

5635 Yonge Street, Toronto, Ontario, Canada M2M 3S9  
Office: 416-850-0649 Fax: 416-850-1336  
www.tfshighschool.com info@tfshighschool.com

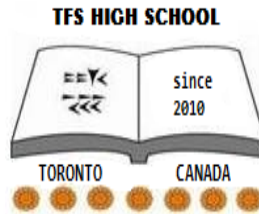
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## International Student Programs Application and Procedure

**Please submit complete Application Package by email, mail or in person for evaluation.**

**Items 1-7 must be submitted before we can evaluate your application:**

1. Completed, signed and dated Student Application by parent and student
2. Application fee (non-refundable) of CAD \$500.00 is to be made payable to the **TFS High School** by personal cheque, credit/debit card, e-transfer, money order or bank draft.
3. Photocopy of translated school report cards/transcripts from the current year (if applicable) and the last three years.
4. Photocopy of student's passport and birth certificate.
5. Two Custodianship Declaration documents for students under 18 years of age:
  - photocopy of notarized Parents form (to be prepared in home country)
  - photocopy of notarized Custodian form (to be prepared in Toronto)Forms are available on <http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf>
6. Proof of custodian's status in Canada (one photocopy of the following documents: Canadian Citizenship card/Passport/Birth Certificate or Canadian Permanent Resident Card)  
**Note:** Students at or over 18 years of age, before the start of the school term, must have a Toronto Contact Person while studying in TFS but do not require custodianship declaration.
7. Two documents showing proof of address in the City of Toronto for parent/guardian/custodian
  - a photocopy of the current rental lease or property tax bill
  - a photocopy of the most recent utility bills (Hydro, Water, Gas or Cable) or home telephone bill or bank statement



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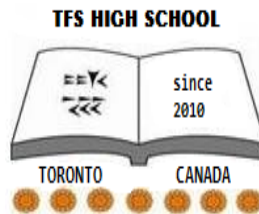
### **Notification of Acceptance and Payment of Tuition Fee**

- Notice of Offer of Acceptance will be sent out to the student, custodian or agent by email or phone one week after receipt of the application package. Tuition fee (CAD\$8,000.00) is now due.
- Tuition fee is to be made payable to the **TFS High School** by certified cheque, money order, credit/debit card, e-transfer, or bank draft. It can also be paid in person . **Failure to pay the tuition fee before the deadline may cause cancellation of the offer of acceptance.**
- Official Letter of Acceptance and Receipt will be issued upon receipt of tuition fee. Receipt can be picked up in person, or sent by email to the student, custodian or agent to apply for a study permit in Canada .
- Please notify the TFS of your current status of visa application (i.e. study permit approved, denied or delayed) by email to info@tfshighschool.com or by fax at (416) 850 -1336.
- **A full refund, less the \$500 Application and Registration Fee will be granted if Citizenship and Immigration Canada does not issue the Study Permit. To obtain a refund, the student must provide:**
  1. **The Original Letter of Rejection from Citizenship and Immigration Canada**
  2. **The Original TFS Official Letter of Acceptance**
  3. **The original receipt of tuition payment**
  4. **A written refund request by the parent including the name and address of the cheque recipient or wire transfer details**

There will be no refund of the tuition fee in the following circumstances:

- - **if the student chooses to withdraw for any reason .**
- - **if the student is found in violation of school regulations and asked to withdraw from the school**
- - **if false medical information was given and conditions were not disclosed**

In the event that the student's immigration status changes during the school year, the student or parent of the student is to contact **the TFS Admissions Office** immediately.



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### **Reporting (Arrival in Canada)**

Please plan to arrive in Toronto two to three weeks before classes begin with the following documents:

- **Study Permit (original and valid)**
- **Immunization Record**
- **Passport**
- **Most recent transcript or school report card (original and translated copy)**
- **Health Insurance Package**

**The TFS is committed to providing the best educational opportunities possible for International Students. In order to facilitate this, International Students, regardless of age, must participate according to the following conditions:**

1. The student must obey the laws of Canada, the Province of Ontario and follow the rules, guidelines and policies of the TFS.
2. The student must follow all specific school and Board regulations regarding attendance, course responsibilities and behavior. The student must attend school on a daily basis. A written note from a custodian/parent or doctor should be submitted to the school when absent.
3. The student or custodian must contact the school if the student moves and/or changes custodian.
4. The student must maintain a full-time timetable. In a semester secondary school, this means 4 courses per semester.
5. The student's reports on attendance, academics and emotional/psychological concerns can be shared with parents and custodian in order to provide the necessary guidance and assistance for student success.
6. The student and family acknowledge that based on the information in the application, the TFS has the right to make educational decisions, including placement and program selections in the best interests of the student within the available resources.
7. The student and family understand and agree that inaccuracies in the application or failure to abide by the above conditions may result in immediate dismissal from the TFS.

Students will be required to take English as a Second Language and Mathematics placement test before enroll in program.