



## 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

### 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

### 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 at your nearest Canadian Embassy. 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.fsd38.ab.ca](http://www.fsd38.ab.ca)

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

The information on this form is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. This information will be used to determine an international student's eligibility to attend school in Foothills School Division. If you have any questions about the collection of this information, contact Foothills School Division's FOIP Manager, at 403-652-6502 or [communications@fsd38.ab.ca](mailto:communications@fsd38.ab.ca).



## INTERNATIONAL STUDENT APPLICATION FORM

**Please send completed application to:**

Attention: International Study  
Foothills School Division  
Mailing Address: 120 5<sup>th</sup> Ave SW, P.O. Box  
5700, High River, AB CANADA  
T1V 1M7  
Email: [communications@fsd38.ab.ca](mailto:communications@fsd38.ab.ca)  
Fax: 403-652-4204

**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  
\_\_\_\_\_  
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 Overseas 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 behavior?  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 <http://www.fsd38.ab.ca/policies-admin-procedures/300-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)**