



<p><b>Renewal Application</b></p>	<ul style="list-style-type: none"> <li>▪ Download the Renewal Form from <a href="http://www.studytoronto.ca">www.studytoronto.ca</a> under Renewal Students</li> <li>▪ Complete the form</li> <li>▪ On page 2, obtain parent or custodian’s signature and information if you are under 18 years of age.</li> <li>▪ Prepare your payment using one of the methods below under “Preparation of payment”</li> <li>▪ Submit the completed renewal form and payment to the TDSB International Office prior to the deadline</li> </ul>		
<p><b>Preparation of Payment</b></p>	<ul style="list-style-type: none"> <li>▪ Please email <a href="mailto:studytoronto@tdsb.on.ca">studytoronto@tdsb.on.ca</a> for an invoice if required. There are two methods of payment:               <ol style="list-style-type: none"> <li>1. <b>Bank draft</b> - Please make payable to the <b>Toronto District School Board (TDSB)</b>. Bring the bank draft along with a completed page 1 renewal form to our office in person (5050 Yonge Street, 1<sup>st</sup> Floor, Toronto)</li> <li>2. <b>CIBC Portal Wire transfer</b> - Please wire transfer the tuition fee using CIBC International Student Pay System. Please follow the instructions on page 3.</li> </ol> <p>For payment options 2, please submit the completed form on page 2 &amp; 4 to <a href="mailto:studytoronto@tdsb.on.ca">studytoronto@tdsb.on.ca</a> with your TISP# in the subject line</p> <ul style="list-style-type: none"> <li>▪ direct deposits are <b>not</b> accepted</li> </ul> </li> </ul>		
<p><b>Tuition Fee</b></p>	<p>Grades 1-8:   __ \$16,000 (2 Semesters)       __ \$8,000 (1 Semester)            Grades 9-12: __ \$16,000 (2 Semesters)       __ \$8,000 (1 Semester)</p> <p>(Students attending a non-semestered secondary school must pay the full year fee)</p>		
<p><b>Refund Policy</b></p>	<p><b>Please refer to the refund policy on our website found at:</b></p> <p><a href="https://www.tdsb.on.ca/About-Us/International-Programs/International-Students/Fees">https://www.tdsb.on.ca/About-Us/International-Programs/International-Students/Fees</a></p>		
<p><b>Payment Deadline</b></p>	<p>Renewal period</p>	<p>September</p>	<p>February</p>
	<p>Payment Deadline</p>	<p>March 31</p>	<p>October 31</p>
	<p>\$500 Re-entry Fee Required</p>	<p>April 1 – 30</p>	<p>November 1 - 30</p>

## CIBC International Student Pay (Wire Transfer)

As an international student studying at Toronto District School Board, making payments is faster and easier than ever before.

With the **CIBC International Student Pay** secure online portal, you can now make arrangements to pay your student fees in your preferred currency<sup>1</sup> from anywhere in the world at any time.

### Send Tuition In Four Easy Steps:

- 1. LOG IN**  
Access the CIBC International Student Pay secure web portal by clicking here (<https://isp.cibc.com/ITPP/TDS/#/tdsbLogin>)
- 2. PROVIDE PAYMENT DETAILS**  
Once you enter the CIBC International Student Pay platform, simply enter the tuition amount in Canadian dollars, then identify your preferred country. You'll be shown the amount required in your preferred currency<sup>1</sup> to pay your student fees in Canadian dollars based on the competitive FX rate CIBC is providing Toronto District School Board. This quoted exchange rate is locked-in for 72 hours<sup>2</sup> - this means no currency fluctuations during that period as you finalize your transaction.
- 3. ENTER PAYER DETAILS**  
Enter a few payer details - whether it is you, your parents or an agent acting on your behalf. Carefully review the Terms & Conditions provided by CIBC, and when ready, click "Accept" and "Submit".
- 4. INITIATE TRANSFER**  
Print the payment instructions and reference code and deliver to your local bank within 72 hours<sup>2</sup>. Your bank simply follows the instructions and sends the funds to Toronto District School Board.

### Benefits of the Program:



#### Enhanced Student Experience

- Once you enter the CIBC International Student Pay platform, simply follow the prompts to make a payment in your preferred currency<sup>1</sup> – whether it is you, your parents or an agent acting on your behalf.



#### Access to Live Foreign Exchange Rates

- With CIBC International Student Pay you'll have access to the competitive foreign exchange rates CIBC is providing to Toronto District School Board. CIBC is a leading global financial institution and an established dealer specializing in foreign exchange for over 100 years.



#### End-to-End Communication

- You'll receive detailed instructions and a reference code to deliver to your local bank within 72 hours<sup>2</sup>. Your bank simply follows the instructions and sends the funds to your school. You'll also receive status updates and email reminders until your payment is complete, and you can check the status of your payment online at any time.

You will receive a confirmation email when Toronto District School Board receives your payment.



**WIRE PAYMENT REFERENCE SHEET**

To be completed and e-mailed or faxed to our office with the record of wire transfer.

E-mail: [studytoronto@tdsb.on.ca](mailto:studytoronto@tdsb.on.ca)

Date of Transaction (dd/mmm/yyyy)

Student Name (last name, first name)

Invoice TISP #

This is assigned to all students

Student's Date of Birth (dd/mmm/yyyy)

Student's TDSB School

Remitter's Name (last name, first name)

## Refund Policy

- **Full Tuition Fee Refund**, less the administration fee (CAD \$500.00), 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:
  1. The original Letter of Rejection from IRCC
  2. The original TDSB Official Letter of Acceptance
  3. The original receipt of tuition payment
  4. Completed and Signed **Refund Request Form** by the parent/guardian
- **Two-Thirds** of the tuition will be refunded if a student withdraws at least 30 calendar days or more prior to the commencement of the program
- **One-Half** of the tuition fees will be refunded if the student withdraws less than 30 calendar days before/after the commencement of the program.
- **No Refund** of the tuition fee will be granted to a student who:
  - withdraws after 30 calendar days from the commencement of the program
  - is dismissed from the program due to breach of law, policy or regulation as determined by the government of Canada, the Police, the Toronto District School Board and/or TDSB International Student Programs; or
  - gives false medical information or fails to disclose health conditions as required by TDSB International Student Programs
- **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. Please note Change of Immigration Status **does not** apply to students whose parents are on work permit or study permit.