



On-Line Application Information

Academic High School Program

Thank you for your interest in the Academic High School Program. Studying and living in Victoria will be a rewarding and enriching experience. We look forward to welcoming you to our community.

PLEASE NOTE:

Before you begin please read all pages of this document carefully as it contains important information for applicants.

We regret we cannot accept applications from students over the age of 18.

To ensure prompt processing of your application, be sure to fill out the on-line application form **in full**, and provide us with files of your scanned report cards translated into English, as well as your passport. A recent photo and the application fee are also required. You will have an opportunity to upload the files and pay the application fee on the final page of the on-line application form.

Incomplete submissions cannot be processed until all required application information and documents are received.

If you have any questions about applying please email us at: isp_registrar@sd61.bc.ca

Checklist for Applying On-Line

STEP ONE: Applying and Letter of Acknowledgement

- Fill out the on-line application form in full
- Forward:
 - Final report cards for the last two years (translated into English)
 - Copy of the first page of passport
 - A recent photograph
- Pay the \$250 application fee - this fee may be paid on-line using Visa or Mastercard

The international program office will send a letter of acknowledgement of your application.

STEP TWO: Letter of Acceptance Guarantee

Upon receipt of letter of acknowledgement and invoice, do the following:

- Pay all remaining applicable program fees

Once all fees have been paid an official Letter of Acceptance Guarantee will be issued. A guardianship letter will be issued, if required.

STEP THREE: Visa Application

Upon receipt of the official Letter of Acceptance Guarantee, please do the following:

- Immediately contact the nearest Immigration, Refugees and Citizenship Canada (IRCC) office for a study permit application form, or obtain one from the IRCC website. Be sure to apply as early as possible as the process can take over eight weeks.
- Complete the form and include the Letter of Acceptance Guarantee with your study permit application. Wait to receive a reply from IRCC.

- Make sure you have an up-to-date passport.

Program Fees

Fees are subject to change. Please see our Academic Program web page for the most current fee information: <http://www.studyinvictoria.com/programs/academic.asp>

Payment of Fees

Application fees must be paid before consideration will be given to an application.

For students who have been accepted, the invoice must be paid in order to receive the Letter of Acceptance Guarantee required by Citizenship and Immigration Canada.

Fees may be paid by:

1) Cheque or Bank Draft

Bank draft or certified cheque providing the issuing bank is associated with a Canadian bank. Use micro-encoded cheque

or bank draft, payable to:

Victoria International Student Programs
3461 Henderson Road, Victoria, British Columbia
Canada V8P 5A8

2) Electronic Bank Transfer

Greater Victoria School District - International Student Program
Canadian Imperial Bank of Commerce
1175 Douglas Street, Victoria BC Canada
Account number 40 – 12410
Bank No. 010, Transit No. 00090
Swift Code: CIBCCATT

3) Visa or MasterCard

Provide account number, card expiry date and written authorization to charge fees to this account. Please arrange prior approval with the account holder's bank. Payments may also be made online.

Refund Policy

Students are selected for Victoria International Student Programs with the expectation that they are committed to high achievement through serious study. We make a commitment to our students to assist them in achieving success. While we look forward to a good relationship with all of our students, in some cases circumstances change and the following refund policy will apply:

- Application Fee: non-refundable
- Homestay Monitoring Fee: non-refundable unless the student cancels prior to their program start date and/or leaves the program within 30 days of their start date. After 30 days no refund is provided.
- If applicable, the Legalization Fee will be deducted from the Homestay Monitoring Fee.
- If the request for a Study Permit is denied by Immigration, Refugees and Citizenship Canada (IRCC), the total School Fee paid is refundable less \$500 administration costs.
- If a student cancels prior to their program start date, two-thirds of the School Fee paid is refundable. If a student leaves the program within 30 days of their program start date, half the School Fee paid is refundable.
- After 30 days OR in the event of being required to leave the program because of faulty documents, failure to obey program rules or being charged with a criminal act in Canada, no refund is provided.

Additional Terms and Conditions

The Greater Victoria School District #61 is not liable for losses/expenses that may incur as a result of the District being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control. If the student's educational needs are greater than disclosed on the application, the District reserves the right to charge for extra support if such support is available. Any inaccuracy in the application submission is grounds for the District to terminate the agreement and send the student home without refund and at the parent's own expense.

Medical Insurance

Medical insurance coverage for the academic program will commence five days prior to the start of orientation and remain in effect five days after the end of the program. Medical insurance will provide protection during the 10-month school period, as well as any portion of July and August when the student is in Victoria. Temporary cancellation of medical insurance during absences from Canada is subject to an administration fee.

Academic Information

Required Courses

In order to graduate from a British Columbia high school, students are required to take the following courses:

- English Language Learning (ELL)
- English
- Math
- Social Studies
- Science
- Physical Education (Grades 8-10 only)
- Applied Skills/Business Education/Fine Arts
- Planning
- Graduation Transitions

Electives

Students are also required to take elective courses that match their personal needs and interests. Elective courses fall within three (3) categories: Applied Skills, Business Education, and Fine Arts.

Travel Arrangements

Travel to Victoria

Important Notes about Arrival and Departure:

- Please arrange to arrive in Victoria a few days prior to the start of orientation.
- Arrival in Victoria must be no more than five (5) days before the start of orientation.
- Departure from Victoria must be no more than three (3) days after the end of the program.

Students should make travel arrangements as soon as possible. When arrangements are confirmed, students must contact their homestay family to inform them of the arrival date, time and flight number. In most cases, the homestay family will meet the student upon arrival.

Students must also send their travel information to the **VISP office** by email or fax. Include travel information for the student's end-of-program departure from Victoria, if it is available.

It is important that students book a flight through to **VICTORIA** International Airport. Do not end the flight in Vancouver unless a visit to the Vancouver region is part of the travel plan. Where students are visiting

Vancouver first, arrangements for travel to Victoria should be made and provided to the homestay family and VISP Office.

Travel from Victoria

Students may not leave Victoria without permission from the Program Office. This rule is in place for student safety.

Students who are planning trips home during holidays must book flights as early as possible. Students are expected to schedule holiday travel during school vacation periods. Students should not miss classes. The Program Office can assist with suggestions about dependable travel companies.