



INTERNATIONAL STUDENT PROGRAM

STUDENT PARTICIPATION AGREEMENT

This document creates a legally binding agreement between the natural parents/legal guardian of _____, the international student and Canadian Rockies Regional Division No 12.

Name of Student

As a representative of CRPS International Student Program, students will be held to a high standard as ambassadors for the program. There are, therefore, explicit expectations when we accept students into our program. These include important obligations which all students are required to meet at a high standard. Each student who is accepted into our program and their parent(s) must read the following statements and, if in agreement, **a condition for students to be accepted into the program, is to initial and sign this legally binding document. Therefore, by doing so, you understand and agree to accept and honor these terms.**

Please read carefully, check off all the boxes and initial and sign by hand. *Electronic signatures will not be accepted.*

Note on Age of Majority:

I understand that even if I am or will be turning 18 years old while participating in the CRPS International Student Program, all rules and policies mentioned below apply. Every student in the CRPS International Student Program is expected to abide by the same rules and regulations - regardless of age.

Law, Rules and Regulations:

I will obey:

- ☐ Obey the Laws of Canada and my home country.
- ☐ Obey School District Code of Conduct
- ☐ Obey International Student Program rules
- ☐ Obey the conditions in my Canadian Visa and Study Permit
- ☐ Not work in Canada (including babysitting) and/or apply for a Canadian SIN number (Social Insurance Number) or for Alberta Health
- ☐ Not drive any motorized vehicle or obtain a driver's license
- ☐ And respect the property of others and understand that stealing and theft is against the law.

Zero tolerance forbidden substances and activities:

- ☐ I understand that the use of cannabis, vaping (any substance), smoking cigarettes, using alcohol or drugs (other than prescribed by a Medical Doctor) will not be tolerated and is strictly forbidden in all circumstances. I acknowledge that the School Division has a zero-tolerance policy and a firm policy of immediate dismissal of students for violating this rule. This includes any aspect of: possession, consumption, purchase, distribution of any of the above.
- ☐ I will choose my friends carefully. I understand and agree that I will not attend unsupervised house parties or "bush parties". I understand that I may be dismissed from the Program and sent home if Program staff determine that I am engaging in unsafe behaviours and choose to seek out or regularly spend time with people who are not a good influence.
- ☐ I understand that I must not use or be in possession of any weapons.

student initials _____

parent initials _____

HOMESTAY

Expectations:

I appreciate that the opportunity to live in a homestay environment provides a valuable opportunity to learn about other families and cultures.

- ☐ I understand that being successful in a homestay program requires effort and dedicating time to get to know my homestay parent(s) and siblings. I understand that I will need to balance time spent with friends with time spent with host family.
- ☐ I will be an active participant and open to sharing my culture while learning about a new culture
- ☐ I will participate in host family life, obey family rules and show respect for all members of the household.
- ☐ I agree that I will not participate in overnight trips on my own or with peers/ other students. I understand that students cannot be alone overnight, or spend the night **in any location** without adult supervision. I must be supervised overnight by an approved adult over the age of 25, without exception.
- ☐ I understand that I need to communicate with my host parent(s), respect my host family's curfew and ask for permission before going out. I agree to inform my host parents about my whereabouts when I am not at home and provide contact phone numbers.
- ☐ I understand that ignoring curfew, or lying about my whereabouts are serious infractions.
- ☐ I understand that being absent from my host family's home [overnight] without permission **will result in dismissal from the program.**
- ☐ I understand that I may be held financially accountable for any damage I cause to the property of the host family (ie to their home, household items, recreational equipment, and automobiles) Deliberate damage, vandalism, theft will result in immediate dismissal from the program.
- ☐ Students are responsible for their own debts, conduct and actions while participating in the Program.
- ☐ I understand that I must not ask host parents for use of their credit cards, borrow money from or lend money to host family members.
- ☐ I agree to discuss with the Homestay Coordinator or School Guidance Counsellor if any problems arise that cannot be resolved between my homestay and myself.
- ☐ I will make every effort for the homestay to be a success.

student initials _____

parent initials _____

SCHOOL

Academic expectations:

- ☐ I understand it is a privilege to be an international student at CRPS and as such I am an ambassador for my home school, home country and family.
- ☐ I understand The minimum expectation for international students is to pass all courses, i.e. achieve the minimum passing mark of 50%. I agree to complete all homework assignments, projects and tests in a timely manner and I will practise academic honesty and not plagiarize any work or use AI (Artificial Intelligence) to falsely represent myself. Cheating may result in dismissal from the program. I understand that I am expected to ask for help if something is challenging so that the goal of passing can be achieved. Part of the educational experience is for students to learn to advocate for themselves and to make the effort required to be academically successful.
- ☐ **If I am a one semester or one year student, regardless of grade: I understand that I must maintain a full timetable (4 courses per semester) and I am not allowed to have a spare block in my school day.**
*Multi-year students in their grade 12 year are assessed on a case-by-case basis to balance needs.
- ☐ I understand that I am not allowed to drop a course.
- ☐ **Course timetable change requests:** There is a strict deadline for timetable changes. After this date, I understand that it will not be possible to make changes to my timetable.

Attendance expectations:

- ☐ I agree to attend all my classes and be on time. I understand that all absences must be explained by a homestay adult and (repeat) illness may require a Doctor's note. Unexplained absences and Chronic absenteeism will not be tolerated and may lead to suspension or dismissal from the program.

Basic Behaviour Expectation:

- ☐ Students are expected to be respectful and polite with every teacher and CRPS staff member at all times. Disrespectful behaviour will not be tolerated. I will not fight, bully, taunt or harass anyone in person or using the internet, social media or other technology.

Cell phone use in school:

- ☐ I understand that using my cell phone and accessing social media during the school day will not be allowed. This Alberta-wide educational policy came into effect for the 2024-25 school year in all schools across the province, and will dramatically reduce/ or completely eliminate use of cell phones during school days. I will respect this policy and agree to obey these limitations and understand that **my cell phone will be confiscated if I break this policy.**

School library items/ and borrowed items:

- ☐ I understand that any library books, calculators or other items I have borrowed from the school, must be returned before I leave the program. Any outstanding fees, missing or unreturned textbooks or calculators or other missing items will be invoiced to the natural parents/ guardians.

Extracurricular activities and fees:

- ☐ I understand that I am responsible for paying for any extra curricular sports, teams or activities that I participate in.

student initials _____

parent initials _____

TRAVEL

Travel requests:

- ☐ I understand that unsupervised travel alone, anywhere, while in the CRPS Program is not allowed.
- ☐ I understand that traveling together **anywhere** with peers, even if someone in the group is 18 years old, is not allowed.
- ☐ I understand that I must not miss school time for personal trips, volunteer work, or non-school based sport competitions.
- ☐ Students may only travel during school time **with their homestay parents or natural parents**. All travel plans **MUST** be communicated well in advance (a minimum of 7 days prior) and are subject to approval by CRPS and natural parents.

Travel together with homestay:

- ☐ I agree that all travel

a) outside of the province and

b) travel, which extends over school days, requires written permission from the School Division and from my natural parents.

The school district may deny requests to travel if there are concerns about academic performance or if the student's safety or supervision is of concern.

The final decision on all travel requests rests with the school division.

Family visits:

- ☐ I acknowledge that CRPS does not support natural family trips to Canada and/ or student trips back home during the school year. These trips interfere with the student's experience, school obligations and ability to adapt to a different environment abroad. If absolutely necessary, we suggest that parents visit their child at the end of the school year when the program has concluded. CRPS must be informed prior to making definitive arrangements.

A NOTE TO NATURAL PARENTS about local trips and activities and getting around within the Bow Valley (= defined as Canmore, Exshaw, Dead Man's Flats, Harvey Heights and Banff area)

We encourage students to use ROAM transit to get around within Canmore and Banff, as well as between the two communities. Please also note, that an international student is NOT allowed to obtain a driver's license or to drive any motorized vehicle.

However, in Alberta, a local student aged 16 years old can have a full Class 5 driver's license, which would allow him or her to operate a passenger car or truck with passengers. Your son or daughter may become friends with local students who have a Class 5 license and may therefore be offered rides to and from school or after school activities. As a program, because a Class 5 driver's license supports this, we are also agreeable with this within the area of Banff, Canmore and Exshaw.

We do NOT, however, allow students to take trips with a young driver less than 25 years old outside of this 30km radius of Canmore.

Airport Transfers:

As part of the CRPS International Student Program fees, each student is required to pay a Transportation and Activity fee. This fee includes monthly activities/transportation to the activities, and two (2) airport transfers, i.e. transportation from the airport to homestay upon arrival to the program, and transportation from homestay to the airport upon departure of the program. This nominal fee is mandatory, non-refundable and non-transferable.

In a case where a student has been given permission to travel during the school year, communication about possible airport transfer needs to be handled via the International Program Office. Any additional airport transfers required during the program, will result in a fee of \$250 CAD/one way invoiced to the student/agent. Arrival and departure times must conform to the recommended times listed on the "Important dates" document. Flights must arrive between 9:30am-6:00pm, and depart between 12:00pm-7:00pm.

End of Program:

- ☐ I agree that I must return to my home country at the end of the program, and by the date set by the program, i.e. end of January (for Fall Term students), or end of June (for Full Year & Spring Term students).
- ☐ CRPS does not allow students to stay in our program past the program dates **including over the summer holidays.**

student initials _____

parent initials _____

REFUND POLICY

In the event that I decide not to attend the International Student Program for personal reasons, I agree that only a portion of the paid tuition fee will be refunded. In all cases, CRPS will retain \$425.00 to cover administrative expenses and \$700.00 for homestay placement fee, and the following refund policy will apply:

Full refund (less \$425.00) if my student's authorization for a study permit is not approved by Citizenship and Immigration Canada, and supporting documentation of this rejection is forwarded to Canadian Rockies Public Schools.

75% of the full tuition fee if I withdraw 60 days to 31 days prior to the start of the school term

50% of the full tuition fee if I withdraw within 30 days prior to the start of the school term

I will receive no refund, for whatever reason:

- if I withdraw or am expelled on/after the school term begins
- if I am found to be in violation of the law, policy or regulation as determined by the Government of Canada, police, CRPS, and/or school administrators (violations may include but are not limited to chronic absenteeism, suspension from school, consumption/ possession/ distribution of alcohol and drugs or vaping substances, significant behaviour issues, and or failing to abide by the terms and conditions of the International Student Program Participation Agreement.
- if there is false information provided or non-disclosure on the application regarding a student's perceived learning or physical disability, undisclosed learning needs, behavioural concerns, mental health conditions, medical history and/or criminal history.
- if I fail to provide all required documents, including required documentation for CRPS and required government documentation, no refund will be provided.

student initials _____

parent initials _____

MEDICAL COVERAGE

- ☐ A condition of participation in the program is providing proof of comprehensive healthcare coverage throughout the duration of stay in Alberta. We provide this service through guard.me international insurance.
- ☐ We, as parents of the undersigned student, do hereby authorize the School Division staff and the homestay parents to consent to any X-ray examinations, anesthetic, medical or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is rendered under the general supervision of any licensed physician or surgeon, whether such treatment or diagnosis is rendered at the office of said physician or surgeon or at a hospital.

- ☐ It is understood that the authorization is not given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of the School Division to give specific consent to any and all such diagnoses, treatment or hospital care which the aforesaid mentioned physician or surgeon in the exercise of his/her best judgement may deem advisable.

INSURANCE CLAIMS

- ☐ Each CRPS international student is required to be covered under the guard.me emergency health insurance benefit plan. Under this plan, the student is covered for any emergency health care; i.e. a visit to the hospital including any medical incident resulting from all regular school sanctioned events.
- ☐ **The student must pay on own and collect all receipts and doctor's reports at the time of treatment in order to make a claim.** The initial cost for treatment at the hospital is around \$1,500.00, therefore, the student should have a credit card limit with at least this amount.
- ☐ Please refer to the guard.me Benefit Summary for what is covered (certain limitations apply) and what is not covered if your insured child has a new sickness or injury that first occurs AFTER the start date of your policy,

student initials _____

parent initials _____

GENERAL RELEASE

We, the undersigned, do waive and release all claims against the School Division for the injury, loss, damage, accident, delay or expenses resulting from the applicant's participation in the International Student Program. We also release the School Division and agree to indemnify them, with regard to any financial obligations or liabilities that the applicant may personally incur, or any damage or injury to the person or property of others that the applicant may cause while participating in the International Student Program.

We understand that the School Division is not responsible for any loss or injury suffered by the applicant during the periods of travel. If the applicant becomes ill or incapacitated, the School Division may take such actions as it considers necessary, including securing medical treatment and transporting the applicant home at his or her own expense. We release the School Division from all liability related to such actions.

We understand that the applicant's participation in the Program may be terminated at the discretion of the Superintendent of Schools without any refund of fees, and that the applicant may be sent home at his or her own expense if he or she does not adhere to School Division rules, standards and instructions as set forth in the school's agenda, handbook and the International Student Participation agreement.

This agreement with the School Division cannot be modified or interpreted except in writing by the Superintendent of Schools.

 Name of Student

 Student's signature

 Date

PARENTAL REPRESENTATIONS:

I/WE THE PARENTS OF THE STUDENT SIGNING ABOVE, HAVE READ AND AGREE TO ALL THE ABOVE AND I/WE AGREE THAT WE WILL USE OUR BEST EFFORTS TO ENSURE THAT OUR CHILD HONOURS ALL THE OBLIGATIONS SET OUT AND WE AGREE TO BE BOUND BY THE RELEASE AND AUTHORIZATIONS.

Further, as parents/ guardians of the above mentioned student, we declare that:

1. My/our child has no history of engaging in criminal behaviour or sexual misconduct
2. My/our child has no known history of of any social, emotional, behavioural, physical, mental health related issues (including but not limited to depression, anxiety, eating disorder, suicidal ideation etc) or or pre-exisitng conditions that could affect their successful participation in school or homestay
3. My child is able to succeed academically without additional support for any diagnosed or undiagnosed learning challenges
4. I know of no reason why my child cannot successfully participate in the CRPS International Student Program.
5. I/we understand that if our child leaves the program and there are outstanding fees for missing or borrowed textbooks, calculators that have not been returned, or if there is damage done to homestay property or personal belongings, we as the parents will be held responsible for the cost of repair or replacement of these items.

Termination of this Agreement:

The School District and CRPS International Student Program may end this Agreement at any time, without notice and without Refund of any fees paid and dismiss my child from the program if:

- a. Any information in my child's application for admission is untrue, including any undisclosed illness, medical or mental health conditions or undisclosed educational needs;
- b. My child breaches their obligations and expectations and break Program rules, particularly those laid out on pages 1 and 2 of this document; or
- c. My child is unwilling or unable to perform to a reasonable academic standard and age-appropriate behavioural standards in school and/or homestay. Minimum academic standards are:
 - Passing grades in ALL subjects (a minimum of 50%)
 - Participation in all classes; no unexcused absences
 - Positive attitude and good work habits in all classes
 - Positive attitude and willingness to work to make their homestay experience a success

I understand that any failure of my child to comply with all of the above, will result in them being served Letters of Expectation, being placed on Probation, suspension, served a Warning, or Dismissal as determined appropriate and necessary by the International Student Program, District Principal/ Superintendent of Schools and School District.

The program reserves the right to dismiss any student whose mental health (physical, mental or emotional) and/or behaviour, as determined by the administration of the host school and/or Program Staff, compromises the safety or security of themselves or those around them.

Name of Parent/ Guardian 1

Signature of Parent/ Guardian 1

Date

Name of Parent/ Guardian 2

Signature of Parent/ Guardian 2

Last updated: June 2025

Date