



HOW TO APPLY FOR ACADEMIC PROGRAM

- Fill out the student application form on the attached page
- Attach a copy of your passport with photo.
- Provide transcripts of marks for the past 2 years in English, with an official school stamp.
(PLEASE DO NOT SEND ORIGINAL DOCUMENTS; SEND ATTESTED COPIES)
- Provide a letter of recommendation from your current teacher or principal.
- Provide a letter written by the student explaining their goals for duration of stay. This could include:
 - What made them decide to choose the International Education Program.
 - What they hope to obtain from their time with The Grande Prairie Public School Division.
- Provide a copy of the Custodianship Declaration Form if you are under the age of 18.
- If you are over the age of 18, please include the address of the residence you will reside at, and the name of the guardian you will be living with.
- Provide evidence of your immunization records. A copy is required and will be kept in your student file.
- Provide a translated student grade transcript showing English as a course of study and an International Test of English Proficiency Exam result.
- Include fees:
 - CAD \$250 non-refundable application fee
 - CAD \$12,000 yearly tuition
 - CAD \$500 yearly Student Health Insurance fee (September to June)

For fees for other periods of studies, please consult the International Programs website at <https://www.gppsd.ab.ca/programs-of-choice/international-students>.

Pay fees in Canadian funds. Fees may be paid by:

- Bank draft, money order, or certified cheque, payable to The Grande Prairie Public School Division
- Wire transfer. Please e-mail inted@gppsd.ab.ca for wire transfer payment information.

Indicate clearly the name of the person paying the fees and the name of the student the fees are for. The receipt and any future refunds will be made to the person paying the fees.

- Mail or email complete and SIGNED application, with attachments to:
International Education Program
The Grande Prairie Public School Division
10127-120 Avenue
Grande Prairie, AB T8V 8H8
CANADA

AFTER COMPLETING APPLICATION

UPON PAYMENT OF FEES

- After all required documents and fees are received, a Letter of Acceptance to Grande Prairie Public Schools and a receipt will be issued. Students must use these documents as part of their application to Citizenship and Immigration Canada (CIC) for a study permit
- Students must contact the CIC authority in their home country for information about applying for a study permit.
- **Applying for a study permit can take up 3 to 4 months, depending on the country.**
- Students in Canada who wish to apply to extend their study permit can do so by requesting information and application forms from CIC.
- Contact points for CIC:
Tel: 1-888-242-2100 (no charge)
Website: www.cic.gc.ca
Citizenship and Immigration Centre,
Canada Place, #240, 9700 Jasper Avenue,
Edmonton, AB T5J 4C3

REFUND POLICY

- **Refunds will only be provided if the student:**
 - is denied admission to GPPSD
 - is unable to obtain a study permit
 - prior to September 30, becomes a permanent resident of Canada or the student's parent obtains a work or study permit valid for the duration of the student's study program.
- **There will be no refunds issued for late arrivals.**
- **Once students commence study in GPPSD no refunds will be issued.**
- **All refund requests must be made in writing and will be provided to the payee only.**

UPON ARRIVAL IN GRANDE PRAIRIE

- Students must call Central office at 780-532-4491 to make an appointment for a meeting.

- Student Services will provide:
 - Final determination of specific school in consultation with student.
 - School contact points.
 - School Authorization form needed for the student to register in a specific school.
- Following the appointment at Student Services, students must call the school and make an appointment to register. When registering students will need:
 - School Authorization form from Student Services.
 - Valid study permit.
 - Records of academic achievement and attendance
- Students must register at the school using their full legal name (courtesy or common name can be noted).

POLICIES AND STUDENT CODE OF CONDUCT

It is the policy of The Grande Prairie Public School Division's International Education Program that once an international student has registered in a particular school, the student is expected to complete their school year at the school in which they have registered.

While changing schools is not generally allowed, moves at the beginning of a second semester MAY be considered and possibly allowed based on the circumstances and with the consent of the schools concerned.

Grande Prairie Public Schools does not support international students driving motor vehicles during the time they study with Grande Prairie Public Schools' International Student Program.

Students are expected to observe District and school rules, regulations and expectations, including the [Student Code of Conduct](#). Students who are unable to comply with these policies or expectations will be required to return home, **without refund**.

I have read, understand, and agree to the above terms, including the Student Code of Conduct and Refund Policy:

Parent Signature

Student Signature

GRANDE PRAIRIE PUBLIC SCHOOL DIVISION INTERNATIONAL STUDENT APPLICATION FORM

DATE OF APPLICATION: _____ SCHOOL GRADE LEVEL: _____

REQUESTED STUDY PERIOD:

SEMESTER 1: SEPTEMBER TO JANUARY

FULL YEAR: SEPTEMBER TO JUNE

SEMESTER 2: FEBRUARY TO JUNE

FULL YEAR: FEBRUARY TO JANUARY

SHORT TERM STAY: _____ (please indicate requested duration)

SCHOOL PREFERENCE: (SCHOOL IS DETERMINED BASED ON ADDRESS; HOWEVER PREFERENCE WILL BE GIVEN IF POSSIBLE)

1. _____ 2. _____

ARE HOMESTAY SERVICES REQUIRED WHILE IN GRANDE PRAIRIE YES NO

STUDENT INFORMATION

FULL LEGAL NAME: _____ MALE
(LAST) (FIRST) (MIDDLE) FEMALE

ENGLISH COURTESY NAME: _____ BIRTHDATE: _____
(MM / DD / YYYY)

LANGUAGE SPOKEN AT HOME: _____ RELIGION: _____

STUDENT'S HOME ADDRESS

MAILING ADDRESS (check if same as home address)

ADDRESS

ADDRESS

CITY PROVINCE OR STATE

CITY PROVINCE OR STATE

POSTAL CODE (IF APPLICABLE) COUNTRY

POSTAL CODE (IF APPLICABLE) COUNTRY

HOME PHONE NUMBER

STUDENT'S E-MAIL ADDRESS

PLEASE LIST ANY SPECIAL NEEDS OR HANDICAPS:

PARENT INFORMATION

MOTHER'S FULL LEGAL NAME

HOME ADDRESS (check if same as Student's address)

(LAST) (FIRST) (MIDDLE)

ADDRESS

HOME PHONE NUMBER

WORK PHONE NUMBER

CITY PROVINCE OR STATE

MOTHER'S E-MAIL ADDRESS

POSTAL CODE (IF APPLICABLE) COUNTRY

FATHER'S FULL LEGAL NAME

HOME ADDRESS (check if same as Student's address)

(LAST) (FIRST) (MIDDLE)

ADDRESS

HOME PHONE NUMBER

WORK PHONE NUMBER

CITY PROVINCE OR STATE

FATHER'S E-MAIL ADDRESS

POSTAL CODE (IF APPLICABLE) COUNTRY

GUARDIAN/CUSTODIAN IN CANADA, OR RESIDENCE AND CONTACT INFORMATION IF OVER 18

FULL LEGAL NAME

HOME ADDRESS

(LAST) (FIRST) (MIDDLE)

ADDRESS

HOME PHONE NUMBER

WORK PHONE NUMBER

CITY PROVINCE OR STATE

CELL PHONE NUMBER

POSTAL CODE (IF APPLICABLE)

GUARDIAN/CUSTODIAN E-MAIL ADDRESS

POSTAL CODE (IF APPLICABLE)

AGENCY NAME (IF APPLICABLE)

POSTAL CODE (IF APPLICABLE)

NOTE - ALL INFORMATION MUST BE COMPLETE OR THE APPLICATION MAY BE RETURNED OR DENIED

ONCE COMPLETED, THIS ENTIRE APPLICATION MUST BE PRINTED AND SIGNED WHERE REQUIRED, BEFORE BEING SUBMITTED AS PART OF THE APPLICATION PROCESS.

SIGNATURES

I certify that all the information provided on this application form is complete, accurate, and honestly represented.

I further understand that the information provided on this form, together with information and materials of any kind received by GPPSD's International Programs from any source, becomes the property of GPPSD International Programs, will not be returned, and may be shared with agents for the Division and third parties external to The Grande Prairie Public School Division as required in order to assist with student programming, housing, relocation or Canadian international student status.

I will abide by the policies of The Grande Prairie Public School Division (GPPSD), the [Student Code of Conduct](#), and the rules of the school which I attend. I understand that information about my attendance, behaviour and marks may be shared with my parents, agents retained by my parents, my custodial guardian and/or my homestay parents during the time that I am studying with GPPSD's International Student Program. **I understand that if I am unable to comply with these policies or expectations, I will be required to return home, without refund.**

STUDENT SIGNATURE

PARENT SIGNATURE