



RE: INTERNATIONAL STUDENTS WISHING TO RE-REGISTER FOR 2017-2018 SCHOOL YEAR

The Calgary Board of Education would like to take this opportunity to thank you for studying with us and we trust that your school year has been enjoyable.

According to our records, your program with the Calgary Board of Education will soon be over. If you are planning to continue, you need to pay for the next school year. Once you have paid fees in full, we will give you a new letter of acceptance which you can use to extend your study permit.

Required Fees for 2017/2018

Full Year, all grades (February to January)

Full Year	Full insurance coverage (any grade)	Extended insurance coverage** (any grade)
Tuition	\$12,000.00	\$12,000.00
Health Insurance	\$500.00	\$300.00
Total	\$12,500.00	\$12,300.00

One Semester, High School Only (February to June)

One Semester	Full insurance coverage (High school only)	Extended insurance coverage** (High school only)
Tuition	\$6,000.00	\$6,000.00
Health Insurance	\$275.00	\$150.00
Total	\$6,275.00	\$6,150.00

Health Insurance

All international students must have health insurance.

If you are a returning student and now have Alberta Health Care (AHC - Alberta's provincial health care plan), you can get a policy that is an extension to AHC. This is the extended insurance coverage policy. **Please note: The extended insurance coverage is only available to returning students who have Alberta Health Care, and does not apply to new students.

Sample Alberta Health Care Card

If you have Alberta Health Care coverage, your coverage card will look like this:



In order to be eligible for the extended health insurance coverage policy, we need to see your Alberta Health Care card at the time of re-registration and will need the completed Extended Insurance Form (page 3 of this document) submitted at the same time.

Payment

1. From Outside Canada:

Wire Transfer: NorthStar Currency Exchange offers local currency payment in 40+ currencies including CNY, KRW, USD, EUR, JPY, HKD, GBP. Please initiate payment at: www.northstarcurrency.com/cbe.

Visa, or MasterCard: Please initiate payment at www.northstarcurrency.com/cbe.

2. **From Within Canada:** Online Bank Transfer, Visa, or MasterCard to NorthStar Currency Exchange. Please initiate payment at: www.northstarcurrency.com/cbe.

3. Cheque or Money Order payable to “Calgary Board of Education”

Quote Invoice Number (applicable for all returning students): Return2017

Payment Deadline: November 30, 2017

Study Permit Renewal

According to Immigration, Refugee and Citizenship Canada (IRCC):

Only some people can charge a fee or receive any other type of payment to represent or advise you on a Canadian immigration proceeding or application. These are:

- *lawyers and paralegals who are members in good standing of a Canadian provincial or territorial law society,*
- *immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council.*

*These people are called “authorized” representatives. CIC will not deal with representatives who charge for their services **and** are not members of one of the above groups.*

www.cic.gc.ca

As we do receive fees from you, we cannot assist you with renewing your study permit. The same situation applies to the staff at Canada Homestay Network. If you have strong English skills and follow the instructions very carefully, you may be able to apply directly using the online application process (<http://www.cic.gc.ca/english/information/applications/extend-student.asp>).

However, you may want to consider hiring a **Certified Immigration Consultant** to assist you. There is a fee for using this service but you may decide it is worth the cost

to ensure your application is done accurately and help you avoid delays or even a rejection of your application.

Here is a list of companies that provide this service*:

Calgary Immigration Services Inc. Suite 235, 328 Centre Street SE Calgary, Alberta T2G 4X6 403.399.0098; 403-262-3868 Gogoca.com	Hanwood Emigration Inc. Contact Person : Jangjoo (Jay) Choi Phone : 403-774-7158 jchoi@hanwood.ca hanwood.ca
Owens Immigration Consulting & Services Phone : (403) 991-3152 patricia@owensimmigration.ca owensimmigration.ca	

*This list is for your convenience but we do not have first-hand knowledge of the services they provide and we are not in a position to recommend them. It is your responsibility to contact them to discuss this service and make your own decision.

If you would like to see a complete list of consultants, visit <http://www.iccrc-crcic.ca/home.cfm> or do a Google Search: Certified Immigration Consultants Calgary

Refund Policy

If:

- **Your Study Permit is denied:** You will receive a full refund (less a \$250 refund fee). A copy of the rejection letter must be submitted with the refund request.
- **Your immigration status changes:** You will receive a full refund (less a \$250 refund fee) if parent's immigration status changes and meets the criteria outlined in CBE's Administrative Regulation 3017A. Proof must be presented to Kingsland Centre (7430 - 5 Street S.W, telephone: 403-777-7373) prior to the last business day of March of the current school year. After that date, no refund will be given under any circumstances.
- **You cannot attend for other reasons:** You will receive two-thirds (2/3) refund of the tuition if you withdraw prior to the commencement of the program as per the Duration of Study (program) dates on the letter of acceptance.
- **You withdraw or are withdrawn from the Calgary Board of Education:** Once classes have begun based on the program dates on your letter of acceptance, no refund will be given.

Tuition is refunded by the same method of payment and to the same person who originally paid.

We look forward to hearing from you and if you have any questions, please contact our office at 403-817-7711 or internationalstudents@cbe.ab.ca.

Yours truly,



Pam Baji, Manager
Global Learning



EXTENDED INSURANCE FORM

For Returning Students Only

It is mandatory for international students studying in a Calgary Board of Education school to have health insurance when studying in a Calgary Board of Education school.

By signing this document, you are confirming that you have Alberta Health Care insurance which will allow you to register for an extended insurance policy through Ingle International, rather than a full coverage policy.

I/We agree that we will maintain the Alberta Health Care coverage for the entire duration of studies in a Calgary Board of Education school.

Student's Name (print)

Parent/Custodian's Name (print)

Parent/Custodian's Signature

Date

Please note: You must show your Alberta Health Care card to the Global Learning office at the time of re-registration.

Alberta Health Care:

<http://www.health.alberta.ca/health-care-insurance-plan.html>

Office Use Only

Verification of Alberta Health Care coverage

Name

Signature

Date