCLUDED CUSTODIANSHIP & MONITORING SERVICES

From the moment you apply with CISS, we provide you with a commitment to safety, professionalism and personal attention. No one else has the breadth of community or homestay options in Canada and we are proud of the quality of services we offer.

The Custodial Declaration document comes in 2 parts:

<b>PAGE 1:</b> <b>Custodial Declaration - Custodianship for Minors Studying in Canada</b>	<b>PAGES 2 &amp; 3:</b> <b>Custodianship Declaration- Parents/ Guardians for Minors Studying in Canada</b>
filled out and signed by a CISS representative, and notarized by CISS	filled out and signed by BOTH parents (if both are still living), and notarized by the natural family

All 3 pages are required for Study Permit.

## OUR SERVICES INCLUDE...

### 1. APPLICATION PROCESS:

- Assistance with school selection
- Review of application and supporting documents to ensure all requirements are completed as outlined by the relevant school
- Coordination of student interviews by Skype®, telephone if required by school
- Collection and assistance with required documents for Study Permit including: Legal/Notarized Custodial Declaration, Letter of Acceptance from the school and CAQ application (if applying to schools in Québec)
- Assistance with securing health coverage either through the school (if required) or through CISS (if requested)

### 2. HOMESTAY & WELL BEING:

- Homestay Accommodation
- Accommodation arrangements with a Host Family, carefully screened and selected by our Homestay division. (For the majority of placements CISS does not out-source the homestay selection, unless required to use school-board selected families.)
- Private room in family home with a bed, dresser, closet and quiet space for study
- Dedicated Local Coordinator in each community or area to monitor the satisfaction of both your child and the host family as well as a Student Care Supervisor to oversee the general settlement
- Monitoring - visits or calls to your child by the Local Coordinator throughout the duration to ensure well-being

### 3. MONITORING & OTHER SERVICES:

- Legal Custodianship of your child while they are in Canada
- Dedicated Local coordinator for the duration of the programme as your child's main contact

- Student Care Supervisor as your Parental Main Contact
- 24 hour emergency service
- Welcome package including Student Handbook outlining communication, social and behavioural expectations, and all relevant contact details
- Post-arrival in Canada Orientation and programme expectations by CISS or local coordinator (may be in person or online)
- Assistance with course selections (in conjunction with school guidance department)
- Monitoring – visits or live chats with your child twice per semester; report to encompass transition to school life, general well-being and health, and academic progress
- Regular contact with your child by chat, phone, email or other
- Advocacy - CISS will act as an advocate for your child in the event of incident or issue with the school or local authorities
- Arrival and Departure transfer + assistance to arrange additional transfers as required (additional transfer costs will be billed separately)
- Collection of interim and term school reports
- Co-validation of final transcripts at programme end (if required)
- Assistance with study permit extensions should student wish to extend their stay for another school year

## EXTRA INCIDENTAL EXPENSES

<u>Estimate</u> of yearly (10 month) incidental expenses	GUARD ME® Medical Insurance
\$3,000 - \$5,000 CAD	Full Year: \$750 CAD Semester: \$375 CAD
	<a href="#">Guard Me Summary</a> <a href="#">Guard Me Full Outline</a>

### Students should expect to pay some or all of the following as extra expenses:

- Medical Insurance:
  - many schools allow students to bring their own medical insurance
  - some public schools require that students purchase insurance through the school board (this applies mainly to schools in British Columbia and Alberta)
  - CISS also offers Canadian Student Medical Insurance through Guard Me at a competitive and reasonable rate
- ESL Tuition/Tutoring (if required and if not included as part of school curriculum)
- Incidental expenses associated with the respective school including:
  - school and sport uniforms
  - schools supplies
  - school "Student Fee"
  - text books
  - sports equipment
  - laptop computers
  - adventure expeditions
  - dry cleaning and mending
  - long distance telephone charges
  - private tutoring – academic, musical (if requested)
  - school photos
  - recreational entertainment
  - school events and trips
- Specialty Programmes or exams (IB: International Baccalaureate, AP: Advanced Placement exams, TOEFL exam etc)
- Expenses relating to holiday plans outside of the homestay arrangements (different homestay accommodation, transportation)
- Airport transfers (excluding arrival and departure transfers which are included)

- Daily transit costs to/from school (public transit) if school bus not available/provided
- Pocket money for personal shopping
- Airport tax and/or Airport Improvement Fees
- Entrance fees/programme costs for any sightseeing attractions not included as part of school programme
- Storage and delivery of luggage arriving or departing separately from your child
- Homestay, school or community changes (at your child's request or if necessitated by student action/misbehaviour)
- Translation of documents from English to mother language or visa versa (including final grade reports)
- Determination of credit equivalency prepared via professional channels if required

## STEP 6: APPLICATION FOR STUDY PERMIT

For detailed information about Study Permits, Entry Visas, eTA information or to find the closest Canadian Visa Office, please visit: <https://ircc.canada.ca/>

- In Canada, any study programme with a duration of 6 months or longer requires a Study Permit. This permit is in addition to any required Entry Visa (TRV - Temporary Resident Visa) or Electronic Travel Authorization (eTA)
- Depending on your country of residence or origin, the process to apply for and receive a Study Permit or TRV may be several weeks to several months. eTAs are quick and can be done online.
- For study in the Province of Québec: schools in Québec require an additional study permit called the CAQ. Application for the CAQ is required prior to application for the Canadian Study Permit. CISS will assist with this process. Application deadlines for Québec schools are earlier to allow sufficient time for this additional visa process.

## STEP 7: ARRIVALS, FLIGHT DETAILS AND IMPORTANT NOTES

### 2026-27: RECOMMENDED ARRIVAL & DEPARTURE DATES

CISS will inform you of arrival dates according to confirmation and school start date, and only once all school calendars for 2025-26 are confirmed (in Spring 2025). Students should make arrangements for arrival according to the guidelines established, allowing them to participate in the orientation. **If your child is not able to meet the guideline, please contact CISS before issuing the flight ticket.**

	Semester 1	Semester 2
Class start	September 8*, 2026 (some schools: end August, 2026)	February 01*, 2027
Arrival	To be confirmed once your school placement is finalized	To be confirmed once your school placement is finalized
Semester end	January 31-February 1, 2026*	June 24-29, 2026*
Departure date	January 31-February 1, 2026*	June 30, 2026*

*\*date are tentative! Start and semester end dates will differ in specific communities or schools and are ESTIMATE dates only until the 2025-26 school calendars are confirmed (usually by May 2026)*

## SCHOOL ORIENTATION

Select schools or school districts may also hold their own orientation for incoming international students. These orientations are typically included in the programme costs, and operate in the days or week prior to school start. CISS will advise if a school-related orientation is required for your student, and any changes to the arrival date.

## FLIGHT DETAILS

Flight details must be submitted no later than 4 weeks prior to arrival to ensure that each student is met and safely guided to their home community or school.

- For September start = flight information due by August 01
- For February start = flight information due by December 15 to account for winter holiday office closures

**! ALL flights must arrive into and depart from the allocated Gateway Airport**

<b>Arrival Date:</b>	Arrival flights should be scheduled for the dates advised (unless otherwise informed by CISS ).
<b>Departure Date</b>	Students may depart from the programme anytime between the end of their final exam and the semester end, following the dates shown above.

## ACCEPTABLE FLIGHT TIMES:

Flights **MUST** be arranged during the following times:

<b>ARRIVAL</b>	after 8am and before 9pm (this allows sufficient time for transfers after what could be lengthy wait times for luggage retrieval and immigration)
<b>DEPARTURES</b>	after 10am, before 11 pm (except if departing as a UM. See below)
<b>Supplement if outside these times</b>	\$250 CAD per flight segment outside of these times

- Extra costs may also be incurred if the flight is delayed or canceled to cover additional supervision or overnight expenses

## UM (UNACCOMPANIED MINOR) SUPPLEMENT

For students **ARRIVING** to Canada with UM Service, CISS does not charge a supplement, and will provide you with the name of the person receiving your child once the flight information is confirmed.

For students **DEPARTING** Canada with UM Service, a **CISS service fee of \$350 CAD** will be charged to compensate the host family or designated staff for the requirement of remaining with your child until the flight departs. This can often be as long as 2-3 hours after your child has checked-in. This service fee is separate from the fees charged by the airline.

## FLIGHT TIME RESTRICTIONS for students departing as UM

<b>UM DEPARTURES</b>	after 10am, and before 9pm
Base UM Supplement (CISS)	\$150 CAD for Arrival flight \$350 CAD on Departure flight
Extra UM Supplement (CISS )	+\$100 CAD if flight is outside of prescribed timeframe.

- Extra costs may also be incurred if the flight is delayed or canceled to cover additional supervision or overnight expenses

## EXTRA DAYS:

In the event that your child requests to arrive earlier or depart later than the prescribed dates, or flight schedule requires it, prior consent must be received by CISS to ensure that the host family is available to welcome your child early or keep your child later. A respite family (an alternate family) may be enlisted to support the request if the intended host family is unavailable on the dates requested.

### Extra night rate

<u>Ontario/Quebec</u> All locations <u>except</u> Toronto, Peel and York Toronto, Peel and York	per night: \$50 CAD per night: \$60 CAD
<u>Albert &amp; BC</u> All locations <u>except</u> Burnaby, North & West Vancouver Burnaby, North & West Vancouver	per night: \$55 CAD per night: \$60 CAD

## AIRPORT MEET & GREET

CISS monitors arrival flight information regularly on arrival day and will always check for delays and/or flight cancellations. Unless there are significant delays or changes to a student's flight, please do not call CISS on arrival days.

- You must ensure that your child has their Letter of Acceptance and that they know both the name of their programme as well as the CISS company name and logo
- CISS staff or designated representative will be at the scheduled airport to meet each student
- It is the responsibility of each student to locate their greeter upon entering into the arrivals hall
- Participants must be able to manage their own luggage and should pack accordingly

## IMMIGRATION

After arriving, student will first need to go through Canadian Immigration. It is at this point when their Study Permit will be officially issued and placed in the passport (if applicable).

Students must be ready to show the following documents to the Immigration officer:

- Passport
- eTA (electronic Travel Authorization)
- Letter from Canadian Embassy showing confirmation of your Entry Visa/Study Permit
- Letter of Acceptance from your school
- Custodial Declaration from CISS
- Name and address of the host family
- Canadian Customs Declaration form (or kiosk confirmation)
- CAQ approval (if studying in province of Quebec)

Students who require a Study Permit may be asked to go to "Secondary Immigration", where the actual document is provided to your child.

**! Your child MUST ensure they receive their actual Study Permit document before leaving Immigration!**

## RETRIEVING BAGGAGE

After students have passed Immigration they continue to the BAGGAGE area to retrieve ALL their luggage.

If the luggage is missing or damaged, your child must submit a Lost Baggage Claim before leaving this area. Airport personnel can assist. Students should provide their Host Family address & phone number

## CUSTOMS

Customs is the last step after collecting baggage. Students must declare all items. Once released, they continue to the exit, into ARRIVALS.

## ARRIVALS HALL

Regardless of who is meeting your child, he or she should always look for a SIGN with either:

- The CISS logo (this is typical for large arrival dates such as the start of the programme in September or February)
- Student name (this is more typical for arrivals into smaller airports or during the school year when he/she might be the only student arriving on a flight)

**Student must NEVER leave the arrival area or the airport until you have been greeted by CISS**

**Students must not wander to get something to eat or sightsee around the airport. Students must NEVER simply make their own arrangements out of the airport!**

If after 30 minutes your child has not connected with their greeter, they should call our emergency telephone number: 1-866-388-6543.

## MODE OF TRANSPORTATION TO HOST FAMILY HOME:

Students will either take a hired private car, a shuttle car with several students, or the host family will personally meet your child and drive to the home. The greeter will advise of which option is arranged for your child.

## COMMUNITY WELCOME SESSION

Within the first 2-3 weeks after arrival, the local coordinators will arrange an Welcome Session for all new students to cover a basic outline of the community, programme expectations and any questions students may have. This session may be in-person or virtual, depending on the number of students and size of the community/city.

## CANCELLATION POLICY

Public Schools	
Upon Application	<p><b>PENALTY:</b> \$600 CAD application fee is non-refundable regardless of cancellation date or reason, including those caused by a force majeure (ie. Covid-19)</p>
AFTER payment of fee and receipt of school Letter of Acceptance (if prior to 3 weeks before arrival)	<p><b>PENALTY:</b> +40% of CISS programme fee</p> <p>Exceptions are the following which may be higher, as much as 60% BC: North Vancouver ON: Peel Region, Toronto Public, Toronto Catholic, Halton or York</p> <p>Return of original Letter of Acceptance and notarized Custodial Declaration required</p>
Within 3 weeks prior to student arrival	<p>+60% of CISS programme fee &gt;&gt; Return of original Letter of Acceptance and notarized Custodial Declaration required</p>
After Arrival	<p><b>PENALTY:</b> Voluntary Withdrawal OR expulsion from programme due to inappropriate student behaviour/disregard for programme rules or Canadian laws: No Refund</p> <p>Medical or other Emergency: CISS will assess each situation. Any compassionate refund is at the discretion of CISS and the school, dependent on the reason and/or situation.</p>
<p><b>SPECIAL:</b> Denial of Study Permit or TRV</p> <p>(official letter/notification from the Canadian Visa office must accompany request to cancel for this reason)</p>	<p><b>PENALTY:</b> \$600 CAD application fee is non-refundable regardless of cancellation date or reason, including those caused by a force majeure (ie. Covid-19)</p> <p>+ \$350 CAD if the host family profile has already been provided to the agent. + Up to \$1,000 CAD penalty from school board (varies by school).</p> <p>Remainder of fees paid will be refunded.</p>

## VACCINATIONS

### VACCINATION REQUIREMENTS TO ATTEND A CANADIAN SCHOOL

The following is a list of typical required vaccinations for students attending Canadian schools.

Ontario is the most stringent province and is the basis for this list. Other provinces may be more lenient or may require alternate/additional vaccinations. This list is subject to change at any time.

<b>Vaccination</b>	<b>Requirements</b>
Diphtheria*	administration every 10 years
Tetanus*	administration every 10 years
Pertussis*	administration every 10 years
Polio*	administration every 10 years
Measles	
Mumps	
Rubella	
Varicella (Chicken Pox)	Ontario: Mandatory for students born in 2010 or later
Meningococcal C conjugate (Men-C)	Both Type C and ACWY

\* These vaccinations require administration every 10 years. A student who has not received these mandatory vaccinations within 10 years of the scheduled arrival in Canada may be required to receive it prior to arriving in Canada. If the local Health Board determines that the student has failed to comply with this policy, the student may be required to receive the vaccination in Canada. In Ontario, school suspensions may result with non-compliance.

### COVID-19 VACCINE

Covid-19 vaccines are no longer required for participation in the CISS High School programme. Covid-19 Bivalent vaccine boosters are available in Canada for any student who wishes to receive an updated vaccine. **Policy subject to change.**



## HOST FAMILY

Canada is a multicultural society, where people of all cultures and ethnicity are welcomed and form an integral part of the culture of each community. Homestay families represent the standard “middle class” of Canada. Families are selected based on their willingness to welcome a student into their home as a member of their family, offering a stable, clean and welcoming home, meals, security, comfort...essentially everything equal to a “home away from home”.

- Most families are from a typical middle class demographic, with one or both parents working during the day. A stay-at-home parent is not typical.
- **Students and their natural parent(s) should anticipate that they may not be placed in the stereotypical family of a mother, father, children, and a pet.**
- CISS enlists suitable single parent, retired, as well as childless couples as hosts. CISS will provide a comprehensive profile of the selected host family in advance of the student’s arrival

### REASONS OUR FAMILIES DECIDE TO BE A HOST

Families choose to host for a wide variety of reasons. Many are proud of their community and want to share this with newcomers or find hosting to be an ideal way for their own children to know more about the world through having international students. Others have grown children and see this as an opportunity to continue to be parents.

### THE HOST FAMILY WILL OFFER

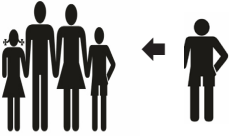




- A friendly, clean, stable and welcoming environment
- A place in their home as a member of the family
- A private room with a bed, dresser and closet, clean towels and bed linens
- A quiet work space either in the bedroom or another part of the house
- English (or French) speaking environment
- Laundry facilities (host parents may require student to do own laundry using the family facilities)
- **Hosting families may also have children attending the same school, but this is never a Guarantee**
- **Students must not expect same-age host siblings**

### STUDENTS ARE EXPECTED TO:

- Treat their family with respect and participate as a member of the family
- Obey family rules, especially with respect to curfew
- Keep their room and living space tidy, and voluntarily help with reasonable household chores
- Respect the family’s privacy and any cultural differences
- Speak English (or French)









## FAMILIES

CISS considers ALL of the following family compositions to be acceptable hosts for students, provided they meet the hosting criteria.

 <p>“nuclear family” (mother, father, children) or “blended family” (second marriage with children from previous marriage who may or may not live full-time in the home)</p>	 <p>single parent with child/children living in the home</p>	 <p>couples with no natural children or “empty nesters” - couples or singles who have older/grown children no longer in the home</p>	 <p>single adult retired or working with no children in the home.</p> <p>Single hosts will often have extended family that is an active part of their lives.</p>	 <p>Same-sex couples - with or without children in the home</p> <p><i>NOTE: CISS acknowledges that same-sex couples may not be as accepted globally as they are in Canada. Please discuss with us any challenges such a placement may present</i></p>
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## HOMES:

A stringent criteria of a host family is their ability to provide a **clean, safe and nurturing home environment**. In Canada, families live in a variety of home styles. The style of homes in each community may vary. Below is a legend of some of the more common house types among the CISS host families:

 <p><b>Detached Home</b> (Typical Suburban)</p> <p>Single family home, multi-storey, not attached on either side</p>	 <p><b>Detached Home</b> (Typical Urban)</p> <p>Single family home, multi-storey, not attached on either side</p>	 <p><b>Bungalow</b></p> <p>Single family home, single level, not attached on either side</p>	 <p><b>Townhomes or Rowhouses</b></p> <p>Single family homes, single or multi-level attached in a row</p>
 <p><b>Semi-detached</b></p> <p>Single family homes, single or multi-level, sharing one interior wall</p>	 <p><b>Duplex / Apartment</b></p> <p>Low-rise building with two or more separate units <u>Very common</u> in larger cities, especially Montreal</p>	 <p><b>Apartment / Condo</b></p> <p>Building with several storeys and several units. Both are similar; Condo unit are typically owned by the resident vs rented from a single apartment landlord</p>	 <p><b>Farmhouse</b></p> <p>Detached home or bungalow situated on a farm setting. The student's school, however, may be in a more urban location. School bussing is common</p>

## COMMUTE TO SCHOOL:

Host families are located within a reasonable distance of the respective school - no more than 45 minutes by transit (in major urban cities, the commute time may be as high as 60 minutes on transit). The means of daily transportation to/from the school depends on the circumstance and may include

- public transportation
- school bus
- walking

School busing, if available, is only provided to students living a certain distance from the school, but still within the designated catchment area. The distance may vary by community, and is typically at 3.2 km or further from the school. School boards do not deem a distance of 30-40 minutes walking to be a hardship and many local students make their way to school in this way.

## MEALS:

- 3 meals daily are provided by the host family
- Meals should be eaten together as a family when possible - especially dinner.
- Meals are always provided but not necessarily served! Students may need to make some meals for themselves, with food provided by the family (for example: breakfast or lunch)
- Snacks are typically also available to the student. Students should always discuss snack options with their family

## CONFIRMATION OF THE HOST FAMILY

After receipt of final payment and approximately 3-8 weeks prior to your child's arrival, our homestay team will provide you with a profile of the host family selected for your son or daughter. This profile will include a brief outline of the parent(s), any children in the home as well as any other international students also placed with them.

Families may host more than one international student per school year. CISS policy dictates that in this case, the students will be the same gender, will each have their own private bedroom and be of a different nationality or language group. As a general rule, CISS allows families to host up to two international students provided that each student has his or her own private bedroom, that your child is of the same gender and that they speak different languages. We may place up to 3 students in the same home in larger cities, provided all students have own bedroom and guidelines are maintained.

Contact information for the family is included on the profile. Once the family is approved, we ask that you initialize contact (via email is best) to introduce yourselves and your child to them.

Once contact has been made, this constitutes acceptance of the family. Should you have any questions or concerns about the family, please speak with us before making contact with them.

## CHANGE OF HOST FAMILY

Host families are selected based on student's interests and requests (when possible). We expect you and your child to be OPEN-MINDED about the host family since the environment may be different from what is in your own home. The host family is expected to welcome the student into their home and treat him/her as a member of the family.

### **If problems arise:**

The Local Coordinator (with input from the Student Care Supervisor) will discuss the problem with the student and host family in hopes of finding a mutually agreeable solution. Both the student and host family are expected to do their best to work out a solution. If a solution is not possible and the problem is significant enough to cause friction and/or bad feelings, CISS will move the student to a new family.

**IMPORTANT:**

1. CISS does not consider ethnic, cultural or social structure of the family, size of home, distance from school, or desire to be closer to a friend as valid reasons for requesting a move to a new family.
2. Students insisting to move with no apparent problem or just cause, or requiring a move because of misbehaviour causing stress within the host family, will be charged the costs of the move and for any unpaid expenses owing to the family.
3. In cases where a change of host family is required because your child misrepresented him or herself on the application form, a fee will be charged for the host family change, in addition to any unpaid expenses owing to the family. This applies once your child has already arrived in Canada. CISS strongly urges that the host family profile be fully reviewed prior to arrival.

An example of misrepresentation includes:

- stating that your child is a non-smoker resulting in the placement with a non-smoking family, when the reality is that your child does smoke and the family will not permit it.

4. Public school placement is determined by the location of the host family. Host family change requests will be made with all efforts to keep your child in the same school to avoid disruption of programme. However, in cases where a new host family within the same school area is not possible, CISS will advise of new family and school options prior to confirming the move.

Summary of "Change of Family" fees:	
Family change due to valid non-suitability of host family	no charge
Family change arising from student non-compliance of CISS rules/policies and/or general misbehaviour or inappropriate behaviour	\$600CAD
Family change on request of student or natural family without valid reason	\$600CAD
Family change resulting from misleading application information (ex. non-disclosure of allergies, claims of being non-smoker)	\$600CAD

**THANK YOU FOR CHOOSING CISS TO SUPPORT YOUR CHILD'S CANADIAN EDUCATION.**

**PLEASE CONNECT WITH US FOR QUESTIONS.**