

Kenora - Head Office

240 Veterans Drive, 4th Floor
Kenora, Ontario P9N 3Y5
Phone: (807) 468-5571
Fax: (807) 468-3857

Dryden Office

79 Casimir Ave
Dryden, Ontario P8N 2Z6
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Information for International Students Whose Parents are Studying or Working in Keewatin-Patricia District

The following is information to assist in registering international students at *Keewatin-Patricia District School Board (KPDSB)* when their parents are studying or working in the Kenora District.

Determination of Fees

The Ontario Ministry of Education has regulations specifying when tuition is to be charged and the tuition cost.

The following lists the circumstances when tuition **will not** be charged:

- Student is participating in a recognized exchange program which lasts less than 6 months
- Parent(s) / legal guardian(s) of student are on a Work Permit / VISA
- Parent(s) / legal guardian(s) of student are religious leaders sponsored by or has a contract with a church which does not require a Work Permit / VISA
- Parent(s) / legal guardian(s) of student are on a Work Exchange (i.e. teachers and professors)
- Parent(s) / legal guardian(s) of student are enrolled in full-time post-secondary program in Ontario
- Parent(s) / legal guardian(s) of student are enrolled in E.S.L. as a pre-requisition for full-time post-secondary program in Ontario (acceptance letter from post-secondary institution and copy of study permit required)
- Student and/or parent(s) / legal guardian(s) of student are in Canada awaiting determination of an application for permanent resident in Canada and living in Ontario (evidence required of application and/or approval letter from Citizenship and Immigration Canada)
- Student and/or parent(s) / legal guardian(s) are refugees living in Ontario under the *Immigration and Refugee Protection Act* (Canada)

Tuition will be charged in the following circumstances:

- Student is in Ontario with a Study Permit / Student VISA (Parent(s) / legal guardian(s) are not in the country)
- Parent(s) / legal guardian(s) of student are enrolled in **part-time** post-secondary program in Ontario or are enrolled in E.S.L. program in Ontario with no evidence of pursuing full-time post-secondary education
- Parent(s) / legal guardian(s) of student are in the country on a Visitor's VISA

Overview of steps for registering your child(ren) at Keewatin-Patricia District School Board:

1. Contact Citizenship and Immigration Canada to determine requirements to study in Canada.
2. Contact KPDSB to arrange for a Letter of Acceptance to complete the VISA application.
3. Make an appointment with the school to complete the registration.

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1. Contact Citizenship and Immigration Canada

Either go to the nearest Canadian Embassy or review the documentation available on Citizenship and Immigration Canada website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html> to determine the requirements for your child(ren) to study in Canada. Individuals who are in the country on just a Visitor VISA are not permitted to study in Canada, with a few minor exceptions such as participating in a recognized exchange program.

2. Contact Keewatin-Patricia District School Board for a Letter of Acceptance

Direct your inquiries and request for a Letter of Acceptance to the Business Officer at 807-468-5571 ext 236. Based on the information provided to us, a Letter of Acceptance will be produced on the Board's letter head for the Student VISA application and whether tuition fees are required will be determined. Usually the letter is sent as a PDF through email.

Information Required

The following information is required to produce a Letter of Acceptance for your child(ren)'s VISA application and to determine if tuition is required; please send an email with this information or complete the attached form and send it directly to the Business Officer.

- Legal name (i.e. name that appears on the passport)
- Date of birth
- Student's contact information including current full mailing address, phone number and email
- Reason parent(s) / legal guardian are in the country (i.e. working or studying in E.S.L., part-time or full-time post-secondary education); provide Letters of Acceptance from the post-secondary facility if available
- Address of where the family will be staying (if known)
- Date of arrival (or the date your children will be starting school)
- Length of stay
- Academic information (e.g. grade level; specialized program requirements)

Determining Programs or Grades

Initially, age is used to determine the grade level your child(ren) would be registered at Keewatin-Patricia District School Board. We currently provide a full-time Kindergarten program with Junior Kindergarten being offered to children who have reached the age of 4 by December 31 in the school year. The elementary program is from Junior Kindergarten (age 4) to Grade 8 (age 13) and French Immersion is provided at designated schools in the district. The secondary program is from Grade 9 to Grade 12 with French Immersion being provided at designated schools in the district.

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3. Appointment with the School

To complete the registration process, you will need to make an appointment with the school and you should bring all supporting documentation:

- Student's birth certificate or proof of age
- Student's passport
- Student's study permit (if applicable)
- Proof of immunization
- Student's most recent academic record
- Student's health insurance information
- Parent(s) / legal guardian(s) passport
- Parent(s) / legal guardian(s) Working or Studying Permit (if applicable)
- Proof of enrolment and status in a post-secondary program for the parent(s) / legal guardian(s) such as a letter from the registrar of the institution (if applicable)
- Proof of address in Kenora District (e.g. rental agreement, application for utilities)
- Tuition payment (if applicable)*

The school will complete the registration and arrange for bussing if required. However, if at any time during the process you have questions, please do not hesitate to contact us.

Internet Links

Studying in Canada: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>

Ontario Ministry of Education: <http://www.edu.gov.on.ca/eng/>