

# WESTERN SCHOOL DIVISION

## INTERNATIONAL STUDENT APPLICATION FORM

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Thank you for applying to the Western School Division's International Education Program. Please fill out and sign all applicable sections. If you need assistance filling out the form, please contact [international@westernsd.mb.ca](mailto:international@westernsd.mb.ca)

Please note that incomplete packages will not be reviewed.

### Application Process

**Step 1:** Complete the **application form**. A complete application must include the following items:

- A completed **Student Application form**;
- Original or certified copies of transcripts of the last two school years;
- A letter of recommendation from the previous principal or school official;
- 2 passport-sized photographs (taken in the last 6 months);
- A non-refundable application fee of \$250.00 (Canadian) payable to the Western School Division.

**Step 2:** Send the completed form with transcripts, photograph, recommendation, and application fee to:

International Education,  
Western School Division  
75 Thornhill Street Unit 4, Manitoba, Canada  
R6M 1P2  
Phone: 1-204-822-4448  
Fax: 1-204-822-4262  
Email: [international@westernsd.mb.ca](mailto:international@westernsd.mb.ca)

**Step 3:** A Skype interview will take place between the Program Coordinator and the student to assess the student's level of English and his/her ability to hold a conversation in English. The Skype interview is also an opportunity to get to know the student better and to answer any questions students or parents might have.

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**Step 4:** The Coordinator will decide upon acceptance and placement of the student based on the application, availability of homestay families, and openings available at the school. Students will receive a formal letter of acceptance. A minimum payment of \$1000.00 (Canadian) must be sent by the student as soon as he/she receives the letter of acceptance. The full fee may also be paid at this time.

**Step 5:** The student will receive an information package from the Coordinator. The Homestay Coordinator will arrange for the home-stay family and will answer any questions.

**Step 6:** The host family or the coordinator will meet the student at the airport and will help with all practical matters related to the home-stay family and settling in.

**Step 7:** The Coordinator will introduce the student to teachers, counselors, and principals of the receiving school. School officials will ensure that a proper program is planned for the new student.

### **FEE SCHEDULE 2019/2020 (Canadian Dollars) \*Payable to "Western School Division"**

#### **FULL YEAR (Total: \$19,250 + \$250 for application fee)**

- Application Fee: \$250.00 (non-refundable)
- School Tuition: \$11,000.00
- Home-Stay Fee: \$7000 (\$700 per month)
- Activity fee: \$750 (\$75 per month)
- Full Medical Coverage \$500
- NOTE: Once accepted into the program, students are required to pay a \$1000 deposit, which will be used towards the school tuition in order to receive the documents necessary to issue their student visa.
- NOTE: The remaining amount can be paid in full by August 15<sup>th</sup> or \$9,125 by August 15<sup>th</sup> and \$9,125 by January 15<sup>th</sup>.

#### **HALF YEAR (Total: \$9625 + \$250 for application fee)**

- Application Fee: \$250.00 (non-refundable)
- School Tuition: \$5,500.00
- Home-Stay Fee: \$3500 (\$700 per month)
- Activity fee: \$375 (\$75 per month)
- Full Medical Coverage \$250
- NOTE: Once accepted into the program, students are required to pay a \$1000 deposit, which will be used towards the school tuition in order to receive the documents necessary to issue their student visa.
- NOTE: The remaining amount of \$8,625 can be paid in full by the August 15<sup>th</sup> (semester 1) or January 15<sup>th</sup> (semester 2).

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### GENERAL INFORMATION

NAME: \_\_\_\_\_

PREFERERED NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

AGE: \_\_\_\_\_ GENDER:  MALE  FEMALE

COUNTRY OF BIRTH: \_\_\_\_\_ NATIONALITY \_\_\_\_\_

LANGUAGES SPOKEN AT HOME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ (HOME) / \_\_\_\_\_ (CELL)

EMAIL: \_\_\_\_\_

#### HOME ADDRESS:

\_\_\_\_\_

Street Address

\_\_\_\_\_

Street Address Line 2

\_\_\_\_\_

City

State/Province

\_\_\_\_\_

Postal/ Zip Code

#### MAILING ADDRESS

(if different from home address)

\_\_\_\_\_

Street Address

\_\_\_\_\_

Street Address Line 2

\_\_\_\_\_

City

State/Province

\_\_\_\_\_

Postal/ Zip Code



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### REPRESENTATIVE

DO YOU HAVE A REPRESENTATIVE OR AGENT WORKING WITH YOU?  YES  NO

If "yes", please list the following:

REPRESENTATIVE NAME

\_\_\_\_\_

Include company name and contact name of agency

RELATIONSHIP TO STUDENT

\_\_\_\_\_

(e.g. agency, immigration consultant, relative, friend)

EMAIL

\_\_\_\_\_

example@example.com

PHONE NUMBER

\_\_\_\_\_

Country Code    Area Code    Phone Number

Please Note that we will contact this representative for admission, application, flight details, study permit & visa Inquiries, academic updates, medical updates, dietary restrictions, financial, general correspondence, or any other issues that may arise with student.

### ACADEMIC INFORMATION

WHAT GRADE ARE YOU CURRENTLY ATTENDING? \_\_\_\_\_

I AM APPLYING FOR  GRADE 7     GRADE 8     GRADE 9

GRADE 10     GRADE 11     GRADE 12

I AM APPLYING FOR  FIRST SEMESTER (September-January)

SECOND SEMESTER (February-June)

FULL SCHOOL YEAR (September-June)



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- I AM APPLYING FOR**     ENGLISH SCHOOL
- FRENCH IMMERSION

Note that all students applying must go through a Skype interview to have language proficiency assessed. Students should be able to hold a basic conversation and answer basic questions.

**INDICATE WHY YOU WANT TO STUDY AT WSD:**

- Improve my English skills. I do not wish to obtain credit for my courses (audit courses only)
- Improve my English and take specific courses for credit
- Improve my English and take courses assigned to me by the school
- Graduate with a Manitoba High School Diploma

**ARE THERE ANY SPECIFIC ACADEMIC REQUIREMENTS THAT NEED TO BE CONSIDERED?** (e.g. specific courses, restrictions)?

- Yes     No

**IF YES, PLEASE PROVIDE US WITH THE APPROPRIATE INFORMATION.** (Please note that we will do our best to accommodate your requests, but cannot guarantee all your requests will be met).

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**HAVE YOU TAKEN ENGLISH LESSONS?**  Yes  No

**IF YES, FOR HOW LONG?**

- Less than one year
- One year
- Two years
- Three years
- Four or more years

**RATE YOUR ENGLISH LEVEL**

- No English (No knowledge of the English language).
- Beginner (Able to use some greetings, short sentences but unable to carry on a conversation. Very limited vocabulary).
- Intermediate (Able to order meals in a restaurant, ask simple directions, and read a little. Able to understand some spoken English. Reluctant to speak English).
- Upper Intermediate (Able to understand most uncomplicated radio/TV programs. Able to read a little. Comfortable speaking in a social environment. Make many mistakes and do not have the vocabulary to express messages that are more complicated clearly).
- Advanced (Able to understand and use English in most situations. Comfortable speaking English and have little difficulty expressing thoughts. Make few errors).
- Native English speaker (Speak and understand English like a native speaker).



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### PARENT/GUARDIAN INFORMATION

#### MOTHER'S CONTACT INFORMATION

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_  
example@example.com

HOME PHONE NUMBER \_\_\_\_\_  
Country Code    Area Code    Phone Number

CELL PHONE NUMBER \_\_\_\_\_  
Country Code    Area Code    Phone Number

IS YOUR MOTHER A PRIMARY CONTACT?     Yes     No

DOES YOUR MOTHER SPEAK ENGLISH?     Yes  
 No (What language does she speak? \_\_\_\_\_ )

DO YOU LIVE WITH YOUR MOTHER?     Yes     No

IF NOT, PROVIDE YOUR MOTHER'S HOME ADDRESS:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address Line 2

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Postal/ Zip Code

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### FATHER'S CONTACT INFORMATION

**NAME** \_\_\_\_\_

**EMAIL** \_\_\_\_\_  
example@example.com

**HOME PHONE NUMBER** \_\_\_\_\_  
Country Code    Area Code    Phone Number

**CELL PHONE NUMBER** \_\_\_\_\_  
Country Code    Area Code    Phone Number

**IS YOUR FATHER A PRIMARY CONTACT?**     Yes     No

**DOES YOUR FATHER SPEAK ENGLISH?**     Yes  
 No (What language does he speak? \_\_\_\_\_)

**DO YOU LIVE WITH YOUR FATHER?**     Yes     No

**IF NOT, PROVIDE YOUR FATHER'S ADDRESS HOME ADDRESS:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address Line 2

\_\_\_\_\_  
City

\_\_\_\_\_  
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### ADDITIONAL CONTACT INFORMATION

Please provide an additional contact person in case we cannot reach either parent  
in an emergency situation

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

example@example.com

HOME PHONE NUMBER \_\_\_\_\_  
Country Code      Area Code      Phone Number

CELL PHONE NUMBER \_\_\_\_\_  
Country Code      Area Code      Phone Number

RELATIONSHIP \_\_\_\_\_

### MEDICAL INFORMATION

DO YOU SUFFER FROM ANY MEDICAL CONDITION/DISABILITY THAT MAY AFFECT YOUR STUDIES OR MAY INTERFERE WITH YOUR ABILITY TO BE SUCCESSFUL IN THE WSD INTERNATIONAL EDUCATION PROGRAM?

Yes    No

ARE THERE ANY CONCERNS IN THE FOLLOWING AREAS? (select all that apply)

- Hearing                       Mobility                       Medical  
 Learning                       Visual                       Mental Health (i.e. depression, anxiety)

IF YES, PLEASE SPECIFY

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**DO YOU HAVE ANY ALLERGIES?**

Yes  No

**IF YES, PLEASE SPECIFY**

**DO YOU TAKE ANY MEDICATIONS?**  Yes  No

**IF YES, PLEASE SPECIFY**

**DO YOU USE EPI-PEN?**  Yes  No

**DO YOU USE INHALER?**  Yes  No

**DO YOU WEAR GLASSES OR CONTACT LENSES?**  Yes  No

**DO YOU HAVE ANY PHYSICAL CONDITION THAT MAY PREVENT YOU FROM DOING PHYSICAL ACTIVITIES?**

Yes  No

**IF YES, PLEASE SPECIFY**



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### LIVING ARRANGEMENTS

The Homestay Coordinator will select a family based on the information provided. Note that although we will consider all your answers when placing you with a family, we cannot guarantee all personal preferences will be met. Canada is a very diverse country composed of many ethnic backgrounds, so being open and flexible is key in being successful at the program and adjusting well in Canada.

WHAT IS YOUR MOTHER'S OCCUPATION? \_\_\_\_\_

WHAT IS YOUR FATHER'S OCCUPATION? \_\_\_\_\_

DO YOU HAVE ANY SIBLINGS?  Yes  No

IF YES, PROVIDE THE NAME & THE AGE OF YOUR SIBLINGS

\_\_\_\_\_  
Name Age

\_\_\_\_\_  
Name Year

\_\_\_\_\_  
Name Year

\_\_\_\_\_  
Name Year

\_\_\_\_\_  
Name Year

\_\_\_\_\_  
Name Year

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HAVE ANY OF YOUR SIBLINGS STUDIED AT THE WESTERN SCHOOL DIVISION IN THE PAST?  Yes  No

IF YES, PROVIDE THE NAME, THE YEAR YOUR SIBLING STUDIED AT THE WESTERN SCHOOL DIVISION, AND THE FAMILY WITH WHOM THEY STAYED.

\_\_\_\_\_  
Name Year Family

\_\_\_\_\_  
Name Year Family

\_\_\_\_\_  
Name Year Family

\_\_\_\_\_  
Name Year Family

LIST EVERYONE WHO LIVES IN YOUR HOME WITH YOU AND THEIR RELATIONSHIP WITH YOU (e.g. siblings, parents, grandparents, cousins, friends, etc.)

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

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WHAT TYPE OF HOUSE DO YOU LIVE IN?  House  Apartment

DO YOU LIVE IN THE CITY OR IN A RURAL AREA?  City  Rural

ARE YOU EXPECTED TO HELP WITH HOUSE CHORES?  Yes  No

IF YES, TELL US WHAT ARE SOME CHORES YOU DO AT HOME?

DO YOU HAVE A FAMILY PET?  Yes  No

ARE YOU WILLING TO BE PLACED WITH A FAMILY THAT HAS PETS?  Yes  No

**FAMILY TYPE PREFERENCE (check all that apply)**

- Prefer no children
- Prefer other teenagers in the house
- Prefer children/baby in the house
- Prefer to live with other International Student (from different nationality)
- No preference



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**DO YOU HAVE ANY DIETARY NEEDS OR FOOD RESTRICTIONS?** (Please note that \$100 fee may be applied per month to the homestay fee for students with special dietary needs and food restrictions.)

- Vegetarian                       No Pork
- Vegan                               Other \_\_\_\_\_
- Gluten Free
- Halal

**DO YOU BELONG TO OR PRACTICE ANY RELIGION?**

- No     Yes \_\_\_\_\_ (please specify)

**WOULD YOU LIKE TO CONTINUE ANY RELIGIOUS ACTIVITIES WHILE IN THE PROGRAM?**

- No     Yes \_\_\_\_\_ (please specify)

**WOULD YOU BE COMFORTABLE BEING PLACED IN A FAMILY WITH RELIGIOUS BELIEF DIFFERENT FROM YOUR OWN?**

- No     Yes

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### TERMS, CONDITIONS, AND HOMESTAY GUIDELINES FOR STUDYING IN THE WESTERN SCHOOL DIVISION

#### 1. BEHAVIOUR

All international students are expected to follow the Western School Division policies in order to support a safe, secure, and positive learning environment. Note that bullying of any form, including physical, sexual, mental, verbal, or written abuse, is unacceptable. At Western School Division, we value self-respect, respect for others, and respect for property. Students should show this behaviour in all school situations including the classroom, field trips, sporting events, and assemblies.

#### 2. KEEP THE LAW

Abiding by the Canadian law is mandatory. Any international student who breaks the law may be removed from the program and may be sent home immediately. Students and/or their parents are expected to cover all travel costs if the student is sent home before completing the program.

#### 3. WEAPONS

All weapons or recreational objects that could be used as weapons such as guns, knives, air guns, paintballs, slingshots, etc. are strictly prohibited in school. Students who break this rule will be suspended and may be expelled from school and the program, and sent home. Students and/or their parents are expected to cover all travel costs if the student is sent home due to misconduct prior to completing the program.

#### 4. SMOKING

Although in Canada cigarettes, cigars, and other tobacco products are not illicit, the Western School Division strongly encourages international students to avoid smoking while enrolled in the program. If a student smokes in his/her home country, we highly encourage the student to quit smoking prior to coming to Canada as it is illegal for minors (under 18) to buy tobacco products. Students are NOT allowed to smoke in any public buildings in Manitoba, including the Western School Division offices and schools. International



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students are NOT allowed to smoke in a homestay residence. Failure to comply with these rules may result in students being asked to leave the house or even being disconnected from the program and sent home. Students and/or their parents are expected to cover all travel costs if the student is sent home due to misconduct prior to completing the program.

### **5. ALCOHOL, CANNABIS AND ILICIT DRUGS**

Any use of alcohol, cannabis, or illicit drugs is strictly prohibited and may result in expulsion from the program.

### **6. CELL PHONE/IPAD/COMPUTER USE**

Students are encouraged not to bring their phones to school to avoid distraction but if they decide to, students are expected to keep their phones in their bags during classes. Students are expected to use their mobile devices in a positive, respectful manner.

At home, students are expected to follow the family's rules with respect to cell phones and other electronics. The program encourages the host families to ask students to put their electronics away at a designated area (e.g. kitchen or living room) for the night between 9-10 p.m. on school nights (Sunday-Thursday) and between 10-11 p.m. on nights with no school the following day (Friday-Saturday).

### **7. VOLUNTEER WORK/EARNING MONEY**

Volunteering in the school and/or in the community is a great way to get involved and to learn the language. Working to earn an income is not allowed while in the program.

### **8. DRIVING**

The legal age to drive in Manitoba is 16 years old. However, international students at the Western School Division are not allowed to own, rent, or drive any type of motor vehicle. Students should be cautious when accepting rides from friends and ensure the driver has a valid driver's license and the vehicle is fully insured.



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### 9. SPENDING MONEY

International students are responsible for keeping track of their own budget. For security reasons, all international students may open a personal bank account, particularly those students enrolled in the full year program. Students may also bring a travel card from their home country. International students are discouraged to carry large amounts of cash. International students are highly discouraged to lend or borrow money from homestay family members or other students.

### 10. SCHOOL ATTENDANCE

Regular school attendance is expected of all students participating in the International Student Program. Either a note or a phone call from the homestay family must be provided in case of absences. Unexcused absences will be reported to the homestay family. Excessive absences may result in loss of credit or expulsion from the International Education Program.

### 11. MAKING SOCIAL PLANS

While academic study, growth, and development are the principal goals of the International Education Program, group interaction and socializing are also important elements of a successful stay with the program. Students should set aside a regular amount of time each week for leisure activities and relaxation. Much of this time should be with members of the homestay family though activities with school friends are also important. Regardless, all international students should provide **detailed** information to their homestay families as to **where** they are going and **how** they can be reached (i.e. phone number), **when** they will be back, and with **whom** they are going out. Communication with the homestay family is important to prevent confusion and misunderstandings. The homestay family is not expected to "know" where the student(s) will be. They must be informed. If the students are going to be later than they planned, they must contact their homestay family immediately!

**Also, students must ask for permission before going out, as opposed to informing their homestay family when they are going out. The homestay family can enforce limits on the amount of socializing the student(s) may do, and the hours of socializing they keep.**



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### **12. CURFEWS**

As a regular member of the homestay family, students are reminded to respect the individual rules of the household. This includes the hours that are spent outside the home. Factors determining this may include: school night vs. weekend; type of activity; and ages of family members in the Homestay. The International Education Program supports a 9:00 p.m. - 10:00 p.m. curfew from Sunday to Thursday and an 11:00 p.m. - 12:00 midnight curfew on Fridays and Saturdays. Students should be reminded to phone if there is a problem. Special arrangements can be made for different circumstances.

### **13. SLEEPOVERS**

Sleeping over at a friend's house during the week or on weekends is NOT permitted by the International Education Program, as it typically distracts from the learning process. However, there might be cases when homestay families may need to make alternative sleeping arrangements for their student. In such cases, approval must be granted by the International Student Program and details on the student's whereabouts must be furnished.

### **14. TATTOO AND OR PIERCING**

The International Education Program prohibits any of the students enrolled to obtain a tattoo or body piercing during the time they are under the care of Western School Division. Students in violation of this could be removed from the program and sent home.

### **15. TRAVEL WITH HOMESTAY**

Students are encouraged to explore and experience North American culture through travel during their stay in Morden. However, this travel should not interfere with academic studies and should be limited to designated school holiday periods. A "Parental Permission to Travel" form must be completed and signed by the biological parents for each trip outside the province of Manitoba with or without the homestay family. Special medical insurance must be purchased before traveling outside the province of Manitoba. All students must furnish the International Education Program with a detailed itinerary of their travels including the names and addresses of those they will be traveling with and staying with during their travels. Many homestay families will want to include



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the international student in their own travel and holiday plans. Students are encouraged to participate in such travels.

Please note that travel within Manitoba with the host family does not require parental permission but extended trips of more than 2 days need to be reported to the Western School Division's Coordinator of International Education for information in case of emergency. Messages can be directed to: Mrs. Babby Penner ([bpenner2@westernsd.mb.ca](mailto:bpenner2@westernsd.mb.ca)) / Phone: 204-332-1695.

### 16. TRAVEL (STUDENT MAKING OWN ARRANGEMENTS)

Students wanting to make their own travel arrangements within Manitoba or traveling outside of Manitoba must furnish the International Education Program with a detailed itinerary of their travels including the names and addresses of those they will be traveling with and staying with during their travels signed by their biological parents.

The International Student Program takes no responsibility for student actions taken on travel not approved by the Program. Furthermore, unapproved travel is a serious infraction of International Student Program rules and may result in expulsion from the program.

Travel outside of Canada typically involves securing a visitor's visa to the destination country. Most of these visas require written permission from the International Student Program. Please make arrangements to receive all required documents well in advance of your trip.

### 17. HEALTH CARE

- All International Students will belong to **Guard Me Medical Insurance Plan**.
- You will receive a Medical Identification Card. **Keep with you at all times.**
- Some medical services may not be covered (e.g. Holistic practitioners).
- Any extra costs are the students' responsibility.
- For any problems or questions, call the International Student Program Coordinator.

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### 18. VISITORS

Students' family members are permitted to visit them while in Canada. The visit must not interfere with their schooling. The student or family member are responsible to make arrangements for their lodging outside the home of the host family. Students must advise the International Education Program Coordinator at least two weeks prior to their arrival in Canada.

### 19. PERMISSION TO PUBLISH PHOTOGRAPHS AND VIDEOS

As a parent of the undersigned student, I give permission to the Western School Division to use any photographs or videos of my son/daughter taken during his/her participation in the International Education Program for educational and promotional purposes (such as brochures, newsletters, school/division website).

## DECLARATION

### By student applicant

I hereby declare that I have provided accurate information in this form and understand that NOT ALL my requests may be met. I have read the above and agree to fulfill all my obligations as set out. I understand that having signed this agreement, failure to follow the rules above could result in disciplinary action and/or dismissal from the Western School Division.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### By guardian/parent

I, the parent/guardian of the applicant signing above have read all the above and agree that I will use my best efforts to ensure that my child honors all the obligations set out. I hereby consent to this application for study.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

