

## International Student Program and Policies

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### Admission Process:

- a) Signed Financial Responsibility Form (FORM 1)
- b) Registration Forms (FORM 2)
- c) Copy of Picture Page of Passport
- d) Transcripts for the past 2 years of education officially translated into English
- e) CAD \$250 Registration Fee
- f) School Mailing Address: 375 Howden Blvd, Unit 4,  
Brampton ON L6S 4L6, Canada

Upon receipt of an application (made up of documentation a-f above), Doon School Inc. (DOON) **may contact the applicant and arrange a time and date for a face-to-face interview between DOON (or its designate) and the applicant and his/her parent or parents (or their designate).** Interviews will be arranged with those applicants who meet the requirements of the International Student Program and Policy and are eligible for placement within the program.

Applicants must submit the remaining documents, and then will be notified whether they have been accepted. These remaining documents are:

- a) In order to receive letter of acceptance, student has to pay first semester fees CAD \$6,250.
- b) Payment of the first semester fee (see pg. 2) is paid in full. (Full tuition fee is refunded, except for the application fee of CAD \$250.00 if the *Student Visa* is denied),
- c) Proof of acceptance into Canada, such as a *Student Visa*,
- d) Proof of health coverage (available through the school at an extra cost of CAD \$60.00/month),
- e) Proof of guardianship, if applicable,
- f) Proof of immunization (local health department expectations)

**Upon conditional acceptance, Full payment of First Semester Fee in Canadian funds, will be required before an Official Letter of Acceptance will be issued.**



**1. Tuition and Other Fees:**

**Registration Fee** (non-refundable): CAD \$250.00

**Tuition Fees:**

Full-Time: International Student Rate: CAD \$12,500.00 per academic year  
 (6 courses) Additional courses (optional) – CAD \$2,000/course  
 First semester fees: CAD \$6,250  
 Additional custodian fees (IF APPLICABLE): CAD \$1200 Per Year.

*Items not included in tuition fees: textbooks and school supplies, field trips, special events, partnership course fees, medical insurance, custodianship fees, residence/homestay fees (if applicable), sports program travel fee, local transportation fees, and meals.*

**2. Tuition Refund Policy:**

- Full refund except the CAD \$250.00 CDN Registration Fee, if the *Student Visa* is denied by Immigration Canada. (Original copy of rejection letter from the Embassy is required).
- If the student withdraws prior to the date of enrolment, 2/3 of the Tuition is refundable.
- No refund of fees on or after the first day of school.
- In the event a student is suspended, expelled or otherwise required to leave DOON for any reason, all fee paid to DOON are strictly non-refundable.

**3. Financial Responsibility Agreement (FORM1):**

To Doon School, Brampton:

Re: \_\_\_\_\_  
 (Name of Student)

Date of Birth: \_\_\_\_\_  
 Year/month/day

As the parent/guardian of the above named student, I/we accept full responsibility for all costs for the school year.

Sincerely,

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Parent/Guardian Signature

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Date

English Name (printed)

**4. Registration Form (FORM2)**

**a. Student Information**

Surname (family name) \_\_\_\_\_ Given Names (shown on passport) \_\_\_\_\_

Sex (circle one) Male / Female      Date of birth: \_\_\_\_\_ Application for Grade \_\_\_\_\_

Permanent Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

- \_\_\_\_\_ my child will be residing with his/her parents
- \_\_\_\_\_ my child will be residing with a blood relative
- \_\_\_\_\_ my child will be residing with a home stay arranged by School

If this is your first child attending Doon School, please state briefly your reasons for registering your child:

<b>For Office Use Only</b>	
Date Received _____	Financial Responsibility Agreement _____
Passport and /or Student Authorization _____	Interview Date _____
Report Card Transcripts _____	Prepaid Tuition _____
Pastor's Reference _____	Letter of Acceptance Issued _____
Registration Fee (\$250) _____	Registration Complete _____



**b. Family Information**

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

**c. Address** (if different than permanent)

Street: \_\_\_\_\_

City: \_\_\_\_\_ Country \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

**d. Emergency Contact Person (if available) responsible for student while living in Brampton**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**e. Medical Information**

Physical Condition: \_\_\_\_\_

Is your child able to participate in a full Physical Education Program? \_\_\_\_\_

\*Please note: A doctor's certificate is required for exemption from PE class, as this is a compulsory subject in grade 9, and in grade 11 or 12.

Does your child have any of the following (*Please check all that apply*):

Diabetes	<input type="checkbox"/>	Hearing Problem	<input type="checkbox"/>	Heart Condition	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	Vision Problem	<input type="checkbox"/>	Contact Lenses	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Allergies	<input type="checkbox"/>	Other	<input type="checkbox"/>

Briefly explain above condition (s):

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Medical Insurance Number of Canadian Insurance \_\_\_\_\_

(This insurance is available through Doon School at CAD\$60.00/month)

Family Doctor (if available) \_\_\_\_\_

***f. Academic Information***

1. List the last 2 schools attended, starting with the most recent:

School	Grade	Location	Dates of Attendance

2. Has the student repeated grades? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Grade \_\_\_\_\_ Year \_\_\_\_\_

3. Does the student have any academic problems? Yes \_\_\_\_\_ No \_\_\_\_\_ If \_\_\_\_\_ yes, please supply details (this will help establish whether, and how we can meet the student's needs.)

4. Please attach all original plus officially translated **copies of transcripts** and/ or **report cards** for the past **two years**.

5. Does the student have, or has she/he experienced any social problems? (Explain)

6. Please list student's interests and hobbies (e.g.; soccer, piano, stamp-collecting etc.)

7. Is there anything else you wish to convey to the school?



### Promise of Relationship for International Students

This one-time Promise of Relationship is required before a student is admitted to Doon School Inc. (DOON) and remains effective for the entire enrolment period of the student.

1. It is agreed that the student will obey the laws of Canada and the province of Ontario, and to follow the rules, guidelines and policies of Doon School.
2. It is agreed that the student will be educated in a manner consistent with the beliefs and objectives of Doon School.
3. It is agreed that the student will participate in and attend all compulsory courses as outlined by Doon School.
4. It is agreed that, as parents, we will cooperate with the principal of DOON in the appropriate program planning of our child. This includes consent for our child to participate in all educational excursions or trips conducted as part of the educational program.
5. The student must follow all school regulations regarding attendance, course responsibilities and behavior as they pertain to the school. The student must attend school on a daily basis. A written note from a custodian/parent or doctor should be submitted to the school when absent.
6. It is understood that the student will only reside at the DOON's approved home-stay.
7. The student and family acknowledge that based on the information in the application, DOON has the right to make educational decisions, including placement and program selections in the best interest of the student with the available resources.
8. The student and family understand and agree that inaccuracies in the application or failure to abide by the above conditions may result in immediate dismissal from DOON without refund of any portion of the fees. If it determined by DOON that the student's educational needs are greater than disclosed in the application, DOON can send the student home at the parents' expense.

I have read and understood and agree to follow the rules and guidelines as outlined above

I have read and understood and agree to follow the rules and guidelines as outlined above

\_\_\_\_\_  
(signature of student)

\_\_\_\_\_  
(signature of parent)

\_\_\_\_\_  
(day/month/year)

\_\_\_\_\_  
(day/month/year)



**General Release and Waiver**

1. We, the undersigned, do waive and release all claims against Doon School Inc. (DOON) for the injury, loss, damage, accident, delay or expense resulting from the applicant's participation in DOON's International Student programs. We also release DOON and agree to indemnify it, with regard to any financial obligations or liabilities that the applicant may personally incur, or any damage or injury to the person or property of others that the applicant may cause while participating in DOON's International Student programs.
2. We understand that DOON is not responsible for any loss or injury suffered by the applicant during periods of travel or study. If the applicant becomes ill or incapacitated, DOON may take such actions as it considers necessary, including securing medical treatment and transporting the applicant home at his/her expense. We release DOON from all liability related to such actions. We understand that the applicant's participation in the program may be terminated at the discretion of the International Student Coordinator without any refund of the tuition fee, and that the applicant may be sent home at his/her expense if he/she does not adhere to the school's rules, standards and instructions.
3. We understand that purchasing Medical Insurance or Health Coverage is mandatory for every international student studying at DOON. It's not the responsibility of DOON to purchase the Medical Insurance or Health Coverage for the international student. Parents and student are responsible to keep the coverage active and in good standing throughout their study at DOON.
4. We understand the refund policy of Doon School.

I have read and understood and agree to follow the rules and guidelines as outlined above

I have read and understood and agree to follow the rules and guidelines as outlined above

\_\_\_\_\_  
(signature of student)

\_\_\_\_\_  
(signature of parent)

\_\_\_\_\_  
(day/month/year)

\_\_\_\_\_  
(day/month/year)

**5. DOCUMENTCHECKLIST(documents to be submitted for consideration for enrolment)**

- ✓ Signed **Financial Responsibility Agreement (FORM 1)**.
- ✓ Completed **Registration Form (FORM 2)**.
- ✓ Copy of Picture page **Passport**.
- ✓ **Transcripts** for the past 2 years of education officially translated into English.
- ✓ **\$250.00 CND Registration Fee** (non-refundable) payable to **Doon School**

**Upon acceptance and issuance of Letter of Conditional Acceptance, the First semester Fee is required.**



## **6. International Student Admission Policy:**

1. “International students” are generally identified as students having the following:
  - a. students whose first language is not English,
  - b. students who require additional assistance to fully participate in an English - speaking school,
  - c. students who are in Canada on a *Student Visa*.

The graduation of a student out of this International classification will be made by the teachers and principal at the end of each school year. Any such changes in classification are done at the end of a given school year. This allows for an accurate count of the number of International students to be enrolled and the number of new International student positions that are available for the next term. International student positions are accepted on a first come basis, provided they meet all other admission criteria. Once the maximum International student enrolment has been reached, students will be placed on a waiting list if requested.

2. Doon School provides enrolment opportunities to families with children who are in need of ESL. The school will consider International students if they have a local home environment that understands and is supportive of the school’s program.
3. No students will be permitted to live in a suite or live on his/her own since not only is he/she in Canada to study but also to integrate into Canadian society and culture. If a student is living with someone other than his/her parent/parents, the principal or designate will need to interview the family and ensure that the home stay environment is consistent with the school’s vision and enrolment policies.
4. Different countries have different grade/class systems; a grade nine overseas may not be a grade nine in Canada. Therefore, our general procedure will be to place the student in the age-appropriate level so that the peer group will be most beneficial to the social and emotional interaction and development. However, there may be some exceptions due to class sizes and student needs or abilities.
5. The school will make the final determination of the number of ESL hours of instruction the student may need.
6. Out of respect for the teachers and other students, International students are requested to try and speak English while at school. It is recognized that the nature, desire and need to speak their native language on the playground exists and occurrence of speaking in their native language will happen. These occurrences will not be disciplined but will be increasingly discouraged after the first year at Doon School.
7. The school cannot be held liable for any mishap that could occur to the above student(s) on school property or on any class trip that may be planned during that time. No medical costs, insurance costs or any other costs associated with any possible accident involving the above student(s) will be the responsibility of the Doon School. However, Doon School attempts to provide a safe school environment at all times.
8. English Support: Our goal at Doon School is to enable new students to discover and develop the ability to communicate in English and come to appreciate the structure and principles of the English Language. As students grow in their knowledge of English they will be able to share with others in the classroom and thereby enrich the whole student body by diversity of their experiences. The school, after an assessment, determines the level of support each student requires. These support programs should be viewed as opportunities to build on skills and to become proficient in academic English. It is our aim to enable students to be competent communicators and to help them achieve the academic goals to which they aspire.

## **7. International Student Admission Protocol:**

1. The request for application received by the school office. The school will:
  - a. Obtain basic information: name, age, and grade level,
2. The principal assesses support needed to accommodate the request. The principal will:
  - a. Meet with staff to receive input,
  - b. Determine if population limits have been reached.
3. International Student Program and Policy forms are returned.
  - a. International Student Program and Policy forms are reviewed by the principal. The elements required are:
    1. Signed Financial Responsibility Form (FORM 1)
    2. Registration Forms (FORM 2)
    3. Picture Page of Passport
    4. Transcripts for the past 2 years of education officially translated into English
    6. CAD \$250 Registration Fee
4. Family forwards the remaining required documentation and tuition payment to the school:
  - a. Payment of the first Semester fee (see pg. 2) is paid in full. (Full semester fee is refunded, except for the application fee of CAD \$250.00 in the event that the *Student Visa* is denied),
  - b. Proof of acceptance into Canada, such as a *Student Visa*,
  - c. Proof of health coverage (available through the school at \$50.00/month),
  - d. Proof of guardianship, if applicable,
  - e. Proof of immunization (local health department expectations).
5. Principal ensures that all support services are in place, such as:
  - a. ESL services are confirmed,
  - b. Classroom teachers have necessary resources,
  - c. Principal makes recommendation to the board.
6. The school office issues Official Letter of Acceptance:
  - a. Family is notified of the student's acceptance into DOON
  - b. First date of school attendance is determined.
7. Family response:
  - a. Family acknowledges the acceptance of their child
8. (Student arrives in Canada)
  - a. Student reports to the school for the first day of classes
  - b. Student is welcomed by the principal and introduced to the classroom teachers.



### **8. International Student Re-enrolment Protocol:**

1. Family indicates an interest in re-enrolling their child
  - a. Family is sent a re-enrolment form
  - b. Family is sent an updated schedule of tuition and related fees
2. Family responds to re-enrolment
  - a. Re-enrolment form is completed and returned to the school
  - b. A CAD \$250.00 non-refundable re-enrolment fee is paid
  - c. Family is issued necessary documentation to renew the student visa
3. First day of school
  - a. Tuition is paid in full
  - b. Fees are paid in full
  - c. Proof of private health insurance is presented (or a Canadian Health Card)

#### **Method of Payment**

**The fees can be paid by demand draft or wire transfer to bank A/C given below:**

Beneficiary Name: DOON ACADEMY INC.

Account No.:03065255037

Transit NO.: 20722

Institution No.: 004

Swift code: TDOMCATTTOR

Canadian clear code (CCC): 000420722

**Bank Address:** 33 Collier Street, Suite 100, Barrie ON L4M 1G5.

**Mailing address:** 375 Howden Blvd, Unit#4, Brampton Ontario L6S 4L6, Canada.