



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

1335 Dominion Avenue, Port Coquitlam, BC V3B 8G7
Phone: (604) 942-7465 Email: office@acrss.org www.acrss.org

International Student Program – Application Procedure

To Whom It May Concern:

Thank you for your interest in the International Educational Programs at Archbishop Carney Regional Secondary School. Our school offers fully accredited Grade 8 to 12 courses. We have developed programs that support both the learning of the English language and the academic courses as defined by the Ministry of Education of the Province of British Columbia and the Catholic Independent Schools of Vancouver Archdiocese.

To apply for admission, international students must complete the following:

- ❖ **Application Form** completed and signed by both parents and student
- ❖ **Refund Policy and Terms of Agreement** completed and signed
- ❖ **Report card** copy translated into English from the current and past one year of study
- ❖ **Relevant awards and certificates** copy
- ❖ **Copy of student's passport**
- ❖ **Medical Insurance Information**

Upon receipt of the above requested documents, your application will be evaluated to determine if you qualify for an interview. Students of successful interviews will be offered a space in our program. Upon receipt of the completed application form, you will receive an invoice outlining payment of full tuition and miscellaneous fees, the necessary authorized immigration documentation will be written.

All tuition and fees are non-refundable after the clearing of the initial deposit in the school's bank account, with the exception that Immigration Canada does not approve the required visa documents.

If you have any questions or concerns, please feel free to contact the International Educational Program Director, Mr. Antonio Sorace by email at asorace@acrss.org or 604-942-7465.

Thank you for your interest in our program. We look forward to providing your child with an extensive and enjoyable education.

Sincerely,

Mr. Antonio Sorace
Director of International Program
Vice Principal



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NEW INTERNATIONAL STUDENT APPLICATION 2026-2027

PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION IN FULL

Archbishop Carney School is committed to ensuring the safety of all students. Information on this form is an essential component of the school's emergency response. In the event of an emergency, such as a major earthquake while your child is at school, information provided on this form will assist the school in the temporary care of your child and in making contact with you or someone authorized to act on your behalf. A FULLY completed, up-to-date copy of this form must be provided to the school as required by the Ministry of Education. Keep a completed copy of this form readily available for your reference and update.

APPLYING FOR (SELECT ONE)

2026-27 Entire School Year (September 2026 to June 2027)

2026-27 Short-term Arrival Date: _____ Departure Date: _____

Enrolling in Grade:

8 9 10 11 12 Graduating Program or Auditing only Program

English level: Beginner Intermediate Upper-intermediate Advanced Proficient

STUDENT INFORMATION

<u>Student Legal Last Name</u>	<u>Student Legal First Name</u>	<u>Student Legal Middle Name</u>	<u>Student English name</u>
<u>Gender (Male/Female)</u>	<u>BD: day/month/year</u>	<u>Religion</u> Catholic <input type="checkbox"/> yes <input type="checkbox"/> no	<u>Student Cell Phone #</u>
<u>Student email address</u>		<u>CITIZENSHIP</u>	
<u>Place of birth</u> (if Canada, give Province; if USA, give State; if other, give country)		<u>Medical Care Card Number (if applicable)</u>	

Medical Alert: If yes, explain/attach medical conditions, allergies, medication information and special instructions.

Please check (✓) if an EpiPen is required. yes no

STUDENT MEDICAL INFORMATION AND ACCOMMODATION FOR LONG TERM STUDENTS

Do you currently have *MSP yes no (if yes, provide copy of MSP card with expiry date).

Will you be providing your own insurance for the first 3 months? yes no (if yes, provide copy of private insurance)

If No, we will provide you with 3 months of insurance and include the cost in your invoice, however after 3 months your agent is responsible for applying for your MSP.

*MSP is the Medical Service Plan, which is the Province's public health insurance plan. Enrollment is mandatory for anyone living in BC for six months or longer.



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PARENT INFORMATION

<u>Family Address</u>		
<u>Main/Primary Phone #</u>	<u>Primary language spoken in the home</u>	
<u>Mother's Name</u>	<u>Mother's Occupation</u>	<u>Mother's Contact Phone #</u>
<u>Mother's Citizenship</u>	<u>Mother's Signature</u>	<u>Mother's Email</u>
<u>Father's Name</u>	<u>Father's Occupation</u>	<u>Father's Contact Phone #</u>
<u>Father's Citizenship</u>	<u>Father's Signature</u>	<u>Father's Email</u>

To the best of my knowledge, all information on this application is correct. If admitted to Archbishop Carney Regional Secondary School, I agree to abide by its policies and regulations. I have read, understood and agree to the refund policy of the school.

STUDENT NAME _____ SIGNATURE _____ DATE _____

PARENT/GUARDIAN _____ SIGNATURE _____ DATE _____



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REFUND POLICY AND TERMS OF AGREEMENT

- ❖ I understand that a successful experience in Archbishop Carney Regional Secondary School (ACRSS) International Education Programs requires regular class attendance, completion of all homework and assignments, and active participation in all activities offered by the programs.
- ❖ I acknowledge that ACRSS reserves the rights to dismiss and return a student home, at the student's own expense and without tuition refund, for violating school rules.
- ❖ The status of a new student (International vs. landed immigrant/resident) will be determined at the time of the application. The status will remain unchanged for the entire school year.
- ❖ If a prospective student cannot obtain proper documentation from Immigration Canada, the student must provide a letter of rejection to the school. A full refund less \$250 processing fee will be made. **In any other circumstances, all tuition and fees are non-refundable after the clearing of the initial deposit in the school's bank account.**
- ❖ An international student who is accepted into ACRSS at the request of an approved agent must continue this relationship with this agency for the full school year.
- ❖ While attending ACRSS, international students must reside with a natural parent, a legal custodian or homestay parent in the Lower Mainland of British Columbia.
- ❖ A notarized letter from parents appointing the legal guardian AND a notarized letter from the custodian accepting responsibilities for the student are required to appoint a legal custodian. Parents are responsible for notifying the school of any changes regarding a student's custodianship and residence.
- ❖ A student who is in violation of this agreement may be withdrawn from ACRSS and forfeit tuition paid.

- I agree that my child's host parents/custodian may sign the consent forms for chaperoned field trips or other activities offered by ACRSS.
- I have read, understood and agreed to abide by the school policies. I understand that any failure to comply with the school policies will result in withdrawing the Archbishop Carney Regional Secondary School as an international student.
- I understand that all tuition and fees are non-refundable after the clearing of the initial deposit in the school's bank account, with the exception of an application for a visa that is denied by Immigration Canadian.
- I have read, understood and agreed to the above terms in the agreement.

Parent's Name (Print)

Parent's Signature

Date Signed

Student's Name (Print)

Student's Signature

Date Signed



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APPLICATION ACKNOWLEDGEMENTS

CANADIAN MEDICAL INSURANCE

All international education students studying in Archbishop Carney Regional Secondary School (ACRSS) are required to purchase a BC MSP medical insurance. Pre-existing conditions are not covered by Canadian medical insurance. A pre-existing condition is described as a physical or medical condition for which medical diagnoses or treatment is recommended or received before a student arrives in Canada. It is mandatory for students to have proof of Canadian BC MSP medical insurance coverage while attending our school throughout the academic year. If this coverage expires, the student will not be permitted to attend our school until the updated proof of Canadian medical insurance coverage is provided at our office at the student's own expense.

Parent's Initials

MEDICAL CONDITIONS

If my child has ongoing medical issues (i.e. allergies, diabetes, etc.), I need to take special precautions in preparing and managing my child's condition overseas. If my child uses specific medication, I will be sure to plan accordingly because my child may not be able to find his/her exact prescription in Canada. If my child's condition requires periodic care by a physician or could require medical attention, I will inform ACRSS International Program Director in advance so that preparations can be made.

Parents' Initials

I acknowledge that ACRSS is neither financially nor otherwise responsible for the day-to-day medical care necessary in the treatment of pre-existing conditions of my child. I understand that I am fully responsible for disclosing the need for any daily maintenance required of any condition that my child should receive, including full compliance with prescribed medication and other treatment.

Parent's Initials

I acknowledge that I am fully responsible for providing any prescribed medication or other treatment sufficient to meet the needs of my child for the duration of their studies in Canada.

Parent's Initials

REFUNDS

All Tuition and fees are non-refundable after the clearing of the initial deposit in the school's bank account, with the exception that Immigration Canada does not approve the required Visa documents.

Parent's Initials

Parent's Name (Print)

Parent's Signature

Date Signed