



## INTERNATIONAL STUDENT PROGRAM FEES & REFUND POLICY

### APPLICATION PROCESS

Students wishing to study in the GRAY ACADEMY INTERNATIONAL STUDENT PROGRAM are to follow these steps:

#### STEP 1

Send the following documents, signed by parent(s) and student, to the address located on the cover of the Application Form: (Fax application in advance for faster service, and then mail the following forms)

- Completed Application Form
- Certified **translated** copies of school report cards – current and past school year
- One passport size photograph
- Bank draft payable to Winnipeg Board of Jewish Education for CDN \$500 for non-refundable registration and administration fee or payment can be made with credit card
- 1 Letter of Recommendation: from a teacher or school principal
- A signed copy of this form

#### STEP 2

Student will be sent an Acceptance Package, including a Letter of Acceptance, within two weeks, if all documentation is in order. The student then applies at the nearest Canadian Embassy, Consulate, or High Commission for a **Study Permit/Temporary Resident Visa**. Please contact the nearest Canadian Immigration office for detailed information on application processing times in your country. Note that applications for a Study Permit/Temporary Resident Visa must be submitted from outside Canada.

#### STEP 3

Submit the non-refundable CDN \$500 registration and administration fee by mailing a bank draft, payable to Winnipeg Board of Jewish Education or provide a credit card number (Mastercard or VISA). An invoice (statement of account) will be included in the acceptance package, informing you of the total, payment schedule and due dates. You will hear about your homestay family about a month before your arrival, and have a chance to communicate with them.

## REFUND PROCEDURE

In the event that you do not come to Canada or decide not to attend or, leave the INTERNATIONAL STUDENT PROGRAM for personal reasons, *only a portion of the paid Tuition Fee* will be refunded. In all cases, the \$500 School Registration and Administration Fee will be retained to cover administrative expenses. Notification of intent not to participate in the Program must be in written form. The following refund procedure will apply for each school year for which a student is registered:

- a) If the *Study Permit/Temporary Resident Visa*. is not approved by the Canadian Embassy, supporting documentation of this rejection is required. Students will be charged the \$500 Registration and Administration Fee.
- b) If a student withdraws within 30 days of commencing the Program, s/he will be charged a \$200 withdrawal fee and the \$500 Registration and Administration Fee. In addition, if a student attends classes in any portion of a month, a full month's fee will be charged for that month.
- c) **No refund will be granted, for whatever reason, if the student withdraws after 30 days of participation in the Program. Monthly payments made to-date will not be refunded.** The student will also be charged a \$200 withdrawal fee and the \$500 Registration and Administration Fee.

## TUITION AND FEES

2010/11 Tuition & Program Fees:	\$13,000 (Full Year) Includes: EAL (English as an Additional Language Classes), Textbooks, Regular Course Materials, Career Support, Homestay Start-up, School Events, Music & Sports Programs, After School Tutoring, Extra Course Fees, Extra-Curricular Programming, Custodian Fee and School Registration and Administration Fee (includes \$500 non-refundable registration and administration fee deposit) <i>*Excludes out of Country programming such as Israel trips, Model UN &amp; International debating.</i>
Homestay Fee	\$6,000 Homestay Fees: \$600 per month (payable directly to Gray Academy)
Medical Insurance	\$600 (Full Year; short-term fees vary depending on length of stay) <b>All students in the program must purchase insurance through the school</b>
School Uniform	School uniforms must be purchased through Top Marks at <a href="http://www.topmarks.ca">www.topmarks.ca</a> (For instructions – please refer to the school's website – <a href="http://www.grayacademy.ca">www.grayacademy.ca</a> )

## PAYMENT METHOD:

VISA OR MASTERCARD# \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

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

**AGREEMENT:** I have read and agree with the above and submitted the required documents:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_