

APPLICATION PROCESS

Step 1:

Submit your application online by email to international@lakeheadschoools.ca, please include the following:

- This completed application form signed by the student and parent(s)
- Photocopy of student's passport (if available)
- Copies of student's transcripts/school records for the last two years in English
- English language proficiency test results (if available)
- Non-refundable \$300 application fee (application fee may be paid by credit card – please contact for details)

Step 2:

If all documentation is in order and the application is satisfactory, you will receive a Conditional Letter of Offer and invoice by email.

Step 3:

You will then be sent the following forms to complete and submit:

- Homestay and Custodianship Application from Canada Homestay Network (if applicable)
- Consent to Release International Student Information form
- Up-to-date Immunization Record form
- A video conference interview may be requested to accompany English language proficiency test results

Step 4:

When these forms are completed and submitted and fees are received and approved; an Official Letter of Acceptance and receipt will be issued by Lakehead Public Schools International.

Use the Official Letter of Acceptance, invoice payment receipt and notarized custodianship form from Canada Homestay Network to apply for a visa/study permit with Citizenship and Immigration Canada.



Please submit complete application form to:
International Student Coordinator, Lakehead Public Schools International (LPSI)
2135 Sills Street, Thunder Bay, Ontario, Canada, P7E5T2
Phone: 1-807-625-5176 | Fax: 1-807-623-7848
international@lakeheadschoos.ca | <http://international.lakeheadschoos.ca>

FEE-PAYING INTERNATIONAL STUDENT APPLICATION FORM

STUDENT INFORMATION:

Application Date _____ Date of Birth _____ Gender _____
dd/mm/yyyy dd/mm/yyyy

Student Name _____
Student's Legal Family Name Legal Given Name Middle Name

Address _____
(In Home Country) Mailing Address

City Province/State/Region Country Postal/Zip Code

Phone Number _____ Email _____

Please indicate student's level of English: *Refer to Levels of English Language Proficiency on the last page to determine*

☐ Beginner ☐ High Beginner ☐ Intermediate ☐ High Intermediate ☐ Advanced

PARENT / LEGAL GUARDIAN INFORMATION:

Name of Parent / Legal Guardian _____

Address _____
☐ Same as Student Mailing Address

City Province/State/Region Country Postal/Zip Code

Phone Number _____ Email _____

Name of Parent / Legal Guardian _____

Address _____
☐ Same as Student Mailing Address

City Province/State/Region Country Postal/Zip Code

Phone Number _____ Email _____

ACADEMIC YEAR PROGRAM: Applying for Grade: _____

Secondary High School (Grade 9 – 12)

☐ One Semester ☐ Two Semesters
☐ First Semester starting September ☐ Second Semester starting February

Elementary School (K – Grade 8)

☐ Start of school year (September)
☐ During school year: Start _____ End _____



Please submit complete application form to:
International Student Coordinator, Lakehead Public Schools International (LPSI)
2135 Sills Street, Thunder Bay, Ontario, Canada, P7E5T2
Phone: 1-807-625-5176 | Fax: 1-807-623-7848
international@lakeheadschoools.ca | <http://international.lakeheadschoools.ca>

Schools Requested 1. _____ 2. _____

☐ International Baccalaureate (IB) Program ☐ No preference, please assign

**Lakehead District School Board reserves the right to admit students only to schools where accommodation and staff are available and determine the grade placement.*

Do you plan to graduate from secondary high school in Thunder Bay? ☐ Yes ☐ No

List any courses you **MUST** take when you attend school in Thunder Bay and what your schools plans are for after high school graduation:

ACCOMODATION AND CARE:

*All international students enrolled with LPSI must be supervised by an adult (minimum age 25) **custodian** living in Thunder Bay who is a permanent resident or a Canadian citizen. All international students must live with a family.*

- ☐ Student will require Homestay Placement
☐ Student will require Custodianship Arrangement
☐ Student will live with family member / family-appointed custodian

TUITION FEES

Secondary High School (Grade 9 – 12) Fee Schedule Agreement:

- ☐ Full-Year (Maximum 8 Credits): \$12,500 CAD ☐ One Semester (Maximum 4 Credits): \$6,250 CAD

Elementary School (K – Grade 8) Fee Schedule Agreement:

- ☐ Full-Year (10 months): \$11,800 CAD

MEDICAL FEES (*compulsory)

- ☐ One Year: \$600 ☐ One Semester / Half Year (5 months): \$300

PAYMENTS TO BE MADE BY:

Application, Tuition and Medical fees may be paid by international money order, bank draft, or certified cheque and made payable to “**Lakehead Public Schools International**”. These fees may also be paid by direct wire transfer* to Lakehead Public Schools International bank account:

Bank Name: Royal Bank of Canada
100-1159 Alloy Drive
Thunder Bay, Ontario, Canada
Transit #: 09870
Account Holder: Lakehead Public Schools International
Account #: 1034461
Swift Code: ROYCCAT2

NOTES:
1. Please indicate the student’s name and date of birth on the wire.
2. Fees are subject to change.
3. All fees are in Canadian dollars.
***Direct wire transfers are subject to a \$50 fee per transaction.**



Please submit complete application form to:
International Student Coordinator, Lakehead Public Schools International (LPSI)
2135 Sills Street, Thunder Bay, Ontario, Canada, P7E5T2
Phone: 1-807-625-5176 | Fax: 1-807-623-7848
international@lakeheadschoos.ca | <http://international.lakeheadschoos.ca>

TUITION REFUND POLICY:

In the event that a student does not come to study at Lakehead Public Schools International or decides to leave the program, the following refund protocol will apply:

Full Refund less the application fee and if applicable, additional wire transfer fee, will be given if Immigration Canada does not approve the study permit. To obtain a refund, a request in writing must include the letter of refusal from Immigration Canada and the original letter of acceptance from Lakehead Public Schools International.

Two-Thirds of the tuition fee will be refunded if a student withdraws prior to the commencement of the program.

One-Half of the tuition fees will be refunded if the student withdraws after the commencement of the program but before 30 calendar days have elapsed.

No Refund will be granted to a student who:

- Withdraws 30 days after the commencement of the program.
- Is dismissed from the program due to a breach of the law, policy or regulation as determined by the Government Canada, any of the official law enforcement agencies that operate in Thunder Bay and the District, LDSB and / or LPSI.
- All refunds requested and approved by administration will be returned to the individual or company who paid the fees.

TERMS AND CONDITIONS:

- Lakehead District School Board (LDSB) / Lakehead Public Schools International (LPSI) is not liable for losses / expenses that may incur as a result of LDSB being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control.
- Canada and Thunder Bay are very safe by world standards. While the student will be generally supervised, such supervision cannot be constant and LPSI cannot guarantee the student's safety. Therefore, should the student be injured while studying in Canada, LPSI will not be held liable.
- Placement of student in requested grade and program is not guaranteed as the placement will be determined upon assessment of student's English Proficiency and review of student's academic record.
- If the student's ESL or other educational needs are greater than disclosed on the application, LPSI reserves the right to charge for extra support if such support is available.
- Any misrepresentation in the application is grounds for LPSI to terminate the agreement and send the student home without refund and at his/her expense.
- LDSB, LPSI, its officers, employees, agents, volunteers and representatives will not be held responsible for any loss or injury suffered by the applicant during periods of travel and study. If the applicant becomes ill or incapacitated LDSB / LPSI and its representatives may take such action as it considers necessary, including securing medical treatment and transporting the applicant home at his/her expense.
- The undersigned hereby agrees to indemnify LDSB and LPSI for damages or expenses incurred, resulting from their child's willful or negligent behaviour or actions.

I have read and understand the terms, conditions and refund policy and verify that everything stated in the application is true and can be relied upon by the Board in offering a place to the student in LPSI Program. I also authorize the following Agent or Agency to receive personal, school and homestay information electronically on my behalf:

Agent/Agency (if applicable) _____

Parent/Guardian (print) _____ Signature _____

Parent/Guardian (print) _____ Signature _____

Student (print) _____ Signature _____

Acknowledgement

The personal information on this form is gathered under the authority of the Education Act, Immunization of Schools Pupils Act and Personal Health and Information Act and will be used by schools and central administrative staff to provide a broad range of academic, health and administrative services. Anyone having the right, may access this information by contacting Lakehead Public Schools International.



Please submit complete application form to:
International Student Coordinator, Lakehead Public Schools International (LPSI)
2135 Sills Street, Thunder Bay, Ontario, Canada, P7E5T2
Phone: 1-807-625-5176 | Fax: 1-807-623-7848
international@lakeheadschoos.ca | <http://international.lakeheadschoos.ca>

LETTER OF RECOMMENDATION

This form is to be completed, in English, by a Teacher, Counselor, or Principal the evaluation will be held in strict confidence.

Student Name: _____ Student Date of Birth: _____
dd/mm/yyyy

Your Name: _____ Position: _____

Name and Address of School: _____

Please rank the student in comparison to their classmates by marking an “X” in the appropriate box.

Category	Top 10%	Top 25%	Top 50%	Bottom 50%
Academic Ability				
Academic Performance				
Positive Attitude Toward School				
Neatness				
Stability				
Maturity				
Adaptability				
Leadership Capabilities				
Cooperation				
Friendliness				
Potential as an International Student				

How long and in what capacity have you known this student? _____

Evaluation of their potential success as an international student: Very Good Good Average Poor

What is this student's attitude towards school and schoolwork? Very Good Good Average Poor

What is the student's relationship with their fellow classmates? Leader Cooperative Uncooperative

Does this student have a history of frequent absence from school? Yes No

Please add any appropriate and informative comments for this recommendation: _____

Signature: _____ Date: _____

LEVELS OF ENGLISH LANGUAGE PROFICIENCY

Beginner

- Basic competence is limited to familiar situations
- Understand, read and retell simple stories
- Give and respond to straightforward directions and instructions
- Write assertive, negative and interrogative sentences
- Write a short structured composition following a model

High Beginner

- Maintain face-to-face conversations on familiar topics
- Use short sentences to give opinions
- Skim a paragraph to find main idea and scan text to find specific information
- Write simple and compound sentences in answering written questions
- Write a short composition following a teacher's outline

Intermediate

- Can use and understand fairly complex language in familiar situations
- Take part in conversations on a range of topics
- Take notes from a passage in preparation for writing
- Identify a writer's or character's point of view
- Use a variety of simple, compound and complex sentences with some accuracy
- Write short expository paragraphs in response to a reading

High Intermediate

- Generally handles complex language well and understands detailed reasoning
- Discuss or explain ideas or issues
- Identify and explain literary elements (theme character, plot and setting)
- Identify facts and opinions
- Write a passage of 3 or more paragraphs to develop a central idea

Advanced

- Fully operational command of the language and handles complex detailed argumentation well
- Express, support and elaborate a point of view
- Analyze literary elements (themes, character, plot, setting)
- Infer meaning of unfamiliar words from context
- Write a coherent response to literature which analyses, interprets, and evaluates information and ideas