



## APPLICATION PROCESS

- Submit application form and tuition (including registration fee)
- Letter of Acceptance is sent upon receiving full payment

## PAYMENT PROCEDURE

### Payment for registration fee and program must be:

- ✓ In a money order, certified cheque, bank draft, credit card (VISA or MASTERCARD) made payable to School District No. 43 (Coquitlam)
- ✓ Wired directly to the bank for School District No. 43 (Coquitlam):  
ROYAL BANK OF CANADA  
Coquitlam Town Centre  
2885 Barnet Highway, Coquitlam, BC V3B 1C1  
Contact: (604) 927-5587, Account Number: 000-002-6, Transit Number 1260,  
Swift Code: ROYCCAT2
- ✓ Specify the student's full name on the wire payment

Please do not use "direct deposit"

Registration and Payment are due by June 29<sup>TH</sup> to:

School District No. 43 (Coquitlam)  
INTERNATIONAL EDUCATION PROGRAM  
1100 Winslow Avenue,  
Coquitlam, British Columbia,  
Canada V3J 2G3

## REFUND POLICY

All requests for refunds must be made in writing to the International Education Program, School District No. 43 (Coquitlam).

**FULL REFUND LESS APPLICATION FEE** will be given if Canadian Immigration does not approve a student study permit.

**1/2 REFUND** will be given if the student withdraws prior to the starting date indicated on the Letter of Acceptance. All requests for refunds must be made in writing.

**NO REFUND** will be granted to a student after the starting date indicated on the Letter of Acceptance. This includes students who are dismissed from the program due to a breach of the law, policy or regulation as determined by the Government of Canada, the police, School District No. 43 (Coquitlam), and/or the International Education Program.

## TERMS OF AGREEMENT

I understand that a successful experience in the International Education program of School District No. 43 (Coquitlam) depends upon regular class attendance, completion of all homework and assignments, and participation in all activities offered by the program. I understand that my child's photo will be taken throughout the program for educational purposes and that the photos may be used for educational advertisements in the future. I acknowledge that the International Education program of School District No. 43 (Coquitlam) reserves the right to dismiss students and return them home, at their own expense, **without** tuition refund for violating school rules, the district code of conduct, and/or the laws of BC and/or Canada. I therefore agree to uphold the rules and regulations, and cooperate with administrators, teachers, and the students of School District No. 43 (Coquitlam). It is also understood that failure to disclose any information regarding the applicant's ability to be successful in a regular course of studies may result in the removal of the student from the International Education program, **without** tuition refund.

It is a fundamental condition of the Board of Education of School District No. 43 (Coquitlam) that the Board shall not be liable for losses or expenses you may incur as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

I, the undersigned parent or guardian of \_\_\_\_\_, request that my son/daughter be allowed to participate in full range of activities that will take place during Short Term Programs. I grant Coquitlam School District the right to sign activity waiver forms and release forms deemed necessary, on my behalf.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Responsible Person's signature

\_\_\_\_\_  
Date (MM/DD/YY)