



Huron-Perth Catholic International Education

International Student Program Mandatory Student Participation Agreement

Student Expectations & Policies

Studying in a Canadian school will be an experience that international students will never ever forget and it should be full of adventure and fun. However, there needs to be a minimum set of standards and guidelines that students must follow in order to make the experience the best it can be.

Enrollment in the HPCDSB International Student Program (“ISP”) is an important privilege and opportunity that provides education, enjoyment and other benefits to students (“Participants”). This Mandatory Student Participation Agreement (“MSPA”) is designed to clarify what is reasonably expected of Participants and their parents and/or guardian(s), to confirm the commitment of the Participant and his/her parents and/or guardians to comply with MSPA, and to specify the consequences in the unlikely event that the Participant or his/her parents and/or guardian(s) fail(s) to comply with this MSPA.

IMPORTANT - the student and his/her parent(s) and/or guardians must sign in the appropriate spaces on each of pages 5,6,8 and 10 for this document to be completed appropriately.

A. Whereas the Participant has completed the HPCDSB International Student Application (“ISA”) in accordance with the TERMS AND CONDITIONS (Appendix A) which the Participant and his/her parents and/or guardian(s) hereby acknowledge that they have read, understand and are in agreement with, and in consideration of enrollment in the ISP through the HPCDSB and the provision of Homestay services by MLI Homestay (MLI), each of the Participant and his/her parents and/or guardian(s) hereby:

1. Acknowledges and agrees that this MSPA forms part of the Participant’s ISA and all covenants, declarations, conditions and other terms and provisions therein.
2. Declares that the information given in this ISA is complete and correct to the best of their knowledge; and, further that incorrect or incomplete information is a breach of this MSPA and is subject to the terms of paragraph C herein;
3. Confirms that they have each read and agrees to comply or to cause compliance, as the case may be, with the HPCDSB International Student Guide MLI Homestay Guide for International Students.
4. Confirms, acknowledges and agrees that they have each read, understand and fully accept all HPCDSB ISP Invoice Terms and Conditions, including cancellation and refund policies as outlined in Appendix B.
5. Acknowledges and agrees that the HPCDSB ISP and its officers, directors, employees, representatives, agents and independent service providers (including but not limited to the



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School and ISP staff and MLI) shall not be held liable for losses or experiences as a result of the HPCDSB being unable to provide education owing to labour disputes or other causes beyond its control.

6. Permits the Participant's home school at the HPCDSB to share the contents of school attendance, academic reports/transcripts and other related enrollment information with the educational consultant or agent and host parents in order to provide support and assistance required.

Mandatory Student Participation Agreement

B. Each of the Participant and his/her parent(s) and/or guardian(s) parents participating in the Huron Perth Catholic District School Board International School Program recognize that they must agree to abide by the conditions of this Mandatory Student Participation Agreement (MSPA) hereby agree the Participant will:

1. Respect and follow all applicable federal, provincial, and municipal laws;
2. Demonstrate honesty and integrity;
3. Respect differences in people, their opinions, and ideas;
4. Treat others with dignity and respect at all times, especially when there is disagreement;
5. Respect and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender identity, gender expression, sexual orientation, age marital status, family status or disability;
6. Respect the rights of others;
7. Show care and respect for school property and the property of others;
8. Take the proper steps to help those in need;
9. Seek assistance from a member of the school staff, if necessary, to resolve conflict pastorally and peacefully;
10. Respect all members of the school community, especially those in a position of authority; and
11. Respect the need of others to work in an environment that is good for learning and teaching, including by ensuring cellphones and other personal mobile devices are only used during instructional time for:
 - a. Educational purposes (as directed by the teacher).
 - b. Health and medical purposes.
 - c. Special education needs support.

All school community members must not:

1. Engage in any form of bullying, whether in-person or through technology;
2. Commit sexual assault;
3. Traffic weapons or illegal drugs;
4. Commit robbery;
5. Give alcohol or cannabis to a minor;
6. Be in possession of a weapon, including firearms;
7. Use any object to threaten or intimidate another person;



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8. Injure anyone with an object;
9. Be in possession of, or be under the influence of, or provide others with alcohol or illegal and/or restricted drugs;
10. Inflict, or encourage others to inflict bodily harm;
11. Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
12. Commit vandalism that causes large-scale damage to property on school premises; or
13. Swear at a teacher or another person in a position of authority.

Additionally, all international students must:

1. Follow all specific school and board regulations regarding attendance, course responsibilities, and behavior. The student must attend school on a daily basis and adhere to school-based attendance policies.
2. Follow specific rules that apply to all international students:
 - Students are not allowed to possess, purchase or use illegal drugs.
 - Students are not allowed to possess, purchase or drink alcoholic beverages.
 - Students are not allowed to purchase, possess or shoot guns or have weapons of any type.
 - Students are not permitted to drive any motor vehicle while participating in the program.
 - Students must not participate in any sexual contact or activity that is inappropriate.
 - Students will not smoke or vape on school property or inside any public building while participating in the program.
 - Students will not engage in any violence, aggression, harassment or bullying (physical or cyber) toward anyone in Canada while participating in the program.
 - By law, students are not permitted to purchase tobacco products or ask an adult to purchase these products.
 - Students must always be aware of their responsibility as international students and make a determined effort to represent their country in a positive manner.
 - Students should make an effort to immerse themselves into Canadian culture.
 - Students are not permitted to visit such places as pornographic shops, adult theaters or drinking establishments.
 - Students are not permitted to post pictures, messages or comments on any social media site that are negative or hurtful that are directed to a peer, the host family, school staff or MLI staff.
 - The student's reports on attendance, academics, and emotional/psychological concerns can be shared with parents, MLI staff, MLI custodian, school and board staff in order to provide the necessary guidance and assistance so that the student can be successful.
 - The student and natural family or legal guardian acknowledge that based on the information in the application, the HPCDSB has the right to make educational



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decisions, including placement and program selections in the best interest of the student within the available resources.

- The student and natural family or legal guardian understand and agree that inaccuracies in the application or failure to abide by the above conditions may result in immediate dismissal from the Huron Perth Catholic District School Board International Student Program without refund of fees. If it is determined by the program that the student's education needs are greater than disclosed in the application, the Huron Perth Catholic District School Board International Student Program can send the student home at the parent's expense.

C. Each of the Participant and his/her parent(s) and/or guardian(s) hereby acknowledges and agrees:

1. that in the event of a breach of this MSPA by the Participant and/or his/her parents and/or guardian(s), the HPCDSB ISP reserves the right, in its sole and absolute discretion, to:

- a. notify the Participant and his/her parents and/or guardian(s) of the breach (by fax, email or telephone) and provide the Participant and his/her parents and/or guardian(s) with a specified time frame within which to remedy the breach to the satisfaction of the HPCDSB ISP; and/or
- b. relocate the Participant to another and final Homestay Household, at the expense of the Participant and his/her parents and/or guardian(s) and without refund of any unused and prepaid Homestay Host fees; or
- c. expel the Participant from the MLI International Participant Homestay Program ("Program") and the Participant's Homestay Household, on one (1) hour's written notice; and
- d. notify Citizenship and Immigration Canada of the breach and/or direct the Participant's parents and/or guardian(s) to arrange for the Participant's return home via the first available flight, at the Participant's, and his/her parents' and/or guardian's(s)' risk and expense. The Participant's parents and/or guardian(s) agree to make such an arrangement for the Participant's return home and take full responsibility for the care, custody and control of the Participant upon the Participant being expelled from the ISP.

The consequences of a breach of this MSPA by the Participant and/or his/her parents and/or guardian(s) are without recourse to the HPCDSB ISP, and its officers, directors, employees, representatives, agents and independent service providers (including but not limited to schools, MLI, any Homestay Host(s) and transportation service provider(s)).

D. Each of the Participant and his/her parent(s) and/or guardian(s) hereby acknowledges and agrees to reimburse HPCDSB, MLI on demand, any fees and expenses related to a breach of this MSPA, including without limitation, its legal fees and related costs.



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E. Each of the Participant and his/her parent(s) and/or guardian(s) hereby waives, releases and absolves and agrees to indemnify and save harmless the HPCDSB ISP and its officers, directors, employees, representatives, agents and independent service providers (including but not limited to the School and ISP staff, MLI Homestay Host(s) and transportation service provider(s) selected for the Participant) from any and all liability for any and all of the Participant's losses and damages (including, but not limited to, the loss or theft of the Participant's money and the damage, loss or theft of the Participant's personal property), personal injuries, or death, unless any such loss, damage, injury or death may have arisen by reason of negligence by the Releasees.

Name of Student (Please Print in English) Signature of Student Date

Name of Parent/Guardian (Please Print in English) Signature of Parent/Guardian Date

Student Travel Policy

The HPCDSB encourages international students to travel outside of the city/town/hamlet that they are living in while they are in Canada. All trips outside of the host family's home must be pre-planned and approved by the host family, follow the guidelines for travel (green, yellow, orange, blue and X travel request forms) as outlined by MLI. MLI Homestay will inform the Principal of the International Student Program about trips that take place over the weekends, holidays and school breaks. Only in the case of the student's trip leading to missed school days, the student must receive approval from the Principal of the International Student Program in advance. This approval must be obtained by the student before submitting the MLI Homestay TRF. The primary concern with travel outside of the city is to ensure the safety of the student while they are traveling.

1. Students may travel out of the city with their host families. The host family is asked to complete the green, yellow or orange travel request forms provided by MLI, once the form has been approved by MLI staff. The Principal of the International School Program will be informed if the trip will be an overnight trip prior to departure for trips over weekends, holidays and school breaks. Should the student's trip include missing school days, the student must receive approval from the Principal of International Schools in advance of submission of the TRF to MLI Homestay. This approval must be obtained in writing by the student before submitting the MLI Homestay TRF.



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2. With prior approval of the host family and Local Coordinator, students may attend a sleepover at another approved MLI Homestay family or an approved host family from another reputable Homestay company or other vetted family. Sleepovers will only be allowed during weekends or holiday/break seasons when the following day is not a school day. MLI Custodian will approve the sleepovers, and MLI Homestay Emergency Line will provide support in case of any emergency.

Under any other circumstances, **all** of the following conditions must be met for trips outside of the town, city or hamlet that the student is residing in with their host families in Huron or Perth counties:

1. Requests for the trip must be given at least two weeks prior to the planned trip. The initial request should be made to the host family for approval. The student or Host Family will then contact MLI for approval. Under special circumstances and provided the safety and security of the student is assured, requests will be considered in less time than two weeks.
2. The student must be under the direct supervision of an adult 25 years or older regardless of the level of request forms that is required by MLI. MLI and the local Homestay Program coordinator will follow up to confirm that the student is under the care of a responsible adult.
3. The student's natural parent must provide written or email communication indicating that they are aware of and approve the trip for all Orange Level TRF's only.
4. The student must provide details of the proposed trip with contact information of the supervising adult, dates of trip and general itinerary for the trip on the trip request forms (green, yellow, orange or blue).
5. The student must receive approval for the trip by the MLI Homestay prior to incurring any expenses associated with the proposed trip. This policy applies to all students registered in our International Program regardless of age.

These policies apply to all students registered in our International Student Services Program regardless of age.

_____	_____	_____
Name of Student (Please Print in English)	Signature of Student	Date

_____	_____	_____
Name of Parent/Guardian (Please Print in English)	Signature of Parent/Guardian	Date



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Student Application for Internet Access, Use and Participation

All students with their parent(s)/guardian(s) are required to complete these forms prior to departure for Canada. Please return the signed forms to the agent, in order that they be uploaded to the GlobalEyes platform. If you are not using an agent to help you with this process, then you will be required to upload these documents to the GlobalEyes platform.

This constitutes your student internet pass. The Internet is recognized as an essential tool for learning and it is necessary that students understand the appropriate use of this technology in accordance with the Computer and Information Technology Policy.

Blended learning (i.e. the use of a Learning Management System and / or digital online tools) are central to the strategy that aims to:

- improve communication between the teacher and students,
- promote greater collaboration and critical thinking among students,
- differentiate learning and assessment for all students.

To ensure that students have access to these services, student information may be used in the setup and tracking of accounts of Ministry or Board endorsed online programs.

All Students using Internet access will:

1. Act as witnesses to the truth and values of the Catholic faith reflecting the school's Code of Conduct and the Ontario Catholic Graduate Expectations.
2. Obtain permission from their teacher before accessing the Internet.
3. Download programs only with teacher permission and scan downloaded programs for viruses.
4. Back out of any site which is transmitting unacceptable information or graphics and notify the teacher.
5. Use appropriate and acceptable language.
6. Properly footnote and include in a bibliography any information which is obtained from the Internet and incorporated into an assignment.

Students will not:

1. Use social media or other online social tools during instructional time unless it is solely related to course material and directed by the teacher.
2. Send or display any offensive pictures or messages. Students will not take photos or videos of any person without prior consent.
3. Use obscene language, or language reflecting racial, ethnic or religious prejudice.
4. Use the Internet for product advertisement, commercial or for-profit purposes.
5. Violate copyright laws.
6. Use someone else's login, password(s), email address or social media identity.



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7. Violate security systems which have been put into place to protect computers, file servers, networks and users, both within and outside the Board.
8. Provide personal information about themselves or others through the Internet (name, phone number, address, etc.)
9. Arrange to meet anyone as a result of Internet contact.
10. Use Internet access in any ways which waste finite resources such a printer paper, hard drive spaces, printer ribbons/cartridges and any other materials provided by the Board.
11. Engage in any form of cyber bullying.

Consequences outlined in the School Code of Conduct and Safe Schools Legislation will apply to students who do not honour these terms and conditions.

Name of Student (Please Print in English) Signature of Student Date

Name of Parent/Guardian (Please Print in English) Signature of Parent/Guardian Date



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TECHNOLOGY GUIDELINES - TERMS AND CONDITIONS FOR COMPUTER USE

*All students with their parent(s)/guardian(s) are required to complete these forms prior to departure for Canada. Please return the signed forms to the agent, in order that they be uploaded to the GlobalEyes platform. If you are not using an agent to help you with this process, then you will be required to upload these documents to the GlobalEyes platform. **This constitutes your student technology pass.***

Computers, chromebooks, and I-devices are recognized as essential tools for learning, and it is necessary that the students understand the appropriate use of this technology in accordance with the HPCDSB's Computer and Information Technology Policy.

All students using computers, chromebooks, i-devices, personal cell phones and other digital devices will adhere to the following:

- Act as witness to the truth and values of the Catholic faith reflecting the school's Code of Conduct.
- Students will not violate security systems that have been put in place to protect computers, servers and networking devices, both within and outside HPCDSB.
- The use of anonymizer sites for visiting NetSweeper blocked sites is strictly prohibited. This includes all instant messaging and community hosting sites.
- The installation of any software that is not approved by administration or tech services from any source is strictly prohibited. This includes browsers, browser plug-ins and tools used for the purpose of hacking networks and/or Internet sites.
- Students will not use computer access in any way that wastes finite resources. This includes bandwidth; hard drive space; printer paper or any other material provided by HPCDSB.

This includes:

- Printing of excessive copies of a document. Such copies should be done by photocopy device located in the library. Students should do a 'print preview' to minimize credits being used from your Print Limit.
- Printing directly from a website is not recommended. Students should copy and paste into a word processing document.

Computers, related digital tools and internet access are to be used for school related work only.

- Streaming of video and/or music, downloading of videos and/or music files, surfing of websites for purposes other than research for school related activities are prohibited.
- Online games, use of chat, instant messaging, and social networking sites are prohibited.
- The sharing of your username and password is prohibited.



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- The connection of personal computers or other devices to the Internet at school is only permitted after agreeing to adhere to all school and board policies and a commitment to ethical and appropriate use at all times and is prohibited without completing a contract that includes the written consent of school administration.
- All students using computers will back out of any website which is transmitting unacceptable information or graphics and notify the staff supervisor of the website address. Inappropriate use will result in discipline.
- All students using computers will adhere to HPCDSB's Anti-Bullying Policy. The use of proper socially acceptable language is expected. Students will not use obscene language or language that reflects racial, ethnic, or religious prejudice. Students will not send or display any offensive pictures, emails or messages nor will they view, share or otherwise transmit language, images/video that are sexual, private or illicit in nature.
- Students will not violate copyright laws.
- Students will not use the Internet for product advertisement, commercial or profit purposes.
- Students will not provide personal information about themselves or others through the Internet. This includes name, home phone number, home address, email address, pictures and video, etc.
- Students will not arrange to meet anyone as a result of Internet contact.
- Administration reserves the right to inspect students' personal computers and handheld devices that are used in the school.
- All students will use the computer or device that is assigned to them.
- Students will be responsible for any damages.

Consequences

Consequences outlined in the School Code of Conduct and Safe Schools Legislation will apply to students who do not honour these terms and conditions.

Name of Student (Please Print in English)

Signature of Student

Date

Name of Parent/Guardian (Please Print in English) Signature of Parent/Guardian

Date



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APPENDIX A - TERMS AND CONDITIONS

Pricing Policy

1. Once a student is accepted into the international education program, an initial invoice will be issued outlining tuition and associated fees (application fee, medical insurance) to be paid. Payment must be made in full to the Huron Perth Catholic District School Board(HPCDSB) as per the instructions that are posted online. The invoice, issued by HPCDSB Corporate Services, includes payment method details. Failure to provide payment will result in the student offer being withdrawn. Any fees charged by the Banking Institution are the responsibility of the student and are considered over and above the amount of the initial invoice.
2. Invoices for home-stay, custodianship and airport transfer fees will be issued by MLI Homestay only when HPCDSB and MLI have been told the student visa has been completed.(Note: Any payment for homestay will be made directly to MLI.) New students to HPCDSB will be required to make payments in full before the first day of class.
3. Returning students already attending a school will not receive report cards or transcripts until payment is received in full. (Returning students will be issued one invoice annually that includes tuition, application fee, medical insurance, and custodianship and home-stay fees.
4. Changes to Custodianship and Homestays must be made before the end of the semester. MLI Homestay will coordinate these changes, if they are necessary. (Note: extra fees apply). **Only students who are continuing with the HPCDSB International Education Program, will be eligible for refunds.** Refunds will not be given to students who leave HPCDSB to study at other institutions once payment has been made. Specific details regarding refunds can be found [here](#).
5. On occasion, special arrangements are made to accommodate financial constraints of returning students. Written permission must be obtained 60 days in advance with the Principal of the International Student Program. Students will be allowed to attend and make payment per semester, in their second year only. However, these returning students will not receive report cards or transcripts until payment is received in full.



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Important Information

1. TUITION FEES are to be made payable to the HPCDSB Catholic District School Board through their approved Vendor, FLYWIRE. All fees will be payable in Canadian dollars.
2. First-time registrants are required to pay fees for the full year unless they have previously indicated that they will only be studying for one semester/half year.
3. Secondary students that are returning for a second year and who are not graduating in the current academic year, are required to pay fees for the full year. Course selection will not be guaranteed until the student has paid all of their fees.
4. Secondary students who are returning for a second year and who are graduating in the first semester may only pay fees for the first semester.
5. Uniforms and any other related student activity registration costs are additional expenses to be paid by the student at the school that they attend (St. Anne's CSS or St. Michael CSS).
6. In the event that a student does not come to Canada or decides to leave the Huron Perth Catholic District School Board for personal reasons, students and their families should be aware of the restrictions in the refund policy. Details can be found [here](#). All requests must be made in writing with the original letter of acceptance.



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APPENDIX B - REFUND POLICY MARCH 2024

Refunds will be granted as follows:

- If Citizenship and Immigration Canada does NOT issue the Study Visa. The request for refund must be within 60 days from the date of the refusal letter. To obtain a refund, the student must provide the following documents;
 1. The original Letter of Rejection from Citizenship and Immigration Canada.
 2. The original HPCDSB Official Letter of Acceptance.
 3. A written refund request signed by the parent(s) including the name and address.
 4. The original receipt of the tuition payment.
- If the student does not attend the HPCDSB, the tuition fee will be refunded, less the \$400 application fee.
- If the student cancels his/her participation in the program, in writing and more than 30 days before the commencement date of the student's program, fees for tuition less the non-refundable application fee of \$400 and agent commission, shall be refunded.
- If the student attends the Huron Perth Catholic District School Board and wishes to leave the school board or return home within 30 calendar days from the start of the program, 75% of the tuition less the agent's commission and less the \$400 application fee will be refunded.
- If the student attends the Huron Perth Catholic District School Board and wishes to leave the school board or return home within 60 calendar days from the start of the program, 50% of the tuition less the agent's commission and less the \$400 application fee will be refunded.

NOTE: Refunds for home stay and custodianship are potentially available but are subject to the rules and policies of MLI Homestay. Please click this [link](#) for refund information.

No refunds will be granted if:

- If the student withdraws from the program more than 60 days from the commencement date, for any reason.
- If the Study Permit is denied by Immigration Canada due to missing documents or incomplete paperwork.
- There will be no refund of the tuition fee if the student is found in violation of HPCDSB policies, school regulations and Ontario Law. With any of the violations, the student will be withdrawn from the school. In addition, no payments will be refunded for custodial or from home-stay providers if the home stay agreements are not followed.
- If the student changes their immigration status with IRCC after any invoice has been paid within the academic semester, will only be eligible for a maximum of 5 month refund. If HPCDSB has NOT been informed of the IRCC status changes prior to the end of the school year, no refunds will be given. Immigration documents issued by



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Citizenship and Immigration Canada confirming the status in Canada must be provided for a refund. There will be no refund for the first year of a student's arrival if their status changes with IRCC.

- If a student is expelled from the program for any reason at any time.
- There will be no refund of the tuition fee if the student is found in violation of HPCDSB policies, school regulations and Ontario Law. With any of the violations, the student will be withdrawn from the school. In addition, no payments will be refunded for custodial or from home-stay providers if the home stay agreements are not followed.
- If the student changes school boards during the school year.
- If false information was provided and/or health conditions were not disclosed.
- Considerations for exceptions will be made in the event of serious extenuating circumstances. Supporting documentation may be required.

COVID Refund Policy - Due to the lack of restrictions for international travel to/from Canada, there will be no refund or deferrals due to Covid-19. Continue to follow CBSA guidelines and IRCC guidelines for arrival into Canada. Should there be any changes to the travel restrictions for travel, this policy will be updated as needed.