



GECD SB
INTERNATIONAL
STUDENTS PROGRAM

AGENT AND FAMILY MANUAL
2023-24



WELCOME TO THE GECD SB!

WELCOME to the Greater Essex County District School Board!

Dear agents and families,

Thank you for your interest in the GECDSB International Students Program! The Greater Essex County District School Board invites students from around the world to experience life and learning in vibrant Windsor, Ontario, Canada.

Located on the Canada-US border at the most southern tip of Canada in the heart of the Great Lakes region, the GECDSB is the largest K-12 public school district in the region. International Students from 20 countries study at 13 secondary schools and 55 elementary schools in the City of Windsor, suburbs and surrounding small towns.

Students are welcome to study in our short-term and long-term programs, ranging from 4 weeks to a multi-year pathway leading to the Ontario Secondary School Diploma. We accommodate students at all levels of English language proficiency and place English language learners in four **English as a Second Language** programs in small classes featuring intensive English language instruction and support. We offer many academic options including the IB Diploma Programme and IB Primary Years Programme, a dedicated Centre for Creative Arts, and many technical programs that complement the local engineering, automotive, tool & die, manufacturing, construction and hospitality sectors.

Windsor is a medium-sized Canadian city with all the amenities of a large urban centre. The region of Essex County includes numerous large suburban neighbourhoods, thriving small towns and is home to some of the safest communities in Canada. Windsor boasts a mild climate, having among the fewest days of cold weather in Canada and among the sunniest days where the sun shines 2,261 hours each year.

Windsor-Essex is a beautiful, diverse and friendly region with a long history of welcoming newcomers from around the world. We look forward to welcoming your students in Windsor-Essex!



Michelle Marcuz
International Students Program Lead

Greater Essex County District School Board
International Students Program
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Office: 519-255-3200 x10371

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Important Contact Information

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MLI Homestay

439 University Avenue, Suite 2110
Toronto, ON M5G 1Y8 Canada
Main telephone: 1-416-646-5405

24 Hour Emergency Line
within North America 1-866-388-6543

24 Hour Emergency Line
outside North America 1-416-623-6215

Agents, parents and students: fill in the blanks below and retain for your records.

- Student name _____
- Phone number: _____ Email: _____

- Parent name _____
- Phone number: _____ Email: _____

- MLI Homestay Coordinator name _____
- Phone number: _____ Email: _____

- Custodian name _____
- Phone number: _____ Email: _____

- Agent name _____
- Phone number: _____ Email: _____

StudyInsured Medical Insurance 24 Hour Emergency Medical Assistance 1-866-883-9787
Multilingual guidance for any injury or illness, toll-free. **Students must call when accessing any medical service.** For a copy of the StudyInsured e-card, contact international@publicboard.ca

**IMPORTANT: FOR MAJOR ILLNESSES OR INJURIES, STUDENTS MUST CALL STUDYINSURED
WITHIN 48 HOURS**

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A Note About Public Health Matters

The GECDsB takes its direction on public health matters from local and provincial government health authorities. The GECDsB reserves the right to change the academic program delivery model based on directives from our government health authorities. International Students will be placed in the prevailing educational delivery model.

How to Use This Document

The GECDsB provides this document to international education agencies and parents to introduce our school district and outline the GECDsB's processes, expectations and requirements of the International Students Program.

Please review this document fully and become familiar with it before application, and continue to refer to it throughout the application and enrollment process. It is crucial that applicants understand our program and its requirements and expectations.

Please refer to the web links provided throughout this document. They contain valuable supplemental information that will enrich your understanding of our international education program.

Communication and Relationship Building

The GECDsB encourages regular communication from agents and parents with the GECDsB International Students Program staff and MLI Homestay staff. We are all here to answer all your questions about international education at the GECDsB. Please reach out to our staff at any step along the process.

Students arriving in Canada unaccompanied by their parents may choose to live with a host family facilitated by MLI Homestay, our official homestay partner. Students and host families are strongly encouraged to build a relationship prior to the student's arrival via video chat, email or electronic messaging. This might even include a virtual tour of the student's new Canadian home, school and neighbourhood.

Regular communications build rapport between families, brings comfort to families and allows the student to get to know their Canadian host and ask any questions they might have before arrival. The GECDsB and MLI strongly encourage this relationship-building process to help facilitate a smooth transition to life and learning in Canada.

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An Introduction to the Greater Essex County District School Board

The Greater Essex County District School Board was formed on January 1, 1998, with the amalgamation of the Windsor Board of Education and Essex County Board of Education.

The GECD SB operates 70 schools - 55 elementary and 13 secondary plus an adult education program and the Trillium Learning Centre. We have approximately 36,000 students; 24,000 elementary and 12,000 secondary; served by 4,700 employees. The Board's [2022-23 Operating Budget](#) was \$490.2 million.

The GECD SB serves an area of 150 square kilometres in nine municipalities: Windsor, LaSalle, Amherstburg, Tecumseh, Lakeshore, Essex, Kingsville, Leamington and Pelee Island.

International Students Program at a Glance

Highlights

- Kindergarten to Grade 12 public school district
- Programs available for students ages 4 to 18 years old
- Semester system with intake in September and February
- Ontario Secondary School Diploma and IB Diploma Programme options
- Short-term and long-term programs available
- Groups and customized summer camps upon request
- ESL programming provided at no additional cost
- Homestay accommodations provided by [MLI Homestay](#)
- Medical insurance provided by [StudyInsured](#)
- Flexible payment options

Membership

The GECD SB is a proud member of:



Canadian Association of
Public Schools - International
Association canadienne des
écoles publiques - International



OASDI
AOCSI

Ontario Association of
School Districts International
Association Ontarienne des
Conseils Scolaires - International



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Top 10 Reasons to Study at the GECSB

1. Thirteen secondary schools in 9 urban, suburban and rural communities
2. Four ESL programs supports English language learners at all levels of proficiency
3. Two IB Diploma Programme locations and two IB Primary Years Program locations
4. One dedicated Centre for the Creative Arts
5. Study in English or in French
6. Impressive selection of technical courses and facilities complement the local economy
7. Friendly Youth Ambassadors welcome and support International Students
8. Supportive International Students Clubs welcome and integrate students into school life
9. Diverse mix of international students from 20+ countries
10. Right-sized schools allow for lots of attention to students

Top 10 Reasons to Study in Windsor-Essex

1. Windsor is a medium-sized Canadian city very well suited for young students living away from home for the first time.
2. Home to all the amenities of a large city (transportation, entertainment, culture, academic opportunities)
3. Relatively low cost of living compared to the rest of Canada
4. Windsor-Essex is home to many of the safest communities in Canada
5. A border city with easy access to the USA and additional transportation, recreation, entertainment, economic and academic opportunities
6. Diverse and welcoming; 27% of Windsorites are newcomers and we are among the most diverse communities in Canada
7. Mild climate with 4 seasons. Windsor lies in the same latitude as Northern California; Madrid; and Rome. Here in Canada's southernmost city, the sun shines 2,261 hours each year
8. Local post-secondary academic opportunities at the University of Windsor, St. Clair College, Wayne State University and University of Detroit within commuting distance
9. Windsor is the automotive capital of Canada and the intellectual hub of the Canadian automotive industry
10. Growth and Development. Construction has begun on Canada's first electric vehicle battery plant worth \$5 billion; a new regional hospital; and a new international border crossing creating countless economic opportunities.

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2021- 2025 GECSDB Vision and Mission



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Where is Windsor-Essex?



Location map courtesy of Tourism Windsor Essex Pelee Island.

Location

Windsor-Essex is the most southern community in Canada. It is located on the shores of Lake Erie Lake St. Clair and the Detroit River, directly across from Detroit, Michigan. Essex County's landscape is rich in agricultural land dominated by farmers' fields, vineyards, green pastures and greenhouses. Windsor is located 370 km southwest of Toronto, the provincial capital.

As a border city, residents enjoy quick and easy access to Detroit, Michigan and world-class cultural attractions, academic institutions, dining, shopping, entertainment, recreation opportunities and professional sports teams. **To enter the United States, GECDSB International Students must be accompanied by a parent/host parent/custodian and have the proper citizenship documents and U.S. Visa requirements.**

Windsor-Essex is in the Eastern Time Zone.

Weather

Windsor enjoys 4 seasons with a relatively temperate climate. Summers can be hot and humid with little rain. Fall is generally beautiful, with summer temperatures lingering and turning gradually cooler into November with some rain. Winters are mild compared to the rest of Canada, but students need to be prepared for cold temperatures and snowy days. Spring can be rainy with temperatures ranging widely before remaining consistently warm.

Windsor-Essex Average Temperatures

High °F	Low °F	Month	High °C	Low °C
32	20	January	0	-7
35	22	February	2	-6
46	29	March	8	-1
58	39	April	15	4
72	52	May	22	11
81	62	June	27	16
85	66	July	30	19
83	65	August	28	18
76	58	September	24	15
63	47	October	17	8
48	35	November	9	1
39	28	December	4	-2
60	44	Annual Average	16	6

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Days of Hot Weather in Windsor

The hottest days in Windsor have temperatures peaking in the 30s Celsius. The area averages one day a summer when the thermometer climbs above 35 °C (95 °F). The 30 °C weather can show up here anytime from April to October.

Days of Frosty Weather

Windsor typically has 116 days a year when the minimum temperature is at 0 °C or below. The average date for the last frost in spring is April 17. Frost normally returns here on October 30. The frost-free period extends for 195 days on average between the final spring frost and the first fall frost.

Days of Cold Weather

Windsor's coldest winter nights have lows in the minus-twenties °C (below -3 °F). But the city averages only one night a year, usually in January, when the thermometer drops that low. Temperatures below -30 °C (-22 °F) are not normal here. From November to April, Windsor can remain below freezing all day long. The city typically has 44 days a year when the temperature never rises above 0 °C.

Average Temperature Chart and descriptions courtesy of Current Weather.

Important Dates

Application Deadlines

- June 1 for September intake
- December 1 for February intake
- December 1 for most specialty programs
- 10 weeks prior to the start of any short-term program

First day of school

- 1st Tuesday after Labour Day in September (Labour Day is the first Monday in September).

School Transfer Deadlines

- May 1 for September semester
- December 1 for February semester

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Conventional Academic Program Delivery

Please note that the Conventional program delivery may be modified due to public health directives.

Secondary School System

Secondary school classes follow a semestered schedule.

- Students take 4 courses per semester; 8 courses per academic year
- Semester 1: September-January
- Semester 2: February-June

Secondary School Intake Periods

- September
- February

Sample Secondary School Schedule

Period 1	8:30AM - 9:45AM
Period 2	9:50AM - 11:05AM
LUNCH	11:05AM - 11:40AM
Period 3	11:45AM - 1:00PM
Period 4	1:05PM - 2:20PM
Extracurricular activities	2:30PM-

Scheduled Time for Extracurricular Activities

Extracurricular activities such as athletics and clubs may be scheduled during lunch break or after school.

Ontario Secondary School Class Sizes

Publicly funded schools in Ontario are operated by the Ontario Ministry of Education. All Ontario public school boards must follow Ministry guidelines.

According to the Ontario Education Act, "... the average size in a given school year of a board's secondary school classes shall not exceed 23." O. Reg 484/20, s. 3.

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Elementary School System

Elementary school classes follow a linear schedule. Students take the same classes throughout the school year.

Elementary Balanced Day Schedule

A Balanced Day schedule features three 100-minute teaching blocks, separated by two 40-minute nutrition breaks. During nutrition breaks, students eat and get outdoor recess time.

Sample Elementary School Balanced Day Schedule

Block A	
Period 1	8:30AM
Period 2	9:20AM
1 st Nutrition Break	10:10AM
Block B	
Period 3	11:00AM
Period 4	11:50AM
2 nd Nutrition Break	12:40PM
Block C	
Period 5	1:20PM
Period 6	2:10PM
Dismissal	3:00PM

Scheduled Time for Extracurricular Activities

Extracurricular activities such as athletics and clubs may be scheduled during a nutrition break or after school.

Ontario Elementary School Class Size

Publicly funded schools in Ontario are operated by the Ontario Ministry of Education. All Ontario public school boards must follow Ministry guidelines.

According to the Ontario Education Act, “The average size in each school year of the classes of a board ... shall not exceed 26.” O. Reg 245/17, s. 1.

Application Process

The GECDSB International Students Program welcomes applications from non-resident students between the ages of 4 and 18 years old. Applications for students who are 19 years old or older will not be accepted.

A Note for Agents

The GECDSB welcomes the expertise of Education Agents who wish to work as a representative of the GECDSB's International Students Program. It is mandatory for agents to complete the following documents before recruiting on behalf of the GECDSB:

- **GECDSB Agency Profile Form**
- **GECDSB Agency Agreement**
- **MLI New Agent Profile**

When the agency agreement has been completed, agents will receive access to the Agent Portal for access to our secure, online student application and management system TrueNorth.

A Note for Parents

The GECDSB is happy to work with parents who wish to apply directly for their child. It is not necessary to use the services of an Education Agent to facilitate an application to the GECDSB International Students Program.

An easy-to-use Parent Portal gives families access to our secure, online student application and management system TrueNorth. The International Students Program staff will work directly with you in all matters involving your child.

TrueNorth

The GECDSB accepts student applications via [TrueNorth](#), a secure, multi-user, web-based system to manage the information tracking, reporting and collaborative needs of our International Education program. There are two distinct portals for parents and Education Agents.



Secure Portal - Greater Essex County District



[Agents Start Here](#)

For active agents. Create and submit online student applications.



[Parents Start Here](#)

For parent contacts of enrolled students or parents who are not working with an agency and wish to create and submit online student applications.

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Required Documents

Please collect all documents prior to applying. Each document must be scanned individually as a PDF less than 5 MB each. Online applications must be completed and submitted within 30 days.

1. A copy of the passport with photo and identifying information. The passport **MUST** be valid for a minimum of 6 months upon arrival to Canada.
2. Transcripts or report cards for the past 2 years translated into English;
3. Immunization records translated into English;
4. GECDSB Mandatory Student Participation Agreement.

Application Procedures

- Submit the online [application](#) in full. Incomplete applications may be delayed or returned to the applicant for completion.
- Pay the application fee. Applications received without payment will be returned to the applicant for payment.
- Upon acceptance to the GECDSB International Students Program, a Letter of Acceptance and a Letter of Accommodation will be mailed via UPS courier or uploaded to the TrueNorth portal. These documents are required to make an application for a Student Visa, obtained from Immigration, Refugee and Citizenship Canada.
- Pay tuition and medical insurance fees. An email will be sent with the invoice and payment instructions. Payment is due 30 days prior to the start of the program. For payments from outside of Canada, applicants can pay via [Convera](#) (formerly known as Western Union). For payments from within Canada, applicants can pay by certified cheque, bank draft or wire transfer.
- Apply for a [Study Permit](#). In most cases, applicants are required to provide fingerprints and a digital photo ([biometrics](#)). The Study Permit will be issued to the student by Canada Customs upon arrival. Upload a copy of the Study Permit to TrueNorth online portal promptly after arrival in Canada.

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- Complete the Vital English and Vital Math Assessments
Within two weeks of acceptance to the GECDSD International Students Program, a link will be emailed to the student email address provided on the TrueNorth application form. The assessment must be completed in a timely manner in order to help determine school placement and homestay location.
- Apply for [MLI Homestay](#)
MLI Homestay staff are the custodians for all students in its homestay program. MLI will facilitate the completion of the Custodianship Declaration. This is a Government of Canada document that is mandatory for all unaccompanied minors studying in Canada.

All GECDSD International Students who are unaccompanied by a parent(s), regardless of the student's age, must submit a fully executed signed and notarized Custodianship Declaration to the GECDSD prior to the start of classes. **Students may be dismissed from the GECDSD International Students Program for failure to submit a valid and completed Custodianship Declaration to the program administrator.**

School Registration Procedures

- Upon arrival in Canada, the Study Permit will be issued to the student by a Canada Border Services Agency officer. Students must request that CBSA stamp their passport upon entry if it required as a proof of date of arrival in Canada for quarantine purposes.
- After arrival in Windsor-Essex, students/agents/parents are NOT to proceed to the school without an appointment. Students must register at their school via Connect, the GECDSD's online registration portal at:
<https://register.publicboard.ca/Registration/>

Note: Students residing **outside of the designated school district** must contact the school for registration procedures. Please note that some schools are closed to out of district students and all students are required to provide two proofs of residency upon registration.

- After submitting the registration in Connect, the student must call the school to make an appointment to complete the registration process. Secondary students will also select their courses at this time. Students must be accompanied by an adult who is listed as one of the student's contacts in Connect- a parent, host parent or custodian- and bring the following documentation:

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- Letter of Acceptance and Letter of Accommodation;
- Custodianship Declaration;
- Passport;
- Study Permit or other travel authorization;
- Two proofs of residency;
- Study Insured wallet card;
- Academic covalidation requirements, if applicable.

Study Permit Conditions

As a study permit holder, there are a number of [conditions](#) mandated by Immigration, Refugees and Citizenship Canada (IRCC) that students need to meet. If students do not meet these conditions, IRCC may revoke the student visa and study permit and order them to leave Canada. It is the agent /parents' responsibility to be aware of and adhere to any such conditions. **Students may be dismissed from the GECD SB International Students Program for failure to submit a valid study permit to the program administrator.**

As a study permit holder, these conditions include, but are not limited to, the following:

- Students must be enrolled full time at their designated learning institution. Part time studies are not permitted;
- Students are required to maintain a valid study permit. Each study permit has an expiry date. If a study permit will expire prior to the completion of the student's studies, the parent/agent is responsible for applying to IRCC to extend the study permit in a timely manner to ensure students have a valid study permit throughout the duration of their studies.

If a student chooses to not complete their studies, does not have a valid study permit, or if they are dismissed from the GECD SB International Students Program, they are no longer authorized to reside in Canada and they must return to their home country immediately. The GECD SB will report such instances to Immigration, Refugees and Citizenship Canada. IRCC is authorized to investigate students who violate any of the conditions of their study permit and students risk being deported and may be inadmissible to return to Canada in the future.

School Residential Boundaries

Elementary International Students must attend the elementary school within the residential boundary in which they reside.

Secondary International Students are strongly encouraged to attend the secondary school within the residential boundary in which they reside. Secondary International Students that

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choose to reside outside of their designated school district are responsible for providing their own transportation to and from school. Students residing and attending secondary school in different municipalities must be aware that there may be no public transportation available between municipalities.

Please note that Vincent Massey Secondary School is closed to students who reside outside its residential boundary.

Transportation

School Bus Transportation

School bus transportation for the GECSDB is provided by the Windsor-Essex Student Transportation Services (WESTS) consortium. School provided transportation is a privilege, not a right. School secretaries will assist with arranging busing for eligible International Students.

Please note that it takes 3-5 days to process school bus transportation requests. Requests for transportation are initiated when the student attends their school to complete registration.

School bus transportation is provided only for the following eligible students:

- Elementary students residing in Windsor and Essex County
- Secondary students residing outside of the City of Windsor

Eligibility

Students may access transportation services if they are attending an in-boundary Board-designated school and their primary address is at a distance of more than:

- 1 km, for junior and senior kindergarten;
- 1.6 km, for Grade 1 to Grade 8 inclusively;
- 3.2 km, for Grade 9 to Grade 12 inclusively

BusKids

Parents and agents can determine if a student is eligible for school bus transportation online through [BusKids](#), a public, online query program. Enter the student's intended address, city/town, Grade and select Greater Essex County District School Board to determine eligibility.

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Home School Information Which School do I Attend? Can I Ride a Bus? Log In ▾

Online Forms and Requests

Can I Ride a Bus?

Street Number

Street Name

Municipality

Board

Bus Stop Locations

Under normal circumstances, students may be required to access their school bus transportation up to the following distances from their residences:

- 1 km for elementary students
- 2 km for secondary students
- Rural students will be picked up at a WESTS designated stop as close to their residence as possible.
- Urban students will be picked up at a WESTS designated community stop that is accessible to a number of students.

Secondary School Students in ESL and Specialty Programs

Secondary students attending a designated ESL school may access WESTS transportation services if their primary address is at a distance of more than 3.2 km, for Grade 9 to Grade 12 inclusively.

Secondary students attending a specialty program and who reside outside the school district may be eligible for WESTS transportation services. School secretaries can confirm student eligibility.

Transit Windsor Bus Service

Secondary students residing in the City of Windsor are not provided with transportation. [Transit Windsor](#) provides public transportation to secondary schools within the City of Windsor for a fee. Students who will use Transit Windsor daily for school are encouraged to purchase a Transit Windsor Smart Pass. The youth rate at the time of this writing is \$70 for 30 days.

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Accommodations Options

International Students who are in elementary school MUST reside with a parent. They are not permitted to reside in homestay or make private living arrangements. There are no exceptions.

International Students who are in secondary school may reside with a parent, with MLI Homestay, or with a family as arranged by a parent. **Under no circumstances shall a student live alone or without direct live-in adult supervision. Students found to be in violation shall be dismissed from the program and sent home at their parents' expense.**

Parents who choose to make their own accommodations arrangements for their secondary school student MUST sign and complete the appropriate paperwork.

1. MLI Homestay

Muskoka Language International Homestay ([MLI Homestay](#)) is the official accommodations provider for International Students studying at the GECSDB. MLI Homestay will accommodate secondary school students. Students under 12 years old are not permitted to reside with a MLI Host Family and must reside with a parent while studying in Canada.

MLI Homestay services include:

- Legal custodianship
- Homestay placement
- Local support and activities
- Settlement and progress reports
- 24-hour emergency support



Agents who have not previously registered with MLI Homestay must complete the “New Agent Profile”. Contact MLI Homestay or the International Students Program Lead for information.

2. Parent(s)

Parents must commit to reside with their child for the entire duration of the study period. They may not leave their child unaccompanied for any length of time. There are no exceptions.

Parents are responsible for ensuring their chosen accommodations are appropriate. Parents are responsible for supporting the family with essential needs throughout the entire duration of the study period. Parents must take caution to ensure they are residing in the appropriate residential boundary for their child’s intended school. Parents are strongly advised to confirm

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the residential boundary of their intended residence before they sign a lease agreement or purchase a residence. Consult [BusKids](#) or contact the International Students Program office.

Custodianship

The Government of Canada requires that all minor children in Canada who are unaccompanied by a parent must have a [custodian](#). A custodian is a responsible adult who is a Canadian citizen or a permanent resident who will take care of and support the minor child. **MLI Homestay will appoint a custodian for all students in its homestay program.**

All GECD SB International Students who are unaccompanied by a parent(s), regardless of the student's age, must submit a fully executed signed and notarized Custodianship Declaration* to the GECD SB prior to the start of classes.

Students may be dismissed from the GECD SB International Students Program for failure to submit a valid and completed Custodianship Declaration to the program administrator.

Exemption

International Students living with a parent(s) or legal guardian for the duration of their studies are exempt from submitting a Custodianship Declaration.

Travelling to Windsor



Windsor International Airport (YQG)

Windsor International Airport (YQG) is conveniently located within the City of Windsor.

When booking travel, select [Windsor International Airport \(YQG\)](#) as the final destination.

Windsor International Airport offers frequent service to and from the major Canadian airports via Air Canada or Porter Airlines.

Please note that Toronto Pearson International Airport is 350 km north-east of Windsor, approximately a 4-5 hour drive. **The GECD SB and MLI Homestay DO NOT offer airport pick up or drop off service at Toronto Pearson International Airport.**

Students are responsible for communicating their flight itinerary to their MLI Homestay coordinator and host family. Students must ensure they have their host family's contact information saved in their mobile phone prior to arrival to Canada. Students are responsible for confirming their airport pick up details with their MLI coordinator and host family prior to departure from their home country.

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When Should I Arrive?

Parents and agents are encouraged to work with MLI Homestay to ensure the appropriate arrival and departure dates.

Students are expected to familiarize themselves with their new surroundings before they begin school. Students are encouraged to:

- explore their neighbourhood;
- understand how to get to and from school;
- understand the Transit Windsor bus system and purchase a Transit Windsor bus pass if necessary;
- purchase any school supplies or other necessities;
- locate the closest pharmacy and urgent care medical clinic and add them to the contacts in their mobile phone.

Program Offerings

The GECDSB is proud to offer International Students the opportunity to study at the elementary school level (Grades K-8) and the secondary school level (Grades 9-12).

Elementary School Program

International Students are welcome to join our elementary schools (K-8) throughout the academic year. The GECDSB will place elementary students in the age-appropriate grade for Ontario's education system. Parents may NOT choose the grade in which they wish to have their child enrolled.

Secondary School Program

Ontario Secondary School Diploma (OSSD)

The Ontario Secondary School Diploma (OSSD) is Ontario's secondary school pathway program to earn a graduation diploma for students in Grades 9-12. The GECDSB will place secondary International Students in the appropriate grade level depending on their academic ability, academic goals, post-secondary pathway and length of stay in the program.

Equivalency Credits

Students enrolled in the GECDSB who have earned secondary school credits in their home country will have their official transcripts assessed for credit equivalency. School staff will make the determination to transfer previously earned credits to the OSSD.

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Covalidation

Covalidation is the process of validating the courses a student takes in Ontario in order to receive credit for them in their home country. Students from certain countries, such as Brazil, Italy, Mexico and Spain may require covalidation of their Ontario secondary school courses. Before students apply to the GECSB's International Students Program, students must check with their home high school to determine if they must covalidate their Ontario courses.

It is the students' responsibility to familiarize themselves with the covalidation process including:

- whether or not the covalidation process is required;
- the course, grade level, stream and the number of credits required;
- the timelines within which the covalidation process must be completed;
- the specific documents required to support the covalidation process and if they must be notarized by a notary public or lawyer;
- any requirements specific to the student's home school or country.

It is the student's responsibility to advise their guidance counsellor that they need to covalidate their credits at the time of course selection. Students must present their guidance counsellor with an official document listing the specific courses they are required to take.

Notarization of Credits, Enrollment or Documents

It is the student's responsibility to advise the GECSB International Students Program Lead in writing (email is acceptable) with sufficient advance notice if they require any GECSB documents to be notarized. Additional fees may apply.

Ontario Graduation Requirements

To graduate with an [Ontario Secondary Student Diploma](#), students must successfully complete:

- 30 credits (18 compulsory, 12 optional)
- 40 hours of community service
- Ontario Secondary School Literacy Test (OSSLT)

The Ontario secondary school [curriculum](#) offers students many choices and academic streams. Students intending to earn an OSSD are encouraged to regularly consult with their guidance counsellor to ensure they are taking the appropriate courses for their post-secondary pathway and to take advantage of the many options available to students.

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Short-Term Program

Many International Students join the GECDSB for a short-term program. We are happy to accommodate this cultural and linguistic experience for elementary and secondary school students. Elementary students must be accompanied by a parent, unless they are part of a GECDSB-approved short-term group program.

A short-term program is a period of study that is less than one semester in length. The following conditions apply to the GECDSB's Short-term Program:

- it is not available during the months of January and June;
- it is a minimum of 4 weeks in length;
- Short-term programs are offered at select schools only. Please consult with the International Students Program staff for schools offering the short-term program.

Secondary School English as a Second Language Program

The GECDSB is proud to have four secondary school English as a Second Language programs to support students in their English language development. Students at all levels of English language proficiency are welcome to study at the GECDSB because English language learners are supported at every level of their English language proficiency. The GECDSB has the right to place students at the appropriate secondary school based on their English language proficiency. Proficiency is determined through the Vital English assessment and by the Ontario ESL STEP assessment.

The minimum English language proficiency requirement for the mainstream secondary school program is level ESL DO. Students who do not achieve the minimum requirement will be directed to attend the ESL program at the secondary school within their residential boundary.

The Ontario English as a Second Language (ESL) curriculum is based on the belief that broad proficiency in English is essential to students' success in both their social and academic lives, and to their ability to take their place in society as responsible and productive citizens. The ESL curriculum expectations are designed to help English language learners develop the skills they need to develop proficiency in everyday English and, most especially, the proficiency in academic English that will allow them to integrate successfully into the mainstream school program.

The aim of the ESL curriculum is to help students become successful English language learners who can:

- use English to communicate effectively in a variety of social settings;
- use English to achieve academically in all subject areas;
- take charge of their own learning, independently and in groups;

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- select and use effective learning strategies;
- integrate confidently into mainstream courses;
- use English effectively to advocate for themselves in all areas of their lives;
- make a successful transition to their chosen postsecondary destination (work, apprenticeship, college, university);
- function effectively in a society increasingly committed to the use of information technology;
- use critical-literacy and critical-thinking skills to interpret the world around them;
- participate fully in the social, economic, political, and cultural life of their communities and of Canada.

Taken from *“The Ontario Curriculum, Grades 9-12: English as a Second Language and English Literacy Development”*. The Ontario Ministry of Education, 2007, pages 3-4.

What ESL level am I at?

The GECD SB uses Vital English, a secure, online English language proficiency assessment, to determine students’ ESL level within the Ontario curriculum. This assessment is done online by International Students in Grades 9-12 who are new to the GECD SB International Students Program and whose first language is not English. Following completion of the assessment, the GECD SB receives the student’s assessment score which corresponds to an Ontario ESL curriculum level, from beginner level ESL A to level ESL E (advanced).



In-Person ESL STEP Assessment for new students Gr. 9-12 (post-arrival)

The GECD SB may provide an in-person English language assessment after a new student arrives in Windsor-Essex, if deemed necessary, in order to place the student in the most appropriate English course. This assessment is done by appointment only, prior to registering at any school.

What school can I go to?

The GECD SB is proud to have four secondary school English as a Second Language programs to support International Students in their English language learning:

Secondary School	ESL Program	Minimum ESL Entrance Criteria
Belle River District High School	NO	ESL DO
Essex District High School	NO	ESL DO
Hon. W.C. Kennedy Collegiate Institute	YES	ESL AO
Kingsville District High School	NO	ESL DO

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Leamington District Secondary School	YES	ESL AO
North Star High School	NO	ESL DO
Riverside Secondary School	NO	ESL DO
Sandwich Secondary School	NO	ESL DO
Tecumseh Vista Academy	NO	ESL DO
Vincent Massey Secondary School	NO	ESL DO
Walkerville Collegiate Institute	NO	ESL DO
Westview Freedom Academy	YES	ESL AO
W.F. Herman Secondary Academy	YES	ESL AO

Summary of the Ontario ESL Curriculum Levels

ESL AO

- Answer simple questions about personal information
- Read, speak and write using simple sentences (subject-verb-object) using present and past tenses
- Understand simple directions, instructions and presentations
- Write short compositions by following a structured model
- Identify and understand descriptive adjectives in a short reading

ESL BO

- Participate in conversations and class discussions
- Read, speak and write using simple and compound sentences
- Write a paragraph using an organizer or outline
- Ask for clarification using previously taught phrases
- Describe the character and setting in a short story

ESL CO

- Make a short classroom oral presentation
- Read, write and speak using simple, compound and complex sentences
- Write a three-paragraph essay using linking words and phrases

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- Explain the character development and plot in a short story or novel
- Take notes from an oral presentation using an organizer

ESL DO

- Identify main ideas and supporting details in an oral presentation using an outline or organizer
- Actively participate in classroom discussions in all subject areas.
- write a three- to five-paragraph persuasive literary essay
- Analyze character traits, plot, foreshadowing, similes and metaphors in readings.
- Distinguish between fact and opinion in articles

ESL EO

- Orally explain and support your point of view on a current issue
- Summarize a news report
- Write persuasive literary and comparative essays
- Identify literary elements in various texts (allusions, settings, subplot, imagery, conflict, and metaphors)

Elementary ESL Program

Elementary school International Students whose first language is not English are welcome to study at our elementary schools. There is no minimum English language requirement for International Students in elementary school (K-8). Elementary International Students are supported in their English language development by their classroom teacher and an ESL Coach.

Grade 8 to Grade 9 Transition

International Students in Grade 8 whose first language is not English and who wish to continue on to Grade 9 with the GECSB will be assessed for English language proficiency. The school team will use assessment and evaluation data and the Vital English language assessment to help determine school placement for the student's Grade 9 year. Students will take the Vital English assessment in late Fall as schools begin preparations for the Grade 8 to Grade 9 transition.

While each elementary school is a feeder school for a designated secondary school, not all secondary schools can support English language learners who need specialized, intensive English language support. Students who will continue to benefit from ESL support will be directed to attend their designated secondary school with an ESL program. International Students entering Grade 9 whose first language is not English are not guaranteed acceptance to their home secondary school. The student must demonstrate sufficient English language proficiency to be accepted into their home secondary school. **The GECSB has the right to**

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place International Students at the appropriate school and program based on their English language proficiency.

Transferring Out of an ESL Program

International secondary school students who are in an ESL program may not transfer to a school without an ESL program until they have completed ESL DO. **The request to transfer out of the ESL program must be made in writing to international@publicboard.ca and will be evaluated on a case-by-case basis.** If approved, transfers will occur at the start of a semester only. **Students wishing to transfer for September must make the request by May 1. Students wishing to transfer for February must make the request by December 1.** Requests received after these dates will not be accommodated.

Enhanced Learning Programs

For more information on any of these enhanced learning opportunities, please contact the International Students Program office or search the GECSDB [website](#).

Advanced Placement Courses

Enriched courses are offered at Vincent Massey Secondary School. The Grades 9 and 10 enriched courses are compulsory for the enriched courses in Grades 11 and 12. The Grade 12 enriched courses offer students the option to write the Advanced Placement exam which may be accepted as a university credit at some universities. Students are advised to confirm with their intended university whether or not an Advanced Placement course will be accepted.

Enriched /AP courses are offered in four streams: English, French, Math and Science.

AP Application Details:

- The GECSDB's Advanced Placement courses are offered at Vincent Massey Secondary School
- International Students must be assessed at ESL DO or higher to take enriched courses.
- Students are responsible for the Advanced Placement exam fee. The fee for writing an Advanced Placement exam at the time of this writing is \$135 CDN and is subject to change without prior notification.

E-STEAM Program

Entrepreneurship in Science, Technology, Engineering, Arts and Mathematics

The [E-STEAM](#) program is a unique and specialized program designed to develop global competencies through enhanced interdisciplinary methodology focusing on the STEAM disciplines. Experiential learning opportunities will emphasize innovation, collaboration and social entrepreneurship.



E-STEAM students will pursue their learning in an area of concentration, completing

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enhanced-level and fast-tracked courses, with an emphasis on career-focused exploration.

Area of concentration include:

- Computer Science and Engineering
- Medical Sciences

E-STEAM Application Details:

- E-STEAM is offered at Tecumseh Vista Academy Secondary School for students in Grades 9-12.
- International Students must be assessed at ESL DO or higher to be considered for the program.
- Acceptance to the program is through application process. The deadline for application is December 1.

French Immersion

French Immersion is designed for students whose first language is not French. As students move through the program, they will learn in both French and English. The objective is full mastery of the English language, functional fluency in French, as well as an understanding and appreciation of French culture.

French Immersion Application Details:

- The GECDSEB's French Immersion Program is offered at select elementary and secondary schools.
- Students may enter the French Immersion program in Kindergarten and up to October of Grade 1. Students may enter the program beyond October of Grade 1 with successful completion of a fluency and/or written test to assess proficiency in French as appropriate to their Grade. This includes listening, speaking, reading and writing in French. (As per Admission to French Immersion, AP-PR-06)

International Baccalaureate Diploma Programme

Through the IB Diploma Programme, schools develop students who:

- have excellent breadth and depth of knowledge;
- flourish physically, intellectually, emotionally and ethically;
- study at least two languages;
- excel in traditional academic subjects;
- explore the nature of knowledge through the programme's unique theory of knowledge course.



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The Diploma Programme (DP) curriculum is made up of six subject groups and the DP core, comprising theory of knowledge, creativity, activity, service and the extended essay. Through the Diploma Programme core, students reflect on the nature of knowledge, complete independent research and undertake a project that often involves community service.

IB DP Application Details:

- The IB Diploma Programme is offered at Riverside Secondary School and Leamington District Secondary School for students in Grades 11 and 12. A two-year Preparatory Program is offered in Grades 9 and 10.
- International Students must be assessed at ESL DO or higher to be considered for the program.
- The deadline for application is December 1. Qualified, late applicants will be placed on a waiting list and are not guaranteed placement in the IB Preparatory or IB Diploma Programmes.
- There is no fee for the Grade 9 and 10 Preparatory Program at the GECDSB.
- Grade 11 and 12 students will be charged a fee of \$100 per year. This fee will be due at the time of school registration and will be used to pay for activities and materials designed to support the Creativity, Activity and Service component and Extended Essay component of the IB Diploma.

International Baccalaureate Primary Years Programme

The IB Primary Years Programme (PYP) for children aged 3 - 12 nurtures and develops young students as caring, active participants in a lifelong journey of learning.

The PYP offers an inquiry-based, transdisciplinary curriculum framework that builds conceptual understanding. It is a student-centered approach to education for children aged 3-12. It reflects the best of educational research, thought leadership and experience derived from IB World Schools.

The PYP has evolved to become a world leader in future-focused education. The PYP is an example of best educational practice globally, responding to the challenges and opportunities facing young students in our rapidly changing world.

The IB Primary Years Programme is available at Glenwood Public School and M.D. Bennie Public School.

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Walkerville Centre for the Creative Arts

WCCA is a regional, pre-professional arts training center that offers secondary students intensive instruction in 9 distinct art disciplines:

- Media Arts
- Dance (Jazz, Modern, and Ballet)
- Instrumental Music (Band)
- Piano
- Guitar
- Strings
- Drama (Musical Theatre, Directing, Improvisation, Acting and Production)
- Visual Arts (Painting, Drawing, Printmaking and Sculpting)
- Vocal Music (Classical, Jazz, and Pop)

[WCCA](#) is the secondary school enriched arts program for the most passionate, dedicated and promising student artists. Students immerse themselves in the art forms of their choosing alongside other motivated, skilled and passionate students and are supported by expert staff, tutors and guest artists.

WCCA Application Details:

- The WCCA program is offered at Walkerville Collegiate Institute for students in Grades 9-12.
- International Students must be assessed at ESL DO or higher to be considered for the program.
- Acceptance to the program is through application and audition. The deadline is December 1. Auditions take place in mid-December and can be facilitated online for International Students who are overseas and applying for acceptance for the upcoming school year.

International Education Groups

The GECD SB will consider applications from groups of students, for a long-term or short-term program, who working with the support of an agency. Agents should contact GECD SB International Students Program staff for details.

Applications are due a minimum of 10 weeks prior to the start of any group program.

International Education Summer Camp

The GECD SB will customize a summer camp program for your group. A minimum of 15 students is required to create a customized summer camp package. Summer camp is a non-credit program, focusing on cultural experience and language acquisition, in addition to customizable

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options such as STEM programming, robotics, creative arts, athletics or general recreation. Agents should contact GECDsB International Students Program for options and availability.

The GECDsB summer camp application deadline is May 1.

Summer School and Night School

Secondary School summer school credit courses are offered to currently enrolled students who have studied with the GECDsB for at least one semester.

All International Students are subject to applicable tuition fees for Summer School and Night School courses. Enrolment in Summer School and Night School is facilitated through the Guidance Department at the student's secondary school and managed through GECDsB Adult and Continuing Education.

The summer school application deadline is mid-June.

Extra-Curricular Activities

At the GECDsB, our schools offer something for everyone. From varsity sports and house league teams, academic clubs and general interest groups to social justice causes, our schools have such a wide variety of teams, clubs and activities that it is impossible to list them all. We are confident that every student will find an extra-curricular activity that appeals to them.

International Students are required to be members of their school's International Students club. The club exists to:

- Immediately connect International students with each other and domestic student mentors in the school;
- welcome and integrate International Students into the school community; and
- support the academic, social and emotional needs of International Students.

International Students are strongly encouraged to get involved in an additional activity. Examples of typical sports, clubs and activities are listed below, but there are many more clubs offered at schools than are included here:

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Varsity Athletics

Badminton
Basketball
Cross Country
Curling
Football
Golf
Hockey

Slo-Pitch Baseball
Soccer
Swimming
Tennis
Track & Field
Volleyball
Wrestling

Clubs and Committees

Animation Club
Announcements Crew
Art Club
Assemblies Committee
Best Buddies
Chess Club
Choir
Cross-Fit Club
Dance Team
Debate Team
DECA Business Club
Drama Club
EcoSchools Team
Feminist Club
Gay Straight Alliance (GSA)
Guitar Club

International Students Club
Knitting Club
Mental Wellness Team
Peer Mentors
Peer Tutors
Photography Club
School Plays and Musicals
Prom Committee
Radio Club
Robotics Club
School Newspaper
Semi-Formal Committee
Social Justice Club
Student Council
Ukulele Club
Yearbook Committee

Activities and Events

Canned Food Drives
Coffee Houses
Grade 8 Day
Grade 9 Orientation Day
House League Sports
Job Fairs
Leadership Camps
Math Contests
MindForce
Multicultural Nights
Photography Contest

School Dances
School Plays and Musicals
School Spirit Days
Science Fairs
Science Olympiad
Sears Drama Festival
Special Olympics
Talent Shows
Terry Fox Run
The Pluralist Magazine

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StudyInsured Medical Insurance



It is mandatory for International Students to purchase medical insurance from [StudyInsured](#), the GECDSB's exclusive medical insurance provider. GECDSB International Students program staff will facilitate the purchase of insurance for students and the fee will be included in the student's invoice. The medical insurance will be effective prior to the student's arrival to ensure students are covered immediately upon their arrival in Canada. Students will receive an insurance e-card, insurance policy, and a claim form.

Parents have the option of purchasing additional private insurance for their child. Parents are responsible for assessing the adequacy of all health, medical, travel and other insurance which might be prudent to obtain while their child is studying in Canada.

Technology Requirements

1. Smart Phone

All secondary school International Students should have a smart phone with a Canadian phone plan with data and Canadian phone number BEFORE they arrive in Canada. Students are strongly encouraged to use the services of a company such as PhoneBox that provides students with a Canadian SIM card. For more information, visit: <https://prepaid.gophonebox.com/?bn=31> Phone Box will mail a Canadian SIM card to students in their home country prior to their departure to Canada.

2. Laptop Computer

All Secondary School International Students should have a reliable computer or tablet.

Technology for Learning and Connecting

Microsoft Office Suite and Office 365

GECDSB students are issued a free Microsoft Office Suite software package and a free Office 365 student email account.

Edsby

Edsby is the GECDSB's online communication platform for students, teachers and parents. School news and announcements, assignments, marks and attendance can be viewed. Students and parents can communicate with teachers, school administration and guidance counsellors. Parents are able to monitor student progress and attendance, enter planned absences for appointments or illnesses ahead of time.



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To register, parents must contact the school and provide an email address so they can be sent an invitation email with instructions and a link to activate their parent account.

myBlueprint

myBlueprint is a comprehensive software program for education and career/life planning with the tools students need to make the most informed decisions about their future.

The secondary school course planner allows students to plan for their Ontario Secondary School Graduation Diploma requirements while discovering their eligibility for post-secondary pathways in Canada.

The software includes post-secondary and career databases that allow students to search, filter, and compare local, province-specific information on apprenticeships, programs, and occupations to ensure students make better decisions and are more prepared for the future.

Parents can access their child's account via email link and share in tracking their child's credit accumulation and post-secondary research.

Tuition, Fees and Refund Policy

Fee Schedule

Tuition and application fees appear publicly on the GECDSB website and are available from GECDSB International Students program staff. They are also set out in Schedule A of the Agency Agreement.

Tuition and fees are due in full 30 days prior to the start of classes; however, it should be noted that for many countries, a receipt for tuition payment is required to be submitted for the Study Permit application.

Fee Payment

International Students will receive an invoice upon acceptance to the International Students Program with full payment instructions. We are proud to offer students easy and convenient payment through Convera (formerly known as Western Union).

Payment Options from Outside Canada

- [Convera](#)

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Payment Options from Within Canada

- Bank draft
- Wire transfer
- e-transfer

Please note that payments from within Canada cannot be made through Convera at this time.

MLI Homestay Fees

All homestay fees will be paid directly to MLI Homestay.

StudyInsured Medical Insurance

GECD SB International Students program staff will facilitate the purchase of insurance for students and the fee will be included in the student's invoice.

GECD SB Refund Policy

The refund policy is widely available via the following:

- GECD SB website;
- Mandatory Student Participation Agreement;
- Agency Agreement;
- Student tuition invoice; and
- On request from the GECD SB International Students program staff.

Student Activity Fee and Other Fees

International Students are exempt from the school student activity fee. However, International Students are subject to any additional fees that may be charged for:

- class field trips or excursions;
- any school activities with an admission fee, such as football game or school dance;
- specific school sports team expenses, such as ice hockey skates;
- any out-of-town / overnight expenses for activities with clubs, teams, extracurricular activities, etc.

Behavioural and Academic Expectations

GECD SB Code of Conduct

The Board's Code of Conduct, R-AD-28, sets clear standards of behaviour that apply to students, parents/guardians, volunteers, teachers and staff whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that impact the school climate.

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All students are expected to abide by the GECD SB Code of Conduct. Students who breach the Code of Conduct may be dismissed from the GECD SB International Students Program and sent home at their parent's expense.

Student Handbook

Each secondary school has its own student handbook that set out the school rules, code of conduct, and information on school attendance procedures, textbook policy, dress code, extracurricular activities, assessment and evaluation, personal communication devices and much more. International Students and parents are expected to familiarize themselves with their child's Student Handbook. It should be issued to the student upon registration at the school. Students who breach the expectations in the Student Handbook may be dismissed from the GECD SB International Students Program and sent home at their parent's expense.

Mandatory Student Participation Agreement

All International Students are subject to the academic, behavioural and program expectations outlined in the Mandatory Student Participation Agreement. All incoming International Students and their parent(s) must read, sign and submit with their application the GECD SB's mandatory Student Participation Agreement. Students who breach the expectations outlined in the MSPA may be dismissed from the GECD SB International Students Program and sent home at their parent's expense.

Responsibilities

The GECD SB, parents, students and education agents all have a role to play in supporting the International Student experience. Specific responsibilities of the GECD SB, MLI Homestay, parents, international student and education agents include, but are not limited to, the following:

1. Greater Essex County District School Board

The GECD SB is responsible for:

- The delivery of the education program;
- Supervision of students during regular school hours, while on school board property or during field trips;
- Placement of students within a school operated by the GECD SB;
- Assisting MLI staff with student support as needed;
- Providing current information, promotional materials, fee schedules, application forms at no cost to the contractor / parents;
- Notifying the contractor and parents of any changes to the application process, policies, fee schedules or educational services; and

Greater Essex County District School Board

International Students Program

451 Park St. W. Windsor, ON N9A 6K1

Office: 519-255-3200 x10371

email: international@publicboard.ca

web: www.publicboard.ca

- Ensuring all International Students are treated on the same basis as all other students.

2. MLI Homestay Inc.

MLI Homestay is responsible for, but not limited to:

- Providing homestay services, monitoring and guardianship of students for full time study;
- Placing and monitoring students in homestay families;
- Making arrangements for transportation to/from airport;
- Providing support to host families and students via Emergency Telephone Line 24 hours a day, 7 days a week;
- Providing the support of a Local Homestay Coordinator;
- Providing mediation for host family and student issues; and
- Providing host family and student support in emergency situations.

MLI Host Families are responsible for, but not limited to:

- A warm, caring environment;
- An English only or French only environment, depending on the student's language of study;
- A comfortable, private bedroom;
- 3 nutritious meals a day and healthy snacks;
- Providing general support and guidance to the student;
- Access to a washroom and laundry facilities; and
- An invitation to join in the family life and daily activities.

3. Education Agents or Agencies

An agent or agency is a contractor of the GECSDB who may reside in Canada or overseas and who is appointed by the GECSDB as a marketing and recruitment representative for the GECSDB, subject to the terms of the Agreement. The contractor's appointment is non-exclusive.

Agents or Agencies are responsible for, but not limited to:

- Providing assistance, information, guidance and support to students to facilitate application for Canadian Student Authorization and/or Visa or applicable travel documents;
- Promoting, advertising and marketing the GECSDB as offering quality institution of learning;
- Making every reasonable effort to recruit qualified International Students;

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- Providing accurate information regarding the program, tuition and accommodations;
- Completing all necessary application forms for prospective students;
- Supplying the Mandatory Student Participation Agreement and any other documentation deemed necessary by the GECDSB, and to translate those documents as required;
- Explaining the GECDSB's payment procedures and refund policy;
- The delivery of each student to the GECDSB;
- Maintaining regular communication with the GECDSB during the term of the Agreement;
- Using reasonable efforts to assist students and facilitate parental involvement as necessary;
- Informing the student of the ramifications of any breach of rules, regulation, conditions and expectations, and shall obtain written confirmation from each student that the student understand such;
- Informing all students as to immunization requirement for all persons entering an Ontario public school; and
- Ensuring a student shall contract with MLI Homestay Inc. to reside with a local Host Family (if in secondary school), or that a student will reside with their parent(s) / legal guardian for the duration of their studies with the GECDSB.

4. International Students and Parents

The student and the parents are responsible for, but not limited to:

- Reading, understanding, agreeing and complying with the terms and conditions of the Mandatory Student Participation Agreement;
- Following all rules and expectations as set out in the GECDSB Code of Conduct, GECDSB Mandatory Student Participation Agreement, Student Handbook, and MLI Student Agreement, as applicable;
- Assessing the adequacy of all health, medical, travel and other insurance which might be prudent to obtain while in Canada; and
- Assessing and satisfying the acceptability of all arrangements for the student's participation in the program, including the appropriateness and adequacy of all living accommodations, all travel arrangements and any type of insurance for the student.

When International Students are not using the services of an education agency, International Students and parents are additionally responsible for:

- Obtaining assistance, information, guidance and support as needed to facilitate application for Canadian Student Authorization and or/ Visa or applicable travel documents;

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- Obtaining accurate information regarding the program, tuition, fees, and accommodations;
- Understanding the application process and completing all necessary application forms;
- Understanding the GECDsB's payment procedures and refund policy;
- The delivery of the student to the GECDsB;
- Maintaining regular communication with the GECDsB during the student's course of study;
- Understanding of the ramifications of any breach of rules, regulation, conditions and expectations;
- Understanding the immunization requirements for all persons under the age of 18 years entering an Ontario public school; and
- Making arrangements for the student's accommodations with MLI Homestay, or; enduring the appropriateness and adequacy of their family's living accommodations if the student will reside with their parent(s).

We Look Forward to Meeting You!

The GECDsB encourages regular communication from agents and parents with the GECDsB International Students Program staff and MLI Homestay staff. We believe that communication is one of the most important factors in building positive, supportive relationships. The GECDsB and MLI strongly encourage regular communication to help facilitate a smooth transition to life and learning in Canada.

The GECDsB International Students Program staff are here to answer your questions about international education at the GECDsB. If you have any questions about anything in this manual, please reach out to us.

Thank you once again in your interest in the Greater Essex County District School Board's International Students Program!

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