

# STUDENT APPLICATION FORM

## A. 2011-2012 School Year Program Application

Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

day/ month/ year

### 1. High School Foundation Program – Please check the session(s) you are applying for:

- September 6 – October 28     October 31 – December 23     January 30 – March 23     March 26 – May 18  
 May 21 – June 29 (six-week session)     July 2 – August 10 (six-week session)

### 2. High School Student Orientation Program – Please check if you are applying:

- January 9 – January 27 (three-week academic English, Ottawa orientation, and high-school orientation session)  
 August 13 – August 24 (two-week academic English, Ottawa orientation, and high-school orientation session)

### 3. TOEFL Prep Course - Please check the session(s) you are applying for:

- October 24 – December 19 (Mondays 16:45-18:15)     January 16 – February 20 (Mondays 16:45-18:15)  
 Other (Please contact YPLS for other session dates)

### 4. TEFL Teacher Training Program – Please check the session(s) you are applying for:

- Please contact school for session dates

### 5. Custom Tutoring Sessions – Please check the modules you are applying for:

- 10-hour package     20-hour package     At YPLS     At Home  
 Individual Tutoring     Group Tutoring    Dates: \_\_\_\_\_



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**PLEASE COMPLETE ALL PAGES OF THIS FORM AND PRINT CAREFULLY IN ENGLISH!**

## B. Student Information

Student Family Name: \_\_\_\_\_

Student Given Name: \_\_\_\_\_

Gender:  Male  Female

Country of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
day/month/year

Citizenship: \_\_\_\_\_

First Language: \_\_\_\_\_

Student Address in Home Country: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

## C. Parents

### Father

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Telephone Number (at work): \_\_\_\_\_

Email Address: \_\_\_\_\_

### Mother

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Telephone Number (at work): \_\_\_\_\_

Email Address: \_\_\_\_\_

## D. School Record

**Original or certified copies of transcripts or school records from the previous 2 years of study as well as a copy translated into English are required for all students applying for more than 4 months of full-time study.**

Name of last school attended: \_\_\_\_\_

Location: \_\_\_\_\_

Last grade/year completed: \_\_\_\_\_

Most recent Grade Point Average: \_\_\_\_\_

Month your school year begins: \_\_\_\_\_

Month your school year ends: \_\_\_\_\_



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### E. English Proficiency

How many years have you taken formal English classes?

In school:  none  1 yr  2 yrs  3 yrs  4 yrs  more

Private lessons:  none  1 yr  2 yrs  3 yrs  4 yrs  more

Please indicate your level of English:  Beginner  Intermediate  Advanced

### F. Accommodation and Care

**All international students must live with a family while studying in the Ottawa-Carleton District School Board. Students under the age of 18 must be supervised by an adult custodian (30 years or older) living in Ottawa or Gatineau. The custodian must be either the parent of the student or a designated citizen/permanent resident of Canada. You must submit notarized custodianship papers to Citizenship and Immigration Canada and Young People's Language School. Canada Homestay International (CHI) manages all custodian and homestay arrangements for students who require them.**

1. Do you require homestay arrangements?  Yes  No

2. Do you require a custodian arrangement?  Yes  No

If YES, please complete and submit a homestay application form (available at [www.ypls.ca/homestay](http://www.ypls.ca/homestay)).

**If you have a private homestay family and/or a private custodian, please provide their information below.**

**Homestay Parent's** Family Name: \_\_\_\_\_ Homestay Parent's First name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Homestay Parent's Email address: \_\_\_\_\_

Homestay Parent's Address: \_\_\_\_\_

City: Ottawa / Gatineau Province: ON / PQ Country: CANADA Postal Code: \_\_\_\_\_

Homestay Parent's Home Telephone Number: \_\_\_\_\_

Homestay Parent's Work Telephone Number: \_\_\_\_\_

Homestay Parent's Cellular Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Custodian's** Family Name: \_\_\_\_\_ Custodian's First name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Custodian's Email address: \_\_\_\_\_

Custodian's Address: \_\_\_\_\_

City: Ottawa / Gatineau Province: ON / PQ Country: CANADA Postal Code: \_\_\_\_\_

Custodian's Home Telephone Number: \_\_\_\_\_

Custodian's Work Telephone Number: \_\_\_\_\_

Custodian's Cellular Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Need help? Contact us: Tel: +1-613-239-0444 Fax: +1-613-239-0033**  
**E-mail: [info@ypls.ca](mailto:info@ypls.ca) Web: [www.ypls.ca](http://www.ypls.ca)**



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### G. Your Health

**An up-to-date immunization record is required by the Ottawa Public Health Department and the Ottawa-Carleton District School Board for all students applying for more than 8 weeks of full-time study.**

Do you have any medical conditions?  Yes  No

Do you take any medication?  Yes  No

Do you have any allergies?  Yes  No

If you answered YES to any of the above, please describe: \_\_\_\_\_

Do you have a perceived or documented learning disability, physical handicap, social integration difficulty, behavioural concern or history of criminal behaviour?  Yes  No

If you answered YES to the above, please describe: \_\_\_\_\_

### H. Agent information

**This section is to be completed by the representing agent if the student is registering through an agency.**

Please indicate your status:  OCDSB/OCENET representative  New Agent

Name of Agency: \_\_\_\_\_

Agent Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Agent Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agent Cellular Telephone Number: \_\_\_\_\_ Agent Email Address: \_\_\_\_\_

**This section must be completed by the student's parent, or by the student if the student is over the age of 19, in order to authorize the above designated agent to receive and transmit personal information about the student.**

I authorize \_\_\_\_\_ to receive personal, academic, and homestay information  
name of agent

of \_\_\_\_\_ on my behalf.  
name of student

Are all documents to be sent to the agent?  Yes  No

Parent's Signature: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

## I. Student Participation Agreement

**The Ottawa-Carleton District School Board is committed to providing the best possible educational environment for its students. For the health, welfare and academic well-being of students, all students must follow the rules and guidelines below.**

**As an international student you will:**

- live with a family in Ottawa;
- contact the office of Young People's Language School if you move;
- attend school on a daily basis (a written note from a doctor, your custodian or host parent must explain any absences);
- obey teachers and school administrators;
- follow the rules, guidelines and customs of the Ottawa-Carleton District School Board, the Ottawa-Carleton Education Network and Young People's Language School;
- follow reasonable rules established by host parents;
- obey the laws of Canada.

**As an international student you must also:**

- make determined efforts in your school work;
- maintain a satisfactory attendance record;
- complete all homework and assignments;
- maintain at least a "C" or 65% grade point average in your courses and pass all exams with at least 60%;
- permit the school to retain a random sample of 10% of all your course work and homework completed;
- participate in extra-curricular school activities;
- permit the school to share the contents of school attendance and academic reports with your parents, custodian, the Ottawa International Student Programs office, your agent and host parents so that guidance and assistance can be provided as required.

Any continuous failure to abide by the above guidelines may result in dismissal from the program at Young People's Language School and the Ottawa-Carleton Education Network. Students dismissed from Young People's Language School may be sent home at their own expense without refund of fees.

**I have read and understood the above and agree to follow the outlined rules and guidelines.**

**I have read and understood the above and agree to follow the outlined rules and guidelines.**

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Signature of Student

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Signature of Parent



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### J. Terms and Conditions

- Young People's Language School, the Ottawa-Carleton Education Network and the Ottawa-Carleton District School Board are not liable for losses/expenses that may be incurred as a result of Young People's Language School being unable to provide programming owing to labour disputes, inclement weather conditions or other causes beyond its control.
- Canada and Ottawa are very safe by world standards. While the student will be generally supervised, such supervision cannot be constant and Young People's Language School cannot guarantee the student's safety. Therefore, should the student be injured while studying in Canada, Young People's Language School, the Ottawa-Carleton Education Network and the Ottawa-Carleton District School Board will not be held liable.
- If the student's educational needs are greater than disclosed on the application, Young People's Language School, the Ottawa-Carleton Education Network and the Ottawa-Carleton District School Board reserve the right to charge for extra support if such support is available.
- Any inaccuracy in the application is grounds for Young People's Language School, the Ottawa-Carleton Education Network and the Ottawa-Carleton District School Board to terminate the agreement and send the student home without refund and at the parent's and/or student's own expense.
- Young People's Language School, the Ottawa-Carleton Education Network and the Ottawa-Carleton District School Board, their officers, employees, agents, volunteers and representatives will not be held responsible for any loss or injury suffered by the student during periods of travel and/or study. If the student becomes ill or incapacitated, Young People's Language School, the Ottawa-Carleton Education Network and the Ottawa-Carleton District School Board and their representatives may take such action as is considered necessary, including securing medical treatment and transporting the student home at his/her expense.

**I have read the above and understand the student participation agreement, the terms and conditions, and the refund policy. I verify that everything stated in this application is true and can be relied upon by Young People's Language School in offering programming to the student.**

**I also understand that my signature gives permission for:**

- the student to participate in any fieldtrip arranged by Young People's Language School, the Ottawa-Carleton Education Network or the Ottawa-Carleton District School Board;
- Young People's Language School, the Ottawa-Carleton Education Network and the Ottawa-Carleton District School Board to use photographs of the student, and/or artwork and/or written work produced by the student in any promotional material and/or professional media for Young People's Language School.

Mother's Name: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

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

**For payment by Visa or MasterCard credit cards, please provide the following information:**

Card Number: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_ Authorized Amount: \_\_\_\_\_  
 Signature: \_\_\_\_\_  VISA  MasterCard

**For payment by bank draft, international money order or certified cheque, please make item payable to Young People's Language School.**

Total amount enclosed using bank draft, international money order or certified cheque: \_\_\_\_\_

**K. Refund Policy**

- **If Immigration Canada refuses you entrance to Canada:** Full refund minus the \$125.00 registration fee.  
To obtain the refund, you must request a refund in writing. Your request must include the letter of refusal from Immigration Canada and the original letter of acceptance from Young People's Language School.
- **If you cancel before you arrive in Canada:** Refund of tuition fee paid minus \$400.00.  
To obtain a refund, you must cancel in writing before starting your program.
- **If you cancel after you arrive in Canada or if Young People's Language School expels you from the school:**  
Please refer to the refund information outlined below. To obtain a refund, you must cancel in writing.
 

Less than 10% of program completed:	Total fees paid minus 50%
10-30% program completed:	Total fees paid minus 70%
More than 30% of program completed:	No refund

You will receive any refund due to you within 30 days of Young People's Language School receiving written notice of cancellation or YPLS notice to you of dismissal. Students who enroll or pay through an agent and are granted a refund will receive that refund from their agent.

**L. How did you hear about us?**

**I learned about Young People's Language School from:**

- Friend or relative       Education fair       Government office       Advertisement
- Canadian Education Centre (CEC) office       Agent: \_\_\_\_\_
- Young People's Language School Website       Other: \_\_\_\_\_

Please keep a photocopy of this application form for your reference

## How to Apply to Young People's Language School

### Step 1: Application

Submit the following to Young People's Language School:

- \$125.00 application fee (certified cheque, bank draft or electronic funds transfer receipt);
- A completed application form signed by the student and parent(s);
- Official copies of school report cards, if applicable;
- Certified translated copies of school report cards, if applicable;
- Letter of recommendation from a teacher or school principal (use form provided);
- Notarized translated copies of custodianship documents, if applicable;

If homestay and custodianship services are required, also submit the following:

- \$350.00 homestay placement and administration fee;
- \$450.00 custodianship fee;
- Homestay application form (use form provided);
- Homestay consent and release form (use form provided)

### Step 2: Fees

Send the full tuition fee, medical insurance fees, and homestay fees to Young People's Language School.

### Step 3: Letter of Acceptance

You will receive a Letter of Acceptance once all documentation and all fees have been received.

### Step 4: Study Permit

Once you have received the Letter of Acceptance, take it to the nearest Canadian Embassy, Canadian Consulate, or Canadian High Commission to apply for a Study Permit. Approval may take 6-20 weeks. (Please contact the nearest Canadian Immigration office for detailed information on application processing times in your country.)

### Step 5: Arrival Information

As soon as you have your travel details confirmed, contact Young People's Language School and Canada Homestay International to inform their offices of your arrival information in Ottawa.

### Step 6: School Entry

On your first day of full-time studies at Young People's Language School, you will have an orientation session to introduce you to the school and its routines. You will also complete an assessment to evaluate your overall English proficiency.

### Application Package Checklist

- Completed, signed dated and signed Application Form;
- Completed Homestay Placement Form (if applicable);
- Original or certified copies of transcripts or school records (translated into English) if you are planning to study at Young People's Language School for longer than 8 weeks. Photocopies of transcripts/certificates must be certified with school stamp.
- A letter of recommendation from a teacher, the principal of your school or other school official if you are planning to study at Young People's Language School for longer than 8 weeks;
- Photocopy of your current passport;
- Non-refundable application fee of CDN\$125.00 payable by VISA, MasterCard, cheque, wire transfer or money order;
- Homestay application fee of CDN\$350.00 and custodianship fee of CDN\$450.00 if applicable

#### Mail completed application package to:

Young People's Language School  
Ottawa-Carleton Education Network  
440 Albert Street, Room W141  
Ottawa, ON K1R 5B5 Canada

You may also fax your completed application package to 613-239-0033.

#### Payments can be made by direct wire transfer to Young People's Language School at:

Scotia Bank  
Transit #47886  
Toronto Business Support Centre  
40 King Street West  
Toronto, Ontario  
Canada  
Account # 00166 01160 17  
Account Name: Ottawa Carleton Education Network Inc.  
SWIFT Code: NOSCCATT