

# PROCESS FOR REGISTERING INTERNATIONAL STUDENTS ANGLOPHONE SOUTH SCHOOL DISTRICT

**Anglophone South School District** (ASD-S) is pleased to welcome students from around the world to study in our schools.

## **ALL REGISTRATIONS SHOULD BE DONE THROUGH THE SCHOOL DISTRICT OFFICE.**

Please email (Lynn.MacDonald2@gnb.ca) or call (506-658-3019) to make an appointment with the International Student Coordinator, [Lynn MacDonald](#) if you:

- are not a Canadian citizen
- are a Provincial Nominee
- have a Permanent Residency
- need a study Permit
- are a Parent with a Work Permit or a Study Permit
- are a refugee

For your information:

- The street where you live will determine the school your child will go to. If there is no space in that school, you will be assigned to another school by the International Student Coordinator.
- Parents cannot choose the school their children will attend.
- Acceptance is based on available space, so please apply early.
- Students will be placed in an English classroom at the grade level that corresponds to their age and/or previous education.
- Final enrollment decisions are made by the School District and in some cases, may change after the student arrives.

## **TYPES OF INTERNATIONAL STUDENTS & HOW TO APPLY**

### **A) K-12 Student Study Visa(Study Permit)**

- All study permit students pay an application fee in the amount of \$250.00. This fee is not refundable if the application is cancelled.
- All study permit students pay tuition in the amount of:
  - \$12,161\* for 2012-2013 academic year (September to June) \*Subject to change
  - \$12,758\* for 2013-2014 academic year (September to June) \*Subject to change
  - You can make 2 payments for half the tuition amount by August 20th for first semester and December 20th for second semester.
- K-12 students who will live in Canada **without their parents must have** a legal guardian in Canada. [Proof of legal guardian](#) is required. (These forms are available upon request).
- K-12 students who will live in ASD-S area **without their parents must have** proof of medical insurance.
- Proof of age (passport), proof of student visa, and proof of immunization.
- A copy of your child's transcript or report card in English is required.
- Signed [Application Form](#) is required.
- Bank draft, cheque or money order for application fee (\$250.00) in Canadian dollars (made payable to **Minister of Finance**) **MUST** accompany the application before we can issue a "Letter of Acceptance". We **do not** accept electronic money orders or credit cards.

## **IMPORTANT FACTS FOR STUDENT STUDY PERMITS/VISAS**

1. Apply Early. It takes many weeks for CANADIAN CITIZENSHIP AND IMMIGRATION to prepare your Student Study Permit.
2. You must have an address in Anglophone South School District (ASD-S) for your child to go to school. You can send your application while you look for a home. Your child will be assigned to a school when you have a New Brunswick address.

3. Parents, legal guardians or agents/brokers can apply to ASD-S on behalf of students. ASD-S staff will talk to, or mail information to, one contact person for each student.
4. Complete, print, and sign the [application form](#) on this website.
5. You cannot get a Student Study Permit until you have an "Official Letter of Acceptance" from Anglophone South School District. This will be issued once the following is received:
  - [Application](#) is received and if possible, all supporting documentation
  - The non-refundable application fee of \$250.00 Cdn. is paid by cheque, money order or bank draft, made payable to **Minster of Finance**. Sorry we do not accept electronic transfers or credit cards.
6. An appointment **must be made** with International Student Coordinator, Lynn MacDonald ([lynn.macdonald2@gnb.ca](mailto:lynn.macdonald2@gnb.ca) or 506-658-3019) upon arrival to New Brunswick to complete the application process. **DO NOT REGISTER AT THE SCHOOL.**
7. Tuition fee is due **on or before** student starts school. Must be paid by cheque, money order or bank draft made payable to the **Minister of Finance**. Sorry we do not accept electronic transfers or credit cards.
8. Students applying for acceptance will be enrolled in a specific school only when they have a destination address in Anglophone South School District. Students who don't have an address when they apply will be placed in a specific school after they arrive.
9. Anglophone South School District reserves the right to deny acceptance to applicants.

#### B) **Permanent Residents**

- Permanent resident students do not pay tuition
- K-12 students who will live in Canada without their parents **must have** a legal guardian in Canada. [Proof of legal guardian](#) is required where applicable. (These forms are available upon request.)
- Proof of age (passport), proof of permanent residency (parent & student) and proof of child's immunization are required.
- A copy of your child's transcript or report card in English is required.
- Signed [Application Form](#) is required.

#### C) **Parents with a Study Visa for University or College (Parent Study Permit)**

- K-12 students whose parents are **full time** students at University or College in a degree/diploma program do not pay tuition while their parents are studying full time.
- Proof of age (passport), proof of parent's study visa, proof of enrollment for parent at University or College in a full time study program, proof of child's immunization are required.
- A copy of your child's transcript or report card in English and copy of student's landing paper is required.
- Signed [Application Form](#) is required.

#### D) **Parents with a Work Visa (Work Permit)**

- K-12 students whose parents have a work permit do not pay tuition while their parents are working in New Brunswick.
- Proof of age (passport), proof of the parent's work visa/permit, proof of the child's immunization are required.
- A copy of your child's transcript or report card in English and copy of student's landing paper is required.
- Signed [Application Form](#) is required.

#### E) **Refugees**

- K-12 Refugee students do not pay tuition.
- Proof of Refugee Status is required.
- Signed [Application Form](#) is required.

**IT IS RECOMMENDED THAT ALL STUDENTS HAVE MEDICAL COVERAGE WHILE LIVING IN CANADA. K-12 STUDENTS WHO LIVE IN ANGLOPHONE SOUTH SCHOOL DISTRICT WITHOUT A PARENT MUST HAVE PROOF OF MEDICAL INSURANCE.**

**All documentation should be completed and sent to:**

**Lynn MacDonald**

International Student Coordinator  
Anglophone South School District  
490 Woodward Avenue  
Saint John, NB E2K 5N3

Email: [Lynn.MacDonald2@gnb.ca](mailto:Lynn.MacDonald2@gnb.ca) / Fax: (506) 658-5399

**Coming to Canada**

- Before arriving in the New Brunswick area, please contact our School District Office to tell us you are coming and **make an appointment** so we can welcome you and help you register for school.  
**Phone:** 506 658-3019 or **Email:** [lynn.macdonald2@gnb.ca](mailto:lynn.macdonald2@gnb.ca)
- Bring all your original documents to your appointment. We will complete registration at your appointment.
- You can visit your new school, after your appointment. Students may start school 2 days following registration.

**Refund Policy**

Full or partial refunds will be made under the following conditions:

- If Canadian Immigration does not approve the student visa, students may apply in writing for a refund of tuition only. Immigration documents must be attached.
- If you become a permanent resident, you will get a pro-rated refund. The refund begins the month after you get permanent residence status for example, if you become a permanent resident on October 14, your refund is from November 1st.
- Refunds are for tuition fees only. The application fee of \$250.00 will not be refunded.

French: All students in New Brunswick must study French.

International students have many new things to learn about their new home and school.

Making new friends and speaking a new language takes time and patience.

Parents and teachers should remember that a student's school performance may be temporarily affected by so many changes in their lives.

**CONTACT INFORMATION:**

Lynn MacDonald

International Student Coordinator  
Anglophone South School District (ASD-S)

Ph: 506-658-3019

Email: [Lynn.MacDonald2@gnb.ca](mailto:Lynn.MacDonald2@gnb.ca)

