



YRDSB – International Education Services

36 Regatta Ave., Richmond Hill ON L4E 4R1
www.yrdsb.ca/admissions
Telephone: 905 884 2046 x 237
Fax: 905-773-2406
Email: admissions@yrdsb.ca

ADMISSION GUIDELINES

- The York Region District School Board (YRDSB) school year begins in September and ends in June.
- Secondary school begins in September (Semester 1) and February (Semester 2). Elementary school begins in September (Term 1) and February (Term 2).
- Placement in a YRDSB elementary and/or secondary school is based on the evaluation of the student's academic standing and the availability of space. International students applying must have a minimum academic average of 65% and must maintain this minimum average while attending YRDSB schools.
- Secondary students who have graduated from high school (or equivalent) in their homeland are not eligible to apply to YRDSB.
- Only students who are 18 years old and under before December 31 of the school year in which they are applying are eligible to attend YRDSB.
- Any student who will reach 18 years of age while participating in the program must sign the [Consent for Information Sharing Students at the Age of Majority](#) form to enable YRDSB and/or its International Education Services staff to share personal information with their parents.
- A student applying for admission to Grade 12 must acquire a minimum level IELTS 5.5 OR TOEFL 550 English proficiency and provide a photocopy of the official test results report.
- All new secondary students are required to attend the student orientation in August (September start) or January (February start).
- International students are **not** eligible for specialized programs which include Special Education, French Immersion, the International Baccalaureate Program, and any regional arts and sports programs. All regular, in-school programs are open to them.

APPLICATION DEADLINE

Applications must be received before May 15 to be considered for Semester/Term 1 (September) and November 15 to be considered for Semester/Term 2 (February).

APPLICATION PROCESS

It is in the best interest of the student to submit their application as early as possible. International students must apply directly to YRDSB or through an authorized agency abroad. As a guideline it is recommended that the application process begin 5 (five) months before the start date of the school year (or semester in the case of secondary students) because the length of time required to process student applications for study permits varies from country to country.

STEP 1 Complete the application form and supplementary documents and include the following in the application package:

- (1) payment in the form of a bank draft, money order or certified cheque in Canadian funds (payable to the York Region District School Board), and
- (2) all required documentation (refer to the Application Checklist)

STEP 2 Send the application package by registered mail to: Admissions Office, International Education Services York Region District School Board, 36 Regatta Avenue, Richmond Hill, Ontario L4E 4R1 Canada

Upon receipt of all documentation and required fees the Admissions Officer will review the application. Once accepted, YRDSB will mail the applicant an official letter of acceptance, a receipt for fees paid and an Education Services Agreement to be signed by custodian, parent(s) and student. The Letter of Acceptance will only be issued when the living arrangements of the student have been met, as outlined in the [Terms & Conditions of Participation](#), and the homestay details have been submitted to the Admissions Officer.

STEP 3 Apply to the nearest Canadian Embassy, Consulate or High Commission for a study permit and present the letter of acceptance, the receipt for fees paid and all other documents required by Citizenship and Immigration Canada (CIC).

STEP 4 Upon receipt of a study permit, make arrangements to arrive in Canada prior to the commencement of the program. When flights are confirmed, send the Arrival Confirmation form to the Admissions Office by fax (905-773-2046).

STEP 5 ELEMENTARY STUDENTS: Upon arrival in Ontario, contact the Reception Centre Office and make an appointment for an educational assessment. After the assessment, contact the designated school for an appointment to register.

SECONDARY STUDENTS: Attend the student orientation to receive the education assessments and register for school.

APPLICATION CHECKLIST

- [Academic Application Form](#) - Completed, signed and dated by both parents and student
- [Academic Application - Supplementary Gr. 9-12](#) - Completed, signed and dated by both parents and student
- [Letter of Recommendation](#) - Completed, signed and dated by school official
- Official copies of school report cards, in English, for the past two years and current year - English translation must be notarized
- [Consent for Information Sharing - Students at the Age of Majority - Age 18](#) students only
- Photocopy of passport
- Photocopy of an up-to-date official immunization record in English
- Photocopy - notarized [Custodianship Declaration - Parent & Custodian](#)
- Photocopy - IELTS or TOEFL report of official test results - Grade 12 applicants only
- Full payment - Refer to the fee schedule to calculate the required payment

PROGRAM PLANNING (SECONDARY SCHOOL)

Secondary school is considered to be Grade 9 - 12. One credit is granted for the successful completion of a secondary school course of a minimum of 110 hours of instruction. To graduate with the Ontario Secondary School Diploma (OSSD), a student must complete 18 compulsory credits, 12 elective credits, 40 hours of community service and pass the Ontario Secondary School Literacy Test. A school year is divided into two semesters with a student studying either three or four courses each semester.

SCHOOL PLACEMENT

The Admissions Office will make every attempt to place students in their preferred school of choice; however, this is not always possible. York Region District School Board reserves the right to determine the final school and grade placement. In the Ontario education system, an elementary school student is placed in a grade according to their year of birth. It is common for the secondary school student who is designated to a particular grade to take subjects at a different grade level as long as s/he meets the subject prerequisites.

CUSTODIANSHIP

Immigration, Refugees & Citizenship Canada (IRCC) requires that all applicants applying for a study permit under the age of 18, and planning to enter Canada without a parent, must assign a custodian in Canada. Students must provide Immigration & Citizenship notarized custodianship declarations signed by the custodian in Canada and the parent/guardian in their country of origin to obtain a study permit.

For the purposes of studying at YRDSB, the Custodian Declaration form (Parent & Custodian) must be submitted in all cases, and the custodian must be a Canadian Citizen or Permanent Resident over the age of 25.

ACCOMMODATION/HOMESTAY

YRDSB requires:

- Students in JK & SK must live with a parent for the duration of study.
- Students in Grade 1 to Grade 8 must live with a parent for the duration of study or live with a close (blood) relative who will act, and be appointed, as custodian. Official proof of family relationship between custodian and student is required by YRDSB.
- Gr 9 to Gr 12 students must reside with a parent, relative or family friend who is an adult over the age of 25, as approved by International Education Services.
- Gr 9 to Gr 12 students who are applying to Homestay programs can only apply to [Canada Homestay Network \(CHN\)](#), or [MLI Homestay](#)
- Please note: If a homestay organization is not an option, then students must reside with a parent, relative or family friend, over the age of 25.

MEDICAL INSURANCE

Medical insurance is mandatory and must be purchased through YRDSB. Students will not be registered in school without medical coverage. Fees for medical insurance coverage can be found on the fee schedule page of the website. A summary of the YRDSB international student insurance plan is available at www.studyinsured.com/york.

Please note: The medical insurance coverage provided to YRDSB international students is subject to limitations and exclusions. Students who require care for unstable or chronic/ongoing conditions will have to pay for medical treatments directly. More information about the insurance provided can be found at www.studyinsured.com/york

If the insured is no longer a student of YRDSB, the student may request a refund directly from Ingle Travel & Health Insurance Services Inc., Tel: 1-888-386-8888. If the refund of medical insurance fees is a result of visa denial, the medical insurance fee will be included in the total refunded amount.

DEFERRAL OF FEES

LATE ARRIVAL

If a study permit is not issued in time for the student to attend the first day of classes, the student may request that admission be deferred to the following semester or school year. For secondary school students, if the study permit is not issued within two (2) weeks following the commencement of classes, fees will automatically be deferred to the following semester.

VISA DENIAL

If a study permit is denied and the student wishes to re-apply, rather than request a refund, the student may request that admission be deferred to the following semester. Request for deferral must be submitted in writing within 30 days of denial of the study permit. The original letter of refusal from IRCC must accompany the written request.

IMMUNIZATION RECORD

All students attending YRDSB are required to provide an up-to-date immunization record when requested by the medical officer of York Region Health Unit. The immunization record must be in English and completed and certified by a qualified health professional from the country of origin. International students may need to get another vaccination, if required. The international student medical insurance will cover the cost of the vaccine to a limit of \$50.00. Any costs above this amount will be the responsibility of the student.

REFUND POLICY

A refund is issued only if a student is refused a study permit by IRCC. In this case, the student must submit the following documentation within 30 days from the issue date of the original refusal letter from IRCC.

- A written refund request signed by the parent(s) and student indicating to whom the refund cheque should be made payable
- The original letter of refusal from IRCC

No refund will be issued if the student fails to submit any of the above within 30 days. An administration fee of \$500 will be deducted from each refund request.

Refundable

- Tuition fee, Homestay fee, Airport Pick-up

Non-refundable:

- Registration fee, Homestay/custodian application fee, Custodianship fee

EDUCATION ASSESSMENT & REGISTRATION

- All newly enrolled **elementary students** must contact the Reception Centre to make an appointment for an educational assessment of the students' English and Mathematics skills at least one week prior to the commencement of classes.
- Newly enrolled **secondary students** will have their educational assessment of English and Mathematics skills during the Orientation period.

Reception Centre:

Dr. Bette Stephenson Centre for Learning 36 Regatta Ave., Richmond Hill, ON L4E4R1 1-888-811-0229 | reception.centre@yrdsb.ca