

# International Student Program

## Notre Dame Regional Secondary School

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Thank you for your interest in Notre Dame Regional Secondary School's International Student Program.

Please carefully read the following instructions and program information.

### Submitting an Application

To apply to Notre Dame's International Student Program, please complete the following steps:

1. Complete the application form and have it signed by parent and student, not guardian or agent.
2. Attach original transcripts in English of (or school records from) both the current and the previous school year. Photocopies of transcripts/certificates must be certified with the school's official stamp.
3. Include English language test scores with the application.
4. Include at least one reference letter in English from a current teacher or administrator.
5. Include a **non-refundable** application fee of **\$300 CAD**, payable by cheque or money order, to Notre Dame Regional Secondary School.

### Application Process

Notre Dame Regional Secondary School (NDRSS) will notify applicants after receiving a **completed** application whether they have been accepted or not.

Once the applicant has been notified of his/her acceptance, **tuition of \$15,000 CAD per year** must be paid in full by certified cheque or money order payable to Notre Dame Regional Secondary School. **This payment is due by June 1<sup>st</sup> for study beginning on September 1<sup>st</sup>.**

An official Letter of Acceptance will be issued to successful applicants, after which they can apply for their Study Permit at the nearest Canadian Embassy.

### Refund Policy

In the event that an applicant does not come to Canada or decides to leave NDRSS for personal reasons, a refund request must be made in writing. The following refund policy will apply to all international students:

- Full refund, less Application Fee, if the Study Permit is not approved by Citizenship and Immigration Canada. Students must include the letter of rejection from the Canadian Embassy.
- Two-thirds (2/3) of the tuition fee, if the student withdraws prior to September 1st.
- One-half (1/2) of the tuition fee, if the student withdraws between the commencement and the end of the first calendar month of the program.
- No refund of the tuition fee if the student withdraws after the first calendar month of the program.
- No refund of the tuition fee if the student is found to be in violation of school rules i.e. chronic absenteeism, drinking alcohol, taking drugs etc.

**Students who achieve Permanent Resident status after tuition fees are paid will not be eligible for refunds**

**other than as stated in the refund policy above.**

