



International Student Application Instructions

1. Please submit:

- A signed copy of the International Student Application Form
- A copy of the student's passport (picture page)
- An official copy of the school transcript for the previous and current year (both original and English translation, if applicable)
- Proof of custodianship must be provided with the application
- Non-refundable Application Fee

2. Confirmation of Application

- Foothills School Division (FSD) will provide you with formal confirmation that it has received the Student Application Form and other applicable documents as outlined above. Prior to processing the application, FSD's Division Office will communicate with the requested school(s) to ensure they are able to accept the international student.

3. Payment of Tuition

- Fees are due upon receipt of Confirmation of Application and may be paid by bank draft, money order or wire transfer, directly to Foothills School Division.

4. Letter of Acceptance

- Upon receipt of fees, FSD will issue a letter of acceptance (LOA)
- You will need the LOA to apply for a Study Permit through the Government of Canada IRCC. FSD requires proof that the Government of Canada has provided approval for the international student to study in Canada

5. Upon Arrival in Canada

- Please register at the school as soon as possible. Be prepared to provide the acceptance letter, passport and study permit to the school

TUITION FEES:

Education Service Fee*:	\$11,271.00 per year** (\$1,127.10 per month**)
Transportation Service Fee:	\$900.00 per year (if applicable)
Application Fee:	\$250.00 (non refundable)

* According to Administrative Procedure 301-International Students. For more information, visit www.foothillsschooldivision.ca

** Does not include instructional materials and program fees or accommodation

Protection of Privacy – Personal information provided is collected in accordance with section 4(c) of the Protection of Privacy Act (POPA) and protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used for the purpose of educational programming and safety of students. Information collected may be transmitted to and stored on servers outside of Foothills School Division, Alberta and Canada and Foothills School Division cannot guarantee protection against disclosures as a consequence of foreign laws. Foothills School Division may use automated systems in processing this collection of personal information. Should you require further information about collection, use and disclosure of this collection of personal information, please contact: ATI & Privacy Officer, (403) 652-6502, communications@fsd38.ab.ca.



INTERNATIONAL STUDENT APPLICATION FORM

A secure link will be provided to submit the application. Please request the link to:

communications@fsd38.ab.ca

For Office Use Only:

School _____

Grade: _____

Approved: _____

Date: _____

Notes:

Please PRINT in English

Current Date: _____ Anticipated School Start & End Dates: _____

Student Information

Student's Family Name First Name Middle Name

English Name (if applicable) Birth Date (YY/MM/DD) Gender: Female Male
Non-Binary

Country of Birth Languages Spoken

Student's Email (if 16 years of age or older)

Parent Information

Father's Full Legal Name Mother's Full Legal Name

Permanent International Address City, Country, Postal Code

Home Phone Cell/Mobile Phone Parent's Email

School History/School Requested

Name of Last School Attended Location Grade Completed

School Requested: 1. _____

2. _____

Student's Name: _____ **Birth Date (YY/MM/DD):** _____

Living Arrangements

Student will live with mother/father at address indicated below (no custodian required)

Student will live with the following individual(s):

Surname (Family Name) First Name (Ms./Mrs./Mr.) Relationship to Student

Street Address City/Town Postal Code

Home Phone Work Phone Cell/Mobile Phone

Email

Health Information

Does the student have any allergies/medical conditions/take any medication? Yes No

If YES, please describe: _____

Does the student have a learning or physical disabilities, behavioural concerns, difficulty with social integration or history of criminal behaviour? Yes No

If YES, please describe: _____

Terms & Conditions

In the event that the student does not come to Foothills School Division or decides to leave, a request for refund must be made in writing.

Foothills School Division is not liable for losses/expenses the student may incur if the division is unable to provide education due to labour disputes, inclement weather or other situations beyond its control. The division is not liable for the student's safety and well-being beyond the limits described in Administrative Procedure 310-Supervision of Students. For more information, please visit www.foothillsschooldivision.ca/page/international-students

If the student requires additional educational support beyond that indicated on the application, Foothills School Division reserves the right to charge additional fees. Inaccuracies or omissions in the application may result in the division terminating the agreement without refund of any fees paid.

I confirm that I am applying to attend a Foothills School Division school as an international student. I agree to uphold the Rules & Regulations of the Division.

As the parent(s) of the student applying for placement, I/we acknowledge acceptance and understanding of Division policies and requirements for placement.

Student Signature

Parent Signature(s)