

Re-registration Agreement 2025

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 parent/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 2025-26 academic year, the terms below apply to all refund requests.

Students who do not upload a signed copy of the *Re-registration Agreement 2025* to their student portal and submit fees by Friday, January 17, 2025 at 4 pm may be withdrawn from their 2025-26 academic program.

The commencement of academic program ("the Program") is considered the first day of classes as listed in the official school calendar which is Tuesday, September 2, 2025.

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 (May 5, 2025) to the commencement of the Program.
- 50% of the Program Fees will be refunded if the withdrawal is approved between 119 days (May 6, 2025) and 60 days prior (July 4, 2025) to the commencement of the Program.
- 25% of the Program Fees will be refunded if the withdrawal is approved between 59 days (July 5, 2025) and the commencement of the Program.
- No refund is available after the commencement of the 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 90 days prior (June 4, 2025) to the commencement of the Program.
- 75% of the Program Fees will be refunded if the status change is approved after June 4, 2025 but on or before Wednesday, September 24, 2025.
- No refund is available if the status change is approved after Wednesday, September 24, 2025.
- 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, Enrolment 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 24, 2025.
- No refund is available if the status change is approved after Wednesday, September 24, 2025.
- 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 120 days prior (May 5, 2025) to the commencement of the Program.
- 50% of the Program Fees will be refunded if the status change is approved between 119 days (May 6, 2025) and 60 days prior (July 4, 2025) to the commencement of the Program.
- 25% of the Program Fees will be refunded if the status change is approved between 59 days (July 5, 2025) and Wednesday, September 24, 2025.
- No refund is available if the status change is approved after Wednesday, September 24, 2025.
- 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 or GUARDIAN] RE-REGISTER
 _____ (NAME OF STUDENT) ON THE TERMS SET OUT IN RE-REGISTRATION
 AGREEMENT 2025 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: _____