

<b>Renewal Application</b>	<ul style="list-style-type: none"> <li>▪ Download the Renewal Form from <a href="http://www.studytoronto.ca">www.studytoronto.ca</a> under Renewal Students</li> <li>▪ Complete the form</li> <li>▪ On page 2, obtain parent or custodian’s signature and information if you are under 18 years of age.</li> <li>▪ On page 3, obtain Guidance Counsellor’s signature for International Students (GCIS) (Page 8). If you do not attend one of the 30 TDSB schools for International students, take this form to your school counsellor for signature.</li> <li>▪ Prepare your payment using one of the methods below under “Preparation of payment”</li> <li>▪ Submit the completed renewal form and payment to the TDSB International Office prior to the deadline</li> </ul>
<b>Preparation of Payment</b>	<ul style="list-style-type: none"> <li>▪ Please email <a href="mailto:studytoronto@tdsb.on.ca">studytoronto@tdsb.on.ca</a> for an invoice if required. There are two methods of payment:             <ol style="list-style-type: none"> <li>1. <b>Bank draft</b> - Please make payable to the <b>Toronto District School Board (TDSB)</b>. Bring the bank draft along with a completed form on page 2 &amp; 3 to our office in person (5050 Yonge Street, 1<sup>st</sup> Floor, Toronto)</li> <li>2. <b>CIBC Portal Wire transfer</b> - Please wire transfer the tuition fee using <b>CIBC International Student Pay System</b>. <b>Please follow the instructions on page 4.</b></li> </ol> <p>For payment options 2, please submit the completed form on page 2, 3 &amp; 5 to <a href="mailto:studytoronto@tdsb.on.ca">studytoronto@tdsb.on.ca</a> with your TISP# in the subject line</p> <ul style="list-style-type: none"> <li>▪ direct deposits are <b>not</b> accepted</li> </ul> </li> </ul>
<b>Tuition Fee</b>  <b>Refund Policy</b>	<p>Grades 1-8: ___ \$16,000 (2 Semesters)    ___ \$8,000 (1 Semester)          Grades 9-12: ___ \$16,000 (2 Semesters)    ___ \$8,000 (1 Semester)</p> <p>(Students attending a non-semestered secondary school must pay the full year fee)</p> <p><b>Please refer to the refund policy on our website found at:</b>  <a href="https://www.tdsb.on.ca/About-Us/International-Programs/International-Students/Fees">https://www.tdsb.on.ca/About-Us/International-Programs/International-Students/Fees</a></p>
<b>Payment Deadline</b>	<p><b><u>March 31 / October 31</u></b></p> <p><b><u>April 1 – April 30 / November 1 – November 30</u></b>          \$500.00 re-entry fee will apply - School Placement Not Guaranteed</p> <p>After <b><u>April 30 / November 30</u></b> - No Renewal Allowed</p>

DEADLINE: **MARCH 31 / OCTOBER 31** FOR RENEWAL PERIOD OF - **SEPTEMBER / FEBRUARY**

**Toronto District School Board**  
**International Students and Admissions Office**  
**5050 Yonge Street, 1st Floor, Toronto, Ontario, Canada M2N 5N8**  
  
 tel: +1-416-395-8120, [studytoronto@tdsb.on.ca](mailto:studytoronto@tdsb.on.ca), [www.studytoronto.ca](http://www.studytoronto.ca)



**Student Information:**

I am a student who is:  living with my custodian  living with a homestay  living with parents  
 living by myself or with friends and I am 18 years of age or older

Student Name: \_\_\_\_\_  
Passport Surname Passport Name

Date of Birth: \_\_\_\_\_ (dd/mm/yyyy) TISP#: \_\_\_\_\_

Address: \_\_\_\_\_  
Postal Code

Current School: \_\_\_\_\_

Tuition Fee: Grade 9 - 12  \$ 16,000 ( 2 Semesters )  \$ 8,000 ( 1 Semester )

Student Email: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_  
Home Mobile

**A Parent / Custodian Information:**

If you are 17 years old or younger please get your parent / custodian to complete section A.

Did you change custodian or custodian's address?  Yes  No

Parent/Custodian Name \_\_\_\_\_  
Surname First Name

Parent/Custodian Email: \_\_\_\_\_

Parent/Custodian Phone: \_\_\_\_\_  
Home Mobile

Parent/Custodian's Signature: \_\_\_\_\_  
Signature (dd/mm/yyyy)

**B Toronto Emergency Contact:**

If you are 18 years of age or older, please fill out section B.

In case of an emergency, we require a Toronto Contact if we are unable to get in touch with you.

Toronto Contact Name: \_\_\_\_\_  
Surname First Name

Contact Phone Number: \_\_\_\_\_  
Home Mobile



To be completed by Guidance Counsellors for International Students (GCIS)

Student Information:

Student Name: \_\_\_\_\_  
Passport Surname Passport Name

Date of Birth: \_\_\_\_\_ TISP#: \_\_\_\_\_  
(dd/mm/yyyy)

Accepted to Grade: \_\_\_\_\_

- Approved
- Denied OR  Conditionally Approved (1 semester Only)

- Behaviour
- Lack of Achievement
- Poor Attendance
- Other: \_\_\_\_\_

- Not Returning
- University  Returning to Home Country
- College  Change of Status
- Other: \_\_\_\_\_
- Changing School Board \_\_\_\_\_

\_\_\_\_\_  
Name of New School

To be completed for students who do not have a Guidance Counsellor for International Students (GCIS) assigned to their school

\_\_\_\_\_  
Print Name of GCIS

\_\_\_\_\_  
Print Name of School Counsellor

OR

\_\_\_\_\_  
Signature of GCIS

\_\_\_\_\_  
Signature of School Counsellor

Date: \_\_\_\_\_  
(dd/mm/yyyy)

Date: \_\_\_\_\_  
(dd/mm/yyyy)

DEADLINE: **MARCH 31 / OCTOBER 31** FOR RENEWAL PERIOD OF - **SEPTEMBER / FEBRUARY**



## CIBC International Student Pay (Wire Transfer)

As an international student studying at Toronto District School Board, making payments is faster and easier than ever before.

With the **CIBC International Student Pay** secure online portal, you can now make arrangements to pay your student fees in your preferred currency<sup>1</sup> from anywhere in the world at any time.

### Send Tuition In Four Easy Steps:

- 1. LOG IN**  
Access the CIBC International Student Pay secure web portal by clicking here (<https://isp.cibc.com/ITPP/TDS/#/tdsbLogin>)
- 2. PROVIDE PAYMENT DETAILS**  
Once you enter the CIBC International Student Pay platform, simply enter the tuition amount in Canadian dollars, then identify your preferred country. You'll be shown the amount required in your preferred currency<sup>1</sup> to pay your student fees in Canadian dollars based on the competitive FX rate CIBC is providing Toronto District School Board. This quoted exchange rate is locked-in for 72 hours<sup>2</sup> - this means no currency fluctuations during that period as you finalize your transaction.
- 3. ENTER PAYER DETAILS**  
Enter a few payer details - whether it is you, your parents or an agent acting on your behalf. Carefully review the Terms & Conditions provided by CIBC, and when ready, click "Accept" and "Submit".
- 4. INITIATE TRANSFER**  
Print the payment instructions and reference code and deliver to your local bank within 72 hours<sup>2</sup>. Your bank simply follows the instructions and sends the funds to Toronto District School Board.

### Benefits of the Program:



#### Enhanced Student Experience

- Once you enter the CIBC International Student Pay platform, simply follow the prompts to make a payment in your preferred currency<sup>1</sup> – whether it is you, your parents or an agent acting on your behalf.



#### Access to Live Foreign Exchange Rates

- With CIBC International Student Pay you'll have access to the competitive foreign exchange rates CIBC is providing to Toronto District School Board. CIBC is a leading global financial institution and an established dealer specializing in foreign exchange for over 100 years.



#### End-to-End Communication

- You'll receive detailed instructions and a reference code to deliver to your local bank within 72 hours<sup>2</sup>. Your bank simply follows the instructions and sends the funds to your school. You'll also receive status updates and email reminders until your payment is complete, and you can check the status of your payment online at any time.

You will receive a confirmation email when Toronto District School Board receives your payment.



## WIRE PAYMENT REFERENCE SHEET

To be completed and e-mailed or faxed to our office with the record of wire transfer.  
E-mail: [studytoronto@tdsb.on.ca](mailto:studytoronto@tdsb.on.ca)

Date of Transaction (dd/mm/yyyy)

Student Name (last name, first name)

Invoice TISP #

*This will be assigned to all students*

Student's Date of Birth (dd/mm/yyyy)

Student's TDSB School

Remitter's Name (last name, first name)

## Refund Policy

- **Full Tuition Fee Refund**, less the administration fee (CAD \$500.00), will be granted if **Immigration, Refugees and Citizenship Canada (IRCC)** does not issue the Study Permit. To obtain a refund, the student must submit the following documents within 60 calendar days from the issue date as indicated on the original refusal letter from IRCC:
  1. The original Letter of Rejection from IRCC
  2. The original TDSB Official Letter of Acceptance
  3. The original receipt of tuition payment
  4. Completed and Signed **Refund Request Form** by the parent/guardian
- **Two-Thirds** of the tuition will be refunded if a student withdraws at least 30 calendar days or more prior to the commencement of the program
- **One-Half** of the tuition fees will be refunded if the student withdraws less than 30 calendar days before/after the commencement of the program.
- **No Refund** of the tuition fee will be granted to a student who:
  - withdraws after 30 calendar days from the commencement of the program
  - is dismissed from the program due to breach of law, policy or regulation as determined by the government of Canada, the Police, the Toronto District School Board and/or TDSB International Student Programs; or
  - gives false medical information or fails to disclose health conditions as required by TDSB International Student Programs
- **Change of Immigration Status:** In the event that the student's immigration status changes during the school year, the parent/guardian of the student must contact the International Students and Admissions Office immediately. Please note Change of Immigration Status **does not** apply to students whose parents are on work permit or study permit.





<sup>1</sup> CIBC International Student Pay provides access to all developed market currencies and select growth market currencies. <sup>2</sup> The foreign exchange quote in your preferred currency will remain valid for 72 hours (excluding weekends and Canadian statutory holidays). Should you not proceed with the transaction within this 72 hour period the quote will expire. During this 72 hour period (excluding weekends and Canadian statutory holidays), you will not be able to access CIBC International Student Pay to obtain further quotes.

CIBC Capital Markets is a trademark brand name under which different legal entities provide different services under this umbrella brand. Foreign exchange services are offered by Canadian Imperial Bank of Commerce. Services offered by the Canadian Imperial Bank of Commerce include corporate lending services, foreign exchange, money market instruments, structured notes, interest rate products and OTC derivatives. Other products and services, such as exchange-traded equity and equity options, fixed income securities, are offered through directly or indirectly held subsidiaries of CIBC. CIBC provides payment and foreign exchange solutions to, among others, colleges, universities, education providers and other similar institutions in Canada, including facilitating payment from you to Toronto District School Board. In accepting payments for Toronto District School Board, CIBC acts as a service provider to Toronto District School Board — not as a service provider to you. In the event you decide to send a payment to an account owned and / or operated by CIBC for transmission to Toronto District School Board, you irrevocably agree that CIBC may accept and act upon the sole instructions of Toronto District School Board with respect to such payment. You are not required to use the Online Platform to pay tuition fees to Toronto District School Board. You are at all times entitled to source Canadian dollars from alternate financial institutions, including your local financial institution. CIBC derives income from the difference (the spread) between the prices at which we buy and sell foreign currency. CIBC's spreads may differ from time and can change (without prior notice). This spread is reflected in the quote CIBC provides to Toronto District School Board. CIBC may offer Toronto District School Board rebates in connection with the solutions provided, which rebates may not be passed along to you.

## 2019 – 2020 Guidance Counsellors for International Students Supporting Model

<p>Yau-Fei Chan</p> <p>Email: <a href="mailto:Yau-Fei.Chan@tdsb.on.ca">Yau-Fei.Chan@tdsb.on.ca</a></p>	Albert Campbell CI
	Emery CI
	Etobicoke CI
	Kipling CI
	Newtonbrook SS
	Silverthorn CI
	West Humber CI
<p>May Chang</p> <p>Email: <a href="mailto:May.Chang@tdsb.on.ca">May.Chang@tdsb.on.ca</a></p>	A Y Jackson SS
	George Harvey CI
	George S Henry Academy
	John Polanyi CI
	Victoria Park CI
	Western Technical-CS
<p>Patrick Chui</p> <p>Email: <a href="mailto:Patrick.Chui@tdsb.on.ca">Patrick.Chui@tdsb.on.ca</a></p>	Birchmount Park CI
	Bloor CI
	Central Toronto Academy
	Dr. Norman Bethune CI
	Stephen Leacock CI
	York Mills CI
<p>Christine Gillespie</p> <p>Email: <a href="mailto:Christine.Gillespie@tdsb.on.ca">Christine.Gillespie@tdsb.on.ca</a></p>	Agincourt CI
	Georges Vanier SS
	Jarvis CI
	Martingrove CI
	Northview Heights SS
	Woburn CI
<p>Rory Stretch</p> <p>Email: <a href="mailto:Rory.Stretch@tdsb.on.ca">Rory.Stretch@tdsb.on.ca</a></p>	Central Technical School
	Don Mills CI
	Greenwood SS
	L'Amoreaux CI
	Monarch Park CI
	Sir John A Macdonald CI