



REGISTRATION OPENS ON MARCH 2, 2020

RE: INTERNATIONAL STUDENTS WISHING TO RE-REGISTER FOR 2020- 2021 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.

REQUIRED FEES FOR 2020-2021

Fee	Full Year (September to June) All grades	One Semester* (High School only)
Tuition	\$12,500.00	\$6,250.00
Health Insurance	\$500.00	\$275.00
Total	\$13,000.00	\$6,525.00

*The semester fee is applicable only for those students who will be either graduating or returning home after one semester. Full year students cannot pay by the semester.

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

If you have studied at a CBE school for at least three years, please contact our office for health insurance fees.

STUDENT CONTACT UPDATES

We require that all student records be updated annually. Please complete the International Student Demographic Form (page 3 of this document) and submit it to Global Learning (internationalstudents@cbe.ab.ca).

The Letter of Acceptance will be issued upon receipt of this completed form and full payment of fees.

PAYMENT

Payment can be made by either of the following methods:

1. **Flywire:** cbe.flywire.com

Calgary Board of Education has partnered with Flywire to streamline the payment process. This allows you to pay securely from any country (including Canada) and any bank, typically in your home currency. By making your payment with Flywire you can:

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

To get started, click or go to cbe.flywire.com to begin the payment process.

2. Money order payable to “**Calgary Board of Education**” (in-country payments only) submitted in person or by mail to:

Calgary Board of Education
Global Learning
2nd Floor, Education Centre
1221 – 8 Street SW
Calgary, AB T2R 0L4

Payment Deadline: May 29, 2020

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.*

<https://www.canada.ca/en/immigration-refugees-citizenship.html>

As we do receive fees from you, we cannot assist you with renewing your study permit and this applies to the staff at Canada Homestay Network as well.

If you have strong English skills and follow the instructions very carefully, you may be able to apply directly using the online application process (<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit.html>).

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.

For a list of local Immigration Consultants, please contact our office, visit <http://www.iccrc-crcic.ca/home.cfm> or do a Google Search for Certified Immigration Consultants Calgary.

REFUND POLICY

Please ensure you have read and understand our refund policy. If:

- **Your Study Permit is Denied:** You will receive a full refund* if your Study Permit application is denied by Immigration, Refugees and Citizenship Canada. A copy of the rejection letter must be submitted with the Tuition Refund Request Form.
- **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 Program (study) dates on the letter of acceptance.
- **Parent's Immigration Status Changes** (and meets eligible criteria). Proof must be presented to Kingsland Centre prior to last business day of specified deadline:
 - September-June Program: Full tuition refund* before September 30 of school year. 50% tuition refund* before January 31 of school year.
 - February-January Program: Full tuition refund* before February 28 of school year. 50% tuition refund* before June 30 of school year.
 - Health insurance is non-refundable in either scenario

Status changes after deadlines will not receive a refund. Kingsland Centre Address: 7430 – 5 St. SW, Calgary, AB. Phone: 1-403-777-7373.

- **You Withdraw or are Withdrawn from the Calgary Board of Education:** Once your program has begun as per the Duration of Program (study) dates on the letter of acceptance, no refund will be given.
- **Late Arrivals:** When a student arrives late, there will be no refund for the time period missed.

* **Subject to a \$250 refund processing fee**

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



Please note this completed form must be submitted at the time of payment.

We require that all student records be updated annually. This signed form must be returned to Global Learning (either in person when you pay at our office or e-mailed to internationalstudents@cbe.ab.ca). The Letter of Acceptance will be issued upon receipt of this completed form and full payment of fees.

Complete the following information

Student Information

Name (as it appears on your passport)	Last Name	First Name (list all names)
School		
Calgary Address		
Phone		
Email		

Custodian Information*

Name	
Address	
Phone	
Email	

*It is our expectation that students are living with their custodian. If you would like to discuss alternate living arrangements please contact our office (403-817-7711 or internationalstudents@cbe.ab.ca).

Your signature indicates that all information provided is complete, true and accurate.

Parent's Signature

Date

Custodian's Signature

Date

The personal information requested is collected under the authority of the *Alberta School Act*, the *Student Record Regulation* and the *Alberta Freedom of Information and Protection of Privacy Act* for the purposes specified above. If you have any questions about this consent form or the collection, use or disclosure of this personal information, please contact Global Learning at 1-403-817-7711.