



RE: INTERNATIONAL STUDENTS WISHING TO RE-REGISTER FOR 2018- 2019 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, we will give you a new letter of acceptance which you can use to renew your study permit.

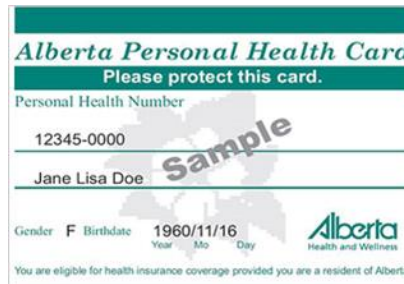
REQUIRED FEES FOR 2018-2019

Fee	Full Year (February to January) All grades	One Semester (February to June; high school only)*
Tuition	\$12,000.00	\$6,000.00
Health Insurance	\$500.00	\$275.00
Total	\$12,500.00	\$6,275.00

*For elementary and junior high students (grades K-9) who will study for periods of less than one full year (September to June), please contact Global Learning for fee amounts.

HEALTH INSURANCE

Do you have an insurance card that looks like this? This is called Alberta Health Care insurance.



If you have this card, you are eligible for a reduced rate at the time of renewal. What do you do?

- Print out the document called *Extended Insurance Form* on the last page of this document.
- Complete that form and get all required signatures.
- Submit the completed form and a copy of your Alberta Health Care insurance card (same card as in the sample above) by e-mail (internationalstudents@cbe.ab.ca) or in person

- This card allows you to pay a reduced rate as follows :

Fee	Full Year Registration (September to June) All grades	One Semester Registration (September to January; high school only)*
Tuition	\$12,000.00	\$6,000.00
Health Insurance (combined with Alberta Health Care coverage)	\$300.00	\$150.00
Total	\$12,300.00	\$6,150.00

*For elementary and junior high students (grades K-9) who will study for periods of less than one full year (September to June), please contact Global Learning for fee amounts.

PAYMENT

Payment can be made to the Global Learning office (refer to letterhead for address and contact information) by any of the following:

1. **Direct Wire Transfer (out of country only):** Please contact our office for details
2. **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.
3. **Visa, or MasterCard:** Please initiate payment at www.northstarcurrency.com/cbe.
4. **Cheque or Money Order** payable to "Calgary Board of Education"

For NorthStar payments, quote Invoice Number (applicable for all returning students): Return2018

Payment Deadline: November 30, 2018.

STUDY PERMIT RENEWAL

According to Immigration, Refugees 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. IRCC will not deal with representatives who charge for their services **and** are not members of one of the above groups.*

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 this service which you may consider to be worth paying for the peace of mind in ensuring your application is done accurately and help you avoid delays or even a rejection of your application.

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

<p>Calgary Immigration Services Inc. Suite 235, 328 Centre Street SE Calgary, Alberta T2G 4X6 403.399.0098; 403-262-3868 Gogoca.com <i>Service in Mandarin, English</i></p>	<p>Hanwood Emigration Inc. Contact Person : Jangjoo (Jay) Choi Phone : 403-774-7158 jchoi@hanwood.ca hanwood.ca <i>Service in Korean, English</i></p>
<p>Owens Immigration Consulting & Services Phone : (403) 991-3152 patricia@owensimmigration.ca owensimmigration.ca <i>Service in Spanish and English</i></p>	<p>Corcana Education and Immigration Inc. 905, 825 - Eighth Avenue SW Calgary, AB 403-265-6589 corcana@gmail.com <i>Service in Korean, Mandarin, English</i></p>
<p>Stu-view Overseas Service & SOS Immigration Consulting email: calgary@stu-view.com Phone: 403-474-8002 <i>Service in English, Korean, Portuguese, Spanish</i> Phone: 647-341-5079 <i>Service in English, Korean, Portuguese, Vietnamese, Spanish, Mandarin</i></p>	

*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 tuition refund (less a \$250 refund fee). A copy of the rejection letter must be submitted with the refund request.

- **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 as per the program dates on your letter of acceptance, no refund will be given (this includes between-semester refunds). There is no refund for a midyear withdrawal.
- **Late arrivals:** When a student arrives late, there will be no refund for the time period missed.
- **Parent's immigration status changes:** If parent's immigration status changes (and meets the eligible criteria) before September 30 of the school year (September to June program) or before the end of February (February to January program), you will receive a full tuition refund (less a \$250 administration fee). If parent's immigration status changes (and meets the eligible criteria) before January 31 of the school year (September to June program) or before June 30 (February to January program), you will receive a 50% tuition refund (less a \$250 administration fee). Status changes after those deadlines will not receive a refund. Proof must be presented to Kingsland Centre (7430 – 5 Street S.W, telephone: 403-777-7373) prior to the last business day of specified deadline.

Families will be required to pay full year fees at the time of registration.

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



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