

# Student Application Information

## Academic Program Description

The school divisions represented by Study Manitoba are all approved by the Manitoba Government.

The schools of Study Manitoba School Divisions are public schools located in the Southwestern corner of Manitoba. The region is known to be quiet and safe and is in close proximity to Brandon, the second largest city in Manitoba. There are 18 schools located in the Study Manitoba School division, offering grades Kindergarten (K) to Grade 12. Most of the schools are organized based on a K to Grade 8, Grade 9 to Grade 12 or K to Grade 12 format. The schools in Study Manitoba School Divisions are staffed by government certified employees and the curriculum is government approved.

## Application Checklist

A complete application package includes the following:

- Completed student application form
- Completed homestay information form
- Original of certified copies of transcripts or school records from the previous two years of school (translated into English)
- A letter of recommendation from the Principal/Director of your school
- 3 passport sized photographs
- A copy of TOEFL or other English language test (optional)
- Application fee (\$100.00 CAD)

## Student Responsibilities and Agreement

I understand that a successful experience in the Study Manitoba International Student Program depends on upon regular class attendance, completion of all homework and assignments, and participation in activities offered by the program. I understand that the Study Manitoba International Student Program has the right to dismiss students and return them home, at their expense, without refund for violating any rules set out by this program.

I understand that serious violation of program rules include, but are not limited to:

- driving a motor vehicle
- holding a paying job
- using alcohol or illegal drugs
- breaking homestay rules

- engaging in any illegal activities
- unauthorized travel
- not maintaining a minimum of 3 courses per semester

**I agree to comply with the rules set out here and to cooperate with administrators, teachers and students in the Study Manitoba International Student Program.**

### **Refund Policy**

1. Complete refund (less any fee paid to an agent)
  - a. The student writes a letter to the director of the program stating their intention not to participate. The deadline is October 1 for semester one and full year tuition, and March 1 for semester 2 tuition.
  - b. Student is denied a study permit by Citizenship and Immigration Canada. Proof required.
  - c. Student's parents/legal guardians secures a work permit that begins on or before September 30 of the academic year and the student is attending a Study Manitoba School Division school on or before September 30 of that year
2. No refund of tuition fee under the following conditions:
  - a. The student is removed
    - i. Breach of homestay guidelines
    - ii. Caught using illegal drugs or alcohol
    - iii. Found to have a paying job
    - iv. Driving without a driver's licence
    - v. Not maintaining a full course load
    - vi. Unauthorized travel
    - vii. Purchasing, possessing or using firearms or other lethal weapons.

Participating in illegal activities the student will be entitled to "Due Process", and each step will be documented and copied to the student and to the parent/legal guardian for the above listed violation.

- b. Study permit is revoked by Citizenship and Immigration Canada
- c. The student's parents/legal guardian becomes a permanent resident or refugee prior to September 30 and chooses to leave Study Manitoba School Divisions to attend school in another division.\*
- d. The Student's parents/legal guardians obtain a Work permit or study permit that is valid on or before September 30 and chooses to leave Study Manitoba School Divisions to attend school in another division. \*

3. A Partial Refund (Pro-rated and less any fee paid to an agent) may be granted under the following conditions:
  - a. Death or serious injury of the student or their immediate family during the academic year that requires the student's return to their home country. \*
  - b. The student's parents/legal guardians become Landed Immigrant/Permanent Resident or Refugee after September 30 of the academic year. \*

\*It is understood that refunds are only issued once the student has satisfied the criteria of being a grantable student of Manitoba.

#### Non-refundable fees

- The \$100 application fee is non-refundable
- Medical insurance is non-refundable.

#### **Homestay refunds**

All homestay payments are generated from Study Manitoba School Divisions and mailed to the homestay family.

- a. If the student leaves the program, the unused balance of the monthly payments will be refunded to the student.
- b. If a student chooses and is authorized to travel, the homestay fee will not be pro-rated for the time the student is away. Full payment for the month is required.
- c. In the event that a student leaves a homestay, mid-month but remains in the program and the homestay fee has been paid for the whole month and the move is initiated by the International Student Program, the staff may collect the unused portion (less any outstanding debts) of the homestay payment from the family to be used to pay the new homestay family.
- d. In the event that a student leaves a homestay mid-month, the move is initiated by the student or necessitated by the student's behaviour, the student will be required to pay the fee for the current month plus the fee to be paid to the new homestay family for the balance of the month.

#### **Homestay Program**

Study Manitoba School Divisions will endeavour to match students with homestay families with similar interests and expectations. All students are required to stay with a homestay family arranged by the International student program. All homestay families go through a rigorous screening process that includes criminal records and child abuse registry checks.