



**2026-2027 Legal International Student Agreement
New and Returning Students**

Please review this document carefully. Once you have read and agreed with all the rules and conditions, please sign the document in blue ink and upload it into the English Montreal School Board’s secure online portal – True North- in the student account.

The Legal International Student Agreement 2026-2027 is a legal binding agreement whose completion and submission is mandatory for participation in the EMSB International Student Program. It is valid for the duration of the student’s studies with the English Montreal School Board.

If the student intends to attend the EMSB as an international student for more than one school year, a new contract will be signed annually.

This Agreement becomes legally binding upon the signature of the Agreement and its submission to the EMSB.

INTRODUCTION:

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

Roles	Responsibilities
Student (applicant)	Person applying to the International Student Program
Custodian	Person legally responsible for the international student during their stay in Canada
Guardian	Person responsible for supervising the student during the school year
Agent (if applicable)	Person responsible to help the student apply online for the International Student Program
EMSB Administrative Technician	Person responsible at the EMSB to support the registration and enrolment of the student in the EMSB International Student Program
EMSB School Advisor	Person responsible to support the student at school throughout the school year



ADMISSION CONDITIONS AND PLACEMENT TO THE EMSB INTERNATIONAL STUDENT PROGRAM

- The EMSB accepts international students at the primary and secondary level from Grade 1-11.
- Requests for the primary sector need to meet at least one of the criteria below:
 - Students have a sibling enrolled as an international student in the secondary sector
 - Parents legally responsible will be accompanying and residing with the student during their education abroad in Montreal.
 - Parent is registered in a Vocational Training Program/Adult Education Centre with the English Montreal School Board
- Student placement will be determined according to availability in our schools and in the recommended academic program for the student
- The EMSB will request enrolment in the student's top three school choices and programs; but, **the final decision on any placement is determined solely by the EMSB.**
- The school principal reserves the right to change the grade level or the study program of the student if the language skills are not at the required proficiency level.
- If the student arrives after the start of school, the program of choice is not guaranteed as placement is limited.

Secondary I to III (Grade 7 to 9)

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

Secondary IV (Grade 10)

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

Secondary V (Grade 11)

Students who register in Secondary V (Grade 11) need to demonstrate an intermediate level proficiency in English (comprehension, written and spoken).

QUEBEC SECONDARY SCHOOL / HIGH SCHOOL DIPLOMA

If the plan is to receive a high school diploma in Quebec, the student must accumulate a total of 54 credits in Secondary IV and V (Grade 10 & 11), with at least 20 credits at the Secondary V level. The student must pass all courses with a minimum of 60%, including the required French as a Second Language course. **The Ministère de l'Éducation (MEQ) will no longer be granting any exemptions for international students for this course.**

Note: Students accepted for Secondary V (Grade 11) may not have the French proficiency and enough credits to graduate high school. Once the school year is completed, the student will need to complete their courses in post-secondary centres to obtain the required credits for a high school diploma.

The following is a list of courses required to obtain a high school diploma according to the Quebec Education Plan. If you have any questions about your credit status, speak with your School Advisor or Guidance Counselor at school.



Secondary IV (Grade 10)	Credits
Mathematics: CST	4
SN	6
Science and Technology or Applied Science and Technology	4
History and Citizen Education	4
Arts Education	2

Secondary V (Grade 11)	Credits
Language of Instruction (English)	6
French as a Second Language: Programme de base or Programme enrichi	4 6
Culture and Citizenship in Quebec	2
Physical Education and Health	2

INTERNATIONAL STUDENT APPLICATION PERIOD

- Students applying for initial admission to the EMSB must submit their student application during the international student application period for the upcoming school year in the secure portal. Refer to <https://international.emsb.qc.ca/international/admission/youth> for the application dates.
- Requests for admissions will only be accepted and processed during the student application period.
- International students currently registered in the EMSB International Student Program who want to return for the next academic school year, need to follow the International Student Program re-application process and submit a newly signed Legal International Student Agreement for the next school year.

PROGRAM LENGTH OPTIONS:

- Full year of study (10 months) – September to June 23
- Half year of study (5 months) – Fall semester: September to end of January
Winter semester: February 1 to June 23

FEEES AND PAYMENT POLICY

Every school board shall, in accordance with the budgetary rules established by the Minister of Education, Recreation and Sports, require a financial contribution in respect of a student who is not a resident in Québec for services that are not free services under section 3.1 of the Education Act. As such, tuition fees will be charged to students who do not meet the criteria of “resident” or fall within the exemptions defined by law.

LETTER OF ACCEPTANCE (LOA) FEE

- A \$250 non-refundable fee is required to receive the **Letter of Acceptance** for the initial application or when students need to renew their immigration documents to continue studying with the EMSB.
- An additional non-refundable fee of \$100 will be charged, if an agency/agent or parent requests a modified letter of acceptance for the same student for the same school year.



INTERNATIONAL STUDENT PROGRAM FEES

INTERNATIONAL STUDENT PROGRAM FEES				
Sector	Program	Tuition Fee	Insurance	Total Program Fees
Primary	Full Year (10 month)	\$ 10,400.00	\$ 600.00	\$ 11,000.00
	Half Year/Semester (5 month)	\$ 5,200.00	\$ 300.00	\$ 5,500.00
Secondary	Full Year (10 month)	\$ 13,400.00	\$ 600.00	\$ 14,000.00
	Half Year/Semester (5 month)	\$ 6,700.00	\$ 300.00	\$ 7,000.00
<u>EXTRA SERVICE FEES- UPON REQUEST ONLY</u>				
Government Authentication of Documents				\$100.00/document
Delivery Fee (Registered Mail)				\$ 40.00

Above fees are in Canadian dollars, tax inclusive, and payable in full to the English Montreal School Board.

TUITION FEES INCLUDE

- Tuition (which includes a \$1000 non-refundable tuition fee deposit)
- International Student Program Activities
- ***The EMSB reserves the right to modify the services offered and tuition fees without prior notice.

NON- OPTIONAL HEALTH INSURANCE FEES INCLUDE

All international students are required to purchase and register with the EMSB International Student Program insurance provider to ensure adequate coverage during their education in our schools. Below is a list of services covered by the insurance provider.

- | | |
|---|---|
| <input type="checkbox"/> Medical
<input type="checkbox"/> Emergency Dental
<input type="checkbox"/> Paramedical Practitioners
<input type="checkbox"/> Transportation & Related Expenses
<input type="checkbox"/> Third Party Liability | <input type="checkbox"/> Prescription Drugs
<input type="checkbox"/> Extended Health Care
<input type="checkbox"/> Travel
<input type="checkbox"/> Mental Health Counselling |
|---|---|

TUITION AND INSURANCE FEE PAYMENT DEADLINES

- Full tuition and insurance fees must be paid by the below dates:
 - **NEW students:** All fees must be paid a minimum of 30 days before the start of the school year or 30 days before the start of the semester in cases where students are enrolled for a half year program
 - **RETURNING students:** All fees must be paid by May 31st of every academic year for the next school year.
- Students with outstanding international student program fees will not be insured and not be able to start school

***The EMSB reserves the right to change the tuition fees without prior notice.



METHODS OF PAYMENTS AND TRANSACTION RECEIPTS

- Accepted payment methods are: money order, certified cheque, credit card (MasterCard or Visa), wire transfer or e-transfer to the EMSB. Cash payments are not accepted.
- Credit card payments are processed in person at our offices at the EMSB
- As proof of payment, a transaction confirmation/receipt from the banking institution is required indicating that the payment has been successfully processed and deposited into the EMSB account.
- Official receipts will be provided by the EMSB once we have received confirmation from our Finance Department that the funds have been deposited to our EMSB account

SCHOOLS FEES (NOT INCLUDED IN INTERNATIONAL STUDENT PROGRAM FEES)

Please take note that International Student Program fees do not include school fees, such as school materials, textbooks, concentration program fees, lunch supervision, school organized field trips, extracurricular activities, etc. that may vary based on the school. These fees would be paid directly to the school.

TYPE OF FEES	COST
School Fees	≤ \$500
Uniform Fees	≤ \$200

REFUND POLICY

The REFUND POLICY outlines the terms and conditions that govern any refund request and repayment under the International Student Program. Refunds, if applicable, will be made to the person who paid the tuition fee in Canadian dollars and they have been requested in writing by the parent who signed this agreement.

1. A **FULL REFUND**, excluding the non-refundable \$250 LOA fee, will be granted if Immigration Canada (Study Permit) and/or Immigration Quebec (CAQ) refuses the application. A copy of the refusal letter from the government must be included with the refund request.
2. **PARTIAL REFUND** of the International Program Fees excluding the non-refundable \$250 LOA fee and the \$1000 non-refundable tuition deposit fee will be granted if student withdraws prior to the start of the program/school year
3. A **PARTIAL REFUND** representing 50% of the International Student Program fees paid and excluding the non-refundable \$250 LOA fee and the \$1000 non-refundable tuition deposit fees will be granted if the student withdraws prior to the following deadlines.

Program Enrollment	Program Withdrawal Deadline Date
Full Year (September to June 23)	January 15
Fall Semester (September to January 31)	November 15
Winter Semester (February 1 to June 23)	April 15

4. If a student becomes eligible for a tuition fee exemption (e.g. due to a change in immigration status during the school year), a **PARTIAL REFUND** representing 50% of the International Student Program fees will be issued, excluding the non-refundable \$250 LOA fee and the \$1,000 non-refundable tuition fee deposit. This refund applies only if the status change occurs **before January 15 of the academic year**. All relevant documentation must be provided to determine refund eligibility.
5. Fees are **NON-REFUNDABLE** if one of the following conditions applies:
- The student is unable to perform or is not performing to a reasonable academic standard to be determined by the school administration and the school board.
 - The Study Permit or the CAQ is revoked by Immigration Canada or Immigration Quebec.
 - The student engages in illegal activity or breaches school policies/regulations/rules/ or school code of conduct and must return home.
 - Student/parent falsifies mandatory documents, including but not limited to report cards or medical information and/or pre-existing conditions not disclosed.
 - The student and/or family has received or applied for either “Refugee Status” or “Certificat de sélection du Québec (CSQ)” and does not meet the criteria for exemption set out by the government.

ARRIVAL IN MONTREAL:

- The CAQ and study permit are required to complete the final registration at the school and to apply for the Certificate of English Eligibility. Without these documents the student cannot start school.
- Students, guardians (agents and parents are encouraged) must attend a mandatory Orientation Session at the end of August (date to follow).
- Guardian and student need to complete the final registration at the school.

DOCUMENTS REQUIRED TO START THE SCHOOL YEAR

1. Legal International Student Agreement (signed by student/ parent/ guardian)
2. A notarized copy of the Custodian/Guardian document from Immigration Canada
3. Original and certified translated (French or English) of student’s long version birth certificate
4. Certificate of Acceptance in Quebec (CAQ)
5. Study Permit/Electronic Travel Authorization/Visitor Visa for Canada
6. A Certificate of English Eligibility (*This document will be completed upon your arrival in Montreal*)
7. An Inter-Board Agreement if the student will be residing outside the EMSB territory

APPLICATION FOR CERTIFICATE OF ENGLISH ELIGIBILITY

The Certificate of English Eligibility (C.O.E.) is granted exclusively by the Ministère de l’Éducation (MEQ) and is the only official authorization that permits an international student to attend English public schools in Quebec. This approval is granted for a limited period based on the student’s immigration documents. Once the COE expires, if the student wishes to continue studying in Quebec, they must enroll in a French public school or a non-subsidized English private school.



The application for the Certificate of English Eligibility will be completed **when the student has received all official immigration documents and has arrived in Montreal.**

Below are the steps to follow:

1. Legal guardian and student must contact the Student Advisor to book an in-person appointment to apply for a certificate of English eligibility (minimum 15 days prior to the start of school).
2. Agent/guardian declares under oath that neither the family nor the student has received or applied for either “Refugee Status” or “Certificat de sélection du Québec (CSQ)” and the application is then transmitted to the government by the EMSB.
3. Once the certificate of English eligibility is granted by the Ministère de l’Éducation (MEQ), the guardian/student will receive an email indicating they can start attending school.
4. As soon as the international student receives their certificate of eligibility in the mail, they must bring the document to the school for the student file.

LIVING ARRANGEMENTS – HOMESTAY

The EMSB recommends using homestay networks to provide housing for our international students.

- While studying at the EMSB, the student **MUST** be directly supervised by a legal guardian who is responsible for the student’s well-being, education and personal safety.
- The student **must live with this legal guardian** in the same dwelling for the duration of their registration with the EMSB school.
- The legal guardian must be reachable and have a valid phone number and email address.
- The legal guardian must be available for discussions about the student performance with the school administration
- EMSB students are prohibited from residing in a dormitory.
- EMSB students are prohibited from living outside their guardian’s dwelling even after they turn eighteen years old during the school year.
- The EMSB reserves the right to verify the dwelling of the student as often as the EMSB requests.
- If there is a change in legal guardian or custodianship during the school year, the student is responsible for informing the school secretary and school advisor in writing of these changes.
- Students living in circumstances that do not meet the living arrangements and homestay requirements set out by the EMSB will be reported to the authorities and EMSB administration with the risk of cancelling the student’s registration without compensation.

Should the parent choose to use a guardian outside of a homestay network for their child, the parent/agency will be responsible:

- To perform a background check on each family member over the age of 18.
- To ensure that the students have their own private room and reside with their guardian in the same dwelling
- To ensure that the students are **NOT** placed in a dormitory with multiple students under the supervision of a manager.
- To inspect the home to ensure all safety codes are respected and in place (fire extinguisher, smoke detectors, etc.)



- To ensure that the student has a proper room with a study area (bed, desk, lamp, chair, linens, and dresser).
- To verify that the student is well settled, safe, and thriving in the new environment.
- To provide the EMSB with proof (i.e. pictures of the apartment/home, police check etc.) that the homestay family meets the criteria.

MANDATORY HEALTH INSURANCE

- The student is obliged to always maintain health insurance while in Canada. Students are required to purchase the medical health insurance provided through the EMSB International Student Program for the entire duration of their education with the English Montreal School Board.
- Any pre-existing health conditions or illnesses need to be disclosed in the initial student application
- Our current provider is StudentVIP and all coverage details can be found on their website at <https://www.studentvip.ca/Default.aspx>.



Section 1

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

1. **Legal and School Compliance:** Students must comply with Canadian and Quebec laws, EMSB rules, policies, and the terms of the Legal International Student Agreement.
2. **Behavior and Conduct:** Students must not possess or use weapons, drugs, alcohol, or cigarettes and are expected to attend classes regularly, providing documentation for any absences.
3. **Academic Responsibilities:** Students must complete all assigned homework and maintain satisfactory academic performance, including a minimum passing grade of 60% in French as a Second Language to receive their Quebec Secondary School Diploma.
4. **Homestay Requirements:** Students staying with a homestay family must follow the homestay agreement, family rules, and notify all concerned parties if they wish to change their homestay arrangement. Additionally, they must remain with their homestay family, even if they turn 18 years old during the school year.
5. **Immigration and Legal Documentation:** Students must ensure they have valid CAQ, study permits, and immigration documents throughout their educational stay.

Section 2

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

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

Section 3

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

Section 4

I, the parent and/or guardian, have read the Fees and Payment Policy and Refund Policy, and understood the meaning and implications of the above agreement. I agree to abide by the terms of the policies and that any refund request will be governed by the terms of this agreement.



Please initialize every page of the document and read and sign below to confirm you have read, understood and agree to abide by the terms and conditions of the Legal International Student Agreement.

STUDENT

(Print Last Name, Full Name)

Student's Signature Date (mm/dd/yyyy)

PARENT LEGALLY RESPONSIBLE

Print Last Name, Full Name

Legal Parent's Signature Date (mm/dd/yyyy)

LEGAL GUARDIAN IN MONTREAL

Print Last Name, Full Name

Guardian's Signature Date (mm/dd/yyyy)