

## Re-registration Agreement 2024

This document contains important information. Please have it translated if required.

Please review this *Re-registration Agreement* carefully as it highlights additions to previous versions of the *International Student Legal Agreement*. All clauses of the original *International Student Legal Agreement* signed by the student and guardian are in effect for the length of a student's enrollment in West Vancouver Schools. Once a student has been re-registered for the 2024-25 academic year, the terms below apply to all refund requests.

Students who do not upload a signed copy of the *Re-registration Agreement 2024* to their student portal and submit fees by Friday, January 12, 2024, at 4 pm will be withdrawn from their 2024-25 academic program.

### Non-Refundable Fees

Refunds are not available for any administrative fees, namely, the Application Fee of \$300, Re-registration Fee of \$300, and Homestay Application Fee of \$200 that are paid to the School District for receiving and processing a student's application or enrollment to the School District ("Non-Refundable Fees").

If the School District has collected any amounts from students that have been paid or are payable to third parties (e.g. medical insurance, assessments, fees, taxes), then any available refunds will depend on the policies of the third party and whether payment of the monies is forgiven or refundable by the third party.

### Refunds for withdrawal

- All refund requests must be submitted in writing and are subject to a \$500 Administration Fee.
- 75% of the Program Fees will be refunded if the withdrawal is approved more than 120 days prior to the commencement of the academic program.
- 50% of the Program Fees will be refunded if the withdrawal is approved between 119 days and 60 days prior to the commencement of the academic program.
- 25% of the Program Fees will be refunded if the withdrawal is approved between 59 days and the commencement of the academic program.
- No refund is available after the commencement of the academic program.

### Refunds for status change to Permanent Resident

- All refund requests must be submitted in writing and are subject to a \$500 Administration Fee.
- 100% of the Program Fees will be refunded if the status change is approved on or before Wednesday, June 5, 2024 (90 days prior to the commencement of the academic program.).
- 75% of the Program Fees will be refunded if the status change is approved after Wednesday, June 5, but on or before Wednesday, September 25, 2024.
- No refund is available if the status change is approved after Wednesday, September 25, 2024.
- Once a status request is approved, the student will be withdrawn from the International Program and be required to apply as a Permanent Resident using: <https://eforms.sd45.bc.ca/Form/StudentApplication?p1=2024-2025>
- The student will be placed according to the criteria outlined in *AP 300 – Student Registration, Enrollment and Placement* found here: <https://westvancouver.schools.ca/ap-300-student-registration-enrolment-and-placement/>.

Initials: \_\_\_\_\_

#### Refunds for status change to Refugee

- All refund requests must be submitted in writing and are subject to a \$500 Administration Fee.
- 100% of the Program Fees will be refunded if the status change is approved on or before Wednesday, September 25, 2024.
- No refund is available if the status change is approved after Wednesday, September 25, 2024.
- The student will be withdrawn from the International Program and be required to apply as a Refugee using the form: <https://westvancouver.schools.ca/fundable-admissions/>
- The student will be placed according to the criteria outlined in *AP 300 – Student Registration, Enrolment and Placement* found here: <https://westvancouver.schools.ca/ap-300-student-registration-enrolment-and-placement/>

#### Refunds for status change to Study Permit or Work Permit

- All refund requests must be submitted in writing and are subject to a \$500 Administration Fee.
- 75% of the Program Fees will be refunded if the status change is approved on or before Monday, May 6, 2024 (120 days prior to the commencement of the academic program).
- 50% of the Program Fees will be refunded if the status change is approved between Tuesday, May 7, and Friday, July 5, 2024 (between 119 days and 60 days of the commencement of the academic program).
- 25% of the Program Fees will be refunded if the status change is approved after Friday, July 5, 2024, and on or before Wednesday, September 25, 2024.
- No refund is available if the status change is approved after Wednesday, September 25, 2024.
- The student will be withdrawn from the International Program and be required to apply for Study Permit or Work Permit status using the form: <https://westvancouver.schools.ca/fundable-admissions/>
- The student will be placed according to the criteria outlined in *AP 300 – Student Registration, Enrolment and Placement* found here: <https://westvancouver.schools.ca/ap-300-student-registration-enrolment-and-placement/>

#### Signatures

I, \_\_\_\_\_, [PARENT/GUARDIAN (circle one)] RE-REGISTER

\_\_\_\_\_(NAME OF STUDENT) ON THE TERMS SET OUT IN RE-REGISTRATION

AGREEMENT 2024 AND I HAVE READ AND UNDERSTOOD THE TERMS AND AGREE TO COMPLY WITH THIS AGREEMENT AND

THAT THESE TERMS AND CONDITIONS ARE BINDING ON ME AND ON

\_\_\_\_\_(NAME OF STUDENT).

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_