



# Toronto International Student Programs STUDENT APPLICATION FORM

Please submit completed application form to:

Toronto District School Board  
International Students and Admissions Office  
5050 Yonge Street, 1st Floor  
Toronto, Ontario, CANADA M2N 5N8

Tel.: (416) 395.8120  
Fax: (416) 395.8476

Email: [studytoronto@tdsb.on.ca](mailto:studytoronto@tdsb.on.ca)  
Website: [www.studytoronto.ca](http://www.studytoronto.ca)

**A non-refundable application fee of CAD\$400.00** must be submitted. If paying online, accepted forms of payment are wire transfer, credit card (VISA, MasterCard, American Express, Discover or JCB), or Visa debit. If you are printing and mailing this form, accepted forms of payment also include certified cheque, bank draft or money order (in Canadian currency).

Please make cheque/bank draft payable to:  
**Toronto District School Board**

PLEASE PRINT THE FOLLOWING INFORMATION IN ENGLISH (\* Indicates required information)

|                           |                            |                      |                      |                      |
|---------------------------|----------------------------|----------------------|----------------------|----------------------|
| <input type="text"/>      | <input type="text"/>       | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| * Student Legal Last Name | * Student Legal First Name | * Date Of Birth      | * Current Age        | Current Date         |

## SCHOOL REQUEST

Please visit our website at [www.studytoronto.ca](http://www.studytoronto.ca) for elementary school placement and for a list of secondary schools accepting international students.

\* Last grade successfully completed:

### Elementary Placement (Junior Kindergarten to Grade 8)

Placement in a school is based on the address of the parent/guardian or CIC custodian in the City of Toronto and is subject to availability of space and school. In the TDSB, elementary students are placed in grades according to age.

\* The student is applying for the following term(s):

- September to June
- September to January
- February to January
- February to June
- Other option:    
Start Date (MM/YYYY)      End Date (MM/YYYY)

### Secondary Placement (Grade 9 to 12)

Placement in your school of choice is not always possible as it is based on space and subject availability. In accordance with the Ontario Ministry of Education's curriculum, it is common for a student to take subjects at a different grade level.

\* Secondary Grade Applying to:

- 9       10       11       12

\* The student is applying for the following term(s):

- September to June
- September to January
- February to January
- February to June
- Other option:    
Start Date (MM/YYYY)      End Date (MM/YYYY)

**\* While in Canada, I will be:**

- Living with my parent(s) / guardian(s)
- Living with my CIC custodian
- I do not know where I will be living at this time

**\* Secondary School Request**

- No school preference, please assign
- No school preference, but I prefer to be located in the following area:  
\_\_\_\_\_  
\_\_\_\_\_
- I prefer to attend (in order) the following schools (must enter at least 2):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* While in Canada, I will be:**

- Living with my parent(s) / guardian(s)
- Living with my CIC custodian
- Living with a homestay
- I am 18 years of age or older and I will be living by myself, with relatives or with friends
- I do not know where I will be living at this time

**STUDENT INFORMATION**

|  |   |  |   |
|--|---|--|---|
| <input type="text" value="Jusco"/><br>Preferred First Name | <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="text"/><br>* Email Address  |   |
| <input type="text"/><br>* Country of Citizenship           | <input type="text"/><br>* Country Of Birth                    | <input type="text"/><br>* First Language | <input type="text"/><br>Second Language |

**This section must be completed by students 18 years of age or older**

|   |                                      |   |                                    |
|---|--------------------------------------|---|------------------------------------|
| <input type="text"/><br>* I will be living with:                          |                                      |   |                                    |
| ( <input type="text"/> ) <input type="text"/><br>* Preferred Phone Number | <input type="text"/><br>* Phone Type | ( <input type="text"/> ) <input type="text"/><br>Secondary Phone Number | <input type="text"/><br>Phone Type |

**Current School Information**

|  |   |   |  |
|--|---|---|--|
| <input type="text"/><br>* Current School Name  | <input type="text"/><br>* Current Grade | <input type="text"/><br>* Current School City | <input type="text"/><br>* Current School Country |
| * Is this an international school or a regular school? <input type="checkbox"/> Regular <input type="checkbox"/> International |   |   |  |

**Address while in Canada**

|   |                                       |                                   |                                     |                                |                                    |                                       |
|---|---------------------------------------|-----------------------------------|-------------------------------------|--------------------------------|------------------------------------|---------------------------------------|
| <input type="text"/><br>* Street Number | <input type="text"/><br>* Street Name | <input type="text"/><br>Unit Type | <input type="text"/><br>Unit Number | <input type="text"/><br>* City | <input type="text"/><br>* Province | <input type="text"/><br>* Postal Code |
|---|---------------------------------------|-----------------------------------|-------------------------------------|--------------------------------|------------------------------------|---------------------------------------|

|                            |  |
|----------------------------|--|
| <b>Documents Required:</b> | <b>Required for all applicants:</b> <ul style="list-style-type: none"><li>- Photocopy of student's passport or birth certificate in English</li></ul> <b>If applying to grades 07-12:</b> <ul style="list-style-type: none"><li>- Completed, signed and dated <b>Letter of Recommendation</b> by a school official</li><li>- Certified or notarized photocopy of <b>Translated School Transcripts</b> from current year (if applicable) and the last two years</li></ul> |
|----------------------------|--|

## PARENT/GUARDIAN INFORMATION

**PARENT/GUARDIAN 1:**  Male  Female  Relationship to Student

\* Legal Last Name        
\* Legal First Name        
\* Email Address

### HOME COUNTRY INFORMATION

|                                  |                      |                      |                      |                      |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/>             | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| * Permanent Home Country Address | * City               | Province/State       | * Country            | Postal Code          |
| Fax Number:                      | <input type="text"/> | <input type="text"/> | <input type="text"/> |                      |
|                                  | Country Code         | Area Code            | Fax Number           |                      |
| * Preferred Phone Number         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|                                  | Country Code         | Area Code            | Phone Number         | Phone Type           |
| Secondary Phone Number           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|                                  | Country Code         | Area Code            | Phone Number         | Phone Type           |

### PLEASE COMPLETE ONLY IF LIVING IN CANADA

|   |                      |   |                      |
|---|----------------------|---|----------------------|
| ( <input type="text"/> ) <input type="text"/> | <input type="text"/> | ( <input type="text"/> ) <input type="text"/> | <input type="text"/> |
| * Preferred Phone Number                      | * Phone Type         | Secondary Phone Number                        | Phone Type           |

**PARENT/GUARDIAN 2:**  Male  Female  Relationship to Student

\* Legal Last Name        
\* Legal First Name        
\* Email Address

### HOME COUNTRY INFORMATION

|                                  |                      |                      |                      |                      |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/>             | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| * Permanent Home Country Address | * City               | Province/State       | * Country            | Postal Code          |
| Fax Number:                      | <input type="text"/> | <input type="text"/> | <input type="text"/> |                      |
|                                  | Country Code         | Area Code            | Fax Number           |                      |
| * Preferred Phone Number         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|                                  | Country Code         | Area Code            | Phone Number         | Phone Type           |
| Secondary Phone Number           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|                                  | Country Code         | Area Code            | Phone Number         | Phone Type           |

### PLEASE COMPLETE ONLY IF LIVING IN CANADA

|   |                      |   |                      |
|---|----------------------|---|----------------------|
| ( <input type="text"/> ) <input type="text"/> | <input type="text"/> | ( <input type="text"/> ) <input type="text"/> | <input type="text"/> |
| * Preferred Phone Number                      | * Phone Type         | Secondary Phone Number                        | Phone Type           |

## CITIZENSHIP AND IMMIGRATION CANADA (CIC) CUSTODIAN INFORMATION

This section is required if you selected in Section 1 **Living with my CIC custodian, Living with my homestay**, or if you are applying to an elementary school and will not be living with your parents while in Canada. You can bypass this section by checking the box below and then clicking on the **Save** button below.

This section does not apply to me or I do not have my CIC custodian's information yet. I will provide this information at a later date.

|   |                      |   |                               |                                 |
|---|----------------------|---|-------------------------------|---------------------------------|
| <input type="text"/>                          | <input type="text"/> | <input type="text"/>                          | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| Legal Last Name                               | Legal First Name     | Preferred First Name                          |                               |                                 |
| <input type="text"/>                          |                      | <input type="text"/>                          |                               |                                 |
| Preferred Language                            |                      | Email Address                                 |                               |                                 |
| ( <input type="text"/> ) <input type="text"/> | <input type="text"/> | ( <input type="text"/> ) <input type="text"/> | <input type="text"/>          |                                 |
| * Primary Phone Number                        | * Phone Type         | Secondary Phone Number                        | Phone Type                    |                                 |
| <input type="text"/>                          | <input type="text"/> | <input type="text"/>                          | <input type="text"/>          | <input type="text"/>            |
| Street Number                                 | Street Name          | Unit Type                                     | Unit Number                   | City Province Postal Code       |

## HOMESTAY INFORMATION

This section is required only if you selected **Living with a homestay** in Section 1 otherwise you can bypass this section by checking the box below.

This section does not apply to me or I do not have my homestay information yet. I will provide this information at a later date.

|                          |                      |                        |                               |                                 |
|--------------------------|----------------------|------------------------|-------------------------------|---------------------------------|
| <input type="text"/>     | <input type="text"/> | <input type="text"/>   | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| Legal Last Name          | Legal First Name     | Preferred First Name   |                               |                                 |
| <input type="text"/>     | <input type="text"/> | <input type="text"/>   |                               |                                 |
| Status in Canada         | Preferred Language   | Email Address          |                               |                                 |
| <input type="text"/>     | <input type="text"/> | <input type="text"/>   | <input type="text"/>          |                                 |
| * Preferred Phone Number | * Phone Type         | Secondary Phone Number | Phone Type                    |                                 |

## EMERGENCY CONTACT INFORMATION (While Student is in Canada)

**Emergency Contacts will only be called upon if the parents/Guardians and/or the CIC Custodian are unavailable.** If you do not have any other emergency contacts or you do not know who they are at this time, you can bypass this section by checking the box below.

Other than my Parent/Guardian or CIC Custodian, I do not have any other emergency contacts or I do not know who my other emergency contacts will be at this time.

|   |                               |   |                      |                         |
|---|-------------------------------|---|----------------------|-------------------------|
| <b>EMERGENCY CONTACT 1:</b>                   | <input type="checkbox"/> Male | <input type="checkbox"/> Female               | <input type="text"/> | Relationship to Student |
| <input type="text"/>                          | <input type="text"/>          | <input type="text"/>                          | <input type="text"/> |                         |
| * Legal Last Name                             | * Legal First Name            | * Email Address                               |                      |                         |
| ( <input type="text"/> ) <input type="text"/> | <input type="text"/>          | ( <input type="text"/> ) <input type="text"/> | <input type="text"/> |                         |
| * Preferred Phone Number                      | * Phone Type                  | Secondary Phone Number                        | Phone Type           |                         |
| <b>EMERGENCY CONTACT 2:</b>                   | <input type="checkbox"/> Male | <input type="checkbox"/> Female               | <input type="text"/> | Relationship to Student |
| <input type="text"/>                          | <input type="text"/>          | <input type="text"/>                          | <input type="text"/> |                         |
| * Legal Last Name                             | * Legal First Name            | * Email Address                               |                      |                         |
| ( <input type="text"/> ) <input type="text"/> | <input type="text"/>          | ( <input type="text"/> ) <input type="text"/> | <input type="text"/> |                         |
| * Preferred Phone Number                      | * Phone Type                  | Secondary Phone Number                        | Phone Type           |                         |

## EDUCATIONAL GOALS AND DIRECTIONS

1.  
2.  
3.

List five subjects you like.

4.  
5.

1.  
2.  
3.

List three things you do outside of school

Tell us your academic and career goals

## HEALTH INFORMATION

My child has no medical needs or conditions of which the school should be aware

If your child has medical needs or conditions of which the school should be aware, please describe the condition(s) below:

Medical Condition

Remarks

Please select if the student has any medical conditions that are considered life threatening.

## RECRUITER INFORMATION

I am not using a services of a recruiting agency

I am a recruiter with an existing TDSB account

\* Recruiter ID

\* Recruiter Name

I am a new recruiter

\* Contact Last name

\* Contact First Name

\* Phone Number

\* E-Mail

\* Fax Number

## DEFERRAL AND REFUND POLICY

### Deferral Policy

The Official Letter of Acceptance (OLA) is an agreement between the TDSB and the student/family, and the TDSB is committed to delivering the programs to all accepted students as prescribed in this official document. If a student cannot report to the TDSB as scheduled due to visa/study permit rejection or delay by IRCC or other personal reasons, he/she has the option to defer enrollment to the subsequent semester or school year. Unless for exceptional circumstances, students are allowed to defer once only.

Timelines to submit deferral request:

September 1 to November 1 for deferral to February intake

- February 1 to May 1 for deferral to September intake

Documents required to submit deferral request (via email: [StudyToronto@tdsb.on.ca](mailto:StudyToronto@tdsb.on.ca)):

- [Deferral Request Form](#) completed and signed by parents/custodian (the form can be downloaded from our website)
- Copy of original Official Letter of Acceptance
- Visa/Study Permit rejection letter from IRCC, or proof of Visa/Study Permit delay (e.g., submission of Visa/study permit application to IRCC), or explanation letter for other personal reasons (e.g., note from a medical doctor)

Please note the International Students and Admissions Office has the final authority to grant or reject the deferral request upon reviewing space availability and the information provided.

### Refund Policy

## I. STUDY PERMIT REFUSAL REFUND

A full tuition fee refund (minus the \$750 administrative fee) will be granted if Immigration, Refugees and Citizenship Canada (IRCC) does not issue the study permit to student. To obtain a full tuition fee refund, the student must submit the following documents within sixty (60) calendar days of the issue date of the original refusal letter from IRCC:

1. a copy of the original letter of refusal received from IRCC
2. a copy of the TDSB Official Letter of Acceptance
3. a copy of the original receipt of tuition payment
4. a completed and signed **Refund Request Form** from the parent/guardian or adult student (18 years of age or older)

Families and students should contact the International Students and Admissions office as soon as they know that the study permit application of the student is rejected by IRCC, either requesting for refund or deferral. No refund will be granted if the family/student fails to submit the above documents within sixty (60) days from the issue date of the original refusal letter from IRCC.

If the student's deferral request has been granted, a new refusal letter from IRCC will be needed to qualify for full tuition refund.

## II. PARTIAL REFUND

If a student withdraws at least thirty (30) calendar days or more prior to the commencement of the program as indicated in the TDSB Official Letter of Acceptance, **two-thirds of the tuition fee will be refunded**. The following documents are required:

1. a copy of the TDSB Official Letter of Acceptance
2. a copy of the original receipt of tuition payment
3. a completed and signed **Refund Request Form** from the parent/guardian or adult student (18 years of age or older)

If a student withdraws less than thirty (30) calendar days before the commencement of the program as indicated in the TDSB Official Letter of Acceptance, **one-half of the tuition fee will be refunded**. The following documents are required:

1. a copy of the TDSB Official Letter of Acceptance
2. a copy of the original receipt of tuition payment
3. a completed and signed **Refund Request Form** from the parent/guardian or adult student (18 years of age or older)

## III. REFUND WITH IMMIGRATION STATUS CHANGE

If the immigration status of a student changes (i.e. **student becomes a permanent resident of Canada or receives the Refugee Claimant Protection Document from IRCC**) prior to or during the school year, contact TDSB International Students and Admissions Office immediately to have immigration documents verified. Please note immigration status change does not apply to students whose parents obtain work permit or study permit after the commencement of the student's program at TDSB as indicated on the Official Letter of Acceptance.

Requests for refund as a result of immigration status change of the student will NOT be considered if received after **OCTOBER 15** for Semester 1 or **APRIL 15** for Semester 2.

## IV. NO REFUND

There will be **NO** refund of the tuition fee for the entire pay period in the following circumstances:

1. if the student withdraws after the commencement of the program as outlined in the official TDSB letter of acceptance
2. if the student chooses to withdraw for any reasons other than reasons set out in the Study Permit Refusal Refund, Immigration Status Change Refund and Partial Refunds sections above
3. if the student is found in violation of TDSB's policies and procedures
4. if false or fraudulent information was provided, including providing false medical information or non-disclosure of medical conditions or prescribed medications, in the Student Application Form

### Please note:

- An administration Fee of \$750.00 CAD will be deducted for each refund request.
- Refund will only be issued to the parents or custodian in the application record. If parents are outside of Canada and unable to receive the refund through wire transfer, notarized custodian documents and custodian ID information **MUST** be submitted to the International Students and Admissions Office along with the signed refund request form.

- The TDSB 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.

We fully understand the refund policy of the TDSB. We understand that the TDSB 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 its control.

## PARTICIPATION AGREEMENT

**The Toronto District School Board (TDSB) is committed to providing the best educational opportunities possible for International Students. In order to facilitate this, International Students, regardless of age, must participate according to the following conditions:**

1. The student must obey the laws of Canada, the Province of Ontario and follow the policies and procedures of the TDSB and the TDSB school in which the student is enrolled.
2. The student, parent/guardian or CIC custodian must contact the International Students and Admissions Office and TDSB school if the student changes address in Canada or changes CIC custodian.
3. The student must maintain a full-time student schedule. In a semestered secondary school, this means 4 courses per semester and in a non-semestered school, this means 8 courses for the year.
4. The student's educational information can be shared with parent/guardian, CIC custodian, TDSB school and central staff in order to provide the student with the necessary guidance and assistance for student success.
5. Any inaccuracies in the application or failure to abide by the above conditions may result in immediate dismissal from the TDSB without refund of tuition fee.
6. The grade level of a student's course selection in the TDSB school system will depend on the results of the Assessment Tests that the student is going to take before registration at the designated school. If the student enters TDSB in Grade 11 or 12, it may take two or more years to graduate with an Ontario Secondary School Diploma and to meet the requirements for admission to a university or college in Canada.

We understand and agree to the above TDSB International Student Programs conditions of participation.

## STUDENT MEDIA RELEASE CONSENT FORM

### Part 1 - Events

I hereby agree and give my permission for the Toronto District School Board and/or partners to record, film, photograph, audiotape or videotape my/my child's name, image, student work, and performance (hereinafter collectively referred to as "Work") and to display, publish or distribute these Works for the purpose of publishing, posting on the TDSB website, posting in schools, posting on social media sites and/or for broadcasting on television or radio as determined by the TDSB.

I hereby waive any right to approve the use of these Works now or in the future, whether the use is known to me or unknown, and I waive any right to any royalties related to the use of these Works.

I understand that the Works may appear in electronic form on the internet or in other publications outside of the TDSB's control. I agree that I will not hold the TDSB responsible for any harm that may arise from such unauthorized reproduction.

**Please mark this box if you AGREE that your child may participate in recorded TDSB/school events and TDSB hosted events as described above. (See Part 2 below)**

**Please mark this box if you DO NOT WISH your child to participate in recorded TDSB/school events and TDSB hosted events.**

### Part 2 - Media Specific

I also understand that external media organizations may attend school events. I give permission for my/my child's name, image, student work, and performance to be photographed, filmed, audiotaped, or videotaped for the purpose of being published and/or broadcast online, on television or radio.

**Please mark this box if you AGREE that your child may participate in media events that may be published or broadcast by organizations external to the Toronto District School board.**

**Please mark this box if you DO NOT WISH your child to be photographed, filmed, audiotaped or videotaped at media events.**

I have read this Student Media release Consent Form and I fully understand the contents and meaning of this release. I understand that I am free to contact the Principal with any questions regarding this release.

## CANADA'S ANTI-SPAM LEGISLATION

The Toronto District School Board requires your consent to receive any electronic messages which contain advertising or promotions. If you wish to allow your email address to be used for the above communications from us, please indicate below. You will continue to receive non-commercial emails. If you do not wish to receive commercial emails, please indicate below. You may choose to unsubscribe from commercial emails at any time by emailing [casl@tdsb.on.ca](mailto:casl@tdsb.on.ca). Please select what kind(s) of email would you like to receive or not receive?

School commercial electronic messages (fun fairs, field trips, pizza lunches)

I wish to receive these e-mails

I do not want to receive these e-mails

Central Department commercial electronic messages (continuing education courses, permits, e-mail renewal reminders for continuing enrollment in TDSB schools from the International Students and Admissions Office)

I wish to receive these e-mails

I do not want to receive these e-mails

## GENERAL RELEASE / WAIVER

1. We, the undersigned, do waive and release all claims against the TDSB for the injury, loss, damage, accident, delay or expense resulting from the applicant's participation in the Toronto International Student Programs. We also release the TDSB and agree to indemnify it, with respect to any financial obligations or liabilities that the applicant may personally incur, or any damage or injury to the person or property of others that the applicant may cause while participating in the Toronto International Student Programs.
2. We understand that the TDSB is not responsible for any loss or injury suffered by the applicant during periods of travel and study. If the applicant becomes ill or incapacitated, the TDSB may take such action as it considers necessary, including securing medical treatment and transporting the applicant home at his/her own expense. We release the TDSB from all liability related to such actions.
3. We understand that the applicant's participation in the program may be terminated at the discretion of the Senior Manager of the International Students and Admissions Office without any refund of tuition fee, and that the applicant may be sent home at his/her own expense if he/she does not adhere to the school or TDSB rules, standards, policies and procedures as set forth in the school's agenda, handbook and the Participation Agreement of the International Student Programs.
4. The student and parent/guardian warrant that the student applicant has no history of criminal behaviour.
5. Any rights, obligations, and relations in regards to the applicant's participation in the Toronto District School Board's International Student Programs will be governed by and construed in accordance with the laws of the Province of Ontario and Canada applicable therein. Any disputes in relation to the applicant's participation in the Toronto District School Board's International Student Programs will fall under the exclusive jurisdiction of the courts of Ontario.
6. We understand that placement in a TDSB school is subject to availability of space.

We understand and agree to the above TDSB International Student Programs general release/waiver.

***I have read, understand and agree to follow I have read, understand and agree to follow the rules and guidelines as outlined above.***

***I have read, understand and agree to follow I have read, understand and agree to follow the rules and guidelines as outlined above.***

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

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
DAY/MONTH/YEAR

\_\_\_\_\_  
DAY/MONTH/YEAR

## NOTICE OF COLLECTION AND USE OF PERSONAL INFORMATION

The information collected on this form is collected under the authority of the Education Act, R.S.O. 1990, c E.2, sections 58(5), 169.1-173, and will be used by Toronto District School Board (TDSB) to plan, administer, deliver and promote International Student Programs and for the general administration of our schools. This information is retained in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, c. M.56 and will be disclosed to authorized TDSB staff and authorized staff at partner organizations to administer the above purposes. Any questions regarding the collection of information on this form may be directed to the F.O.I. Coordinator at the Toronto District School Board, 5050 Yonge Street, Toronto, Ontario, M2N 5M8, Tel. (416) 397-3365.

We understand and agree to the above Notice Of Collection And Use Of Personal Information.