



# ST. ANN'S ACADEMY

ESTABLISHED 1880

## International Students Program Application Package Checklist

---

St. Ann's Academy (est. 1880) has a long-standing tradition of providing excellent educational programs for both domestic and international students. We greatly value the contributions our international students bring to our community and welcome prospective students to apply, using the following procedures.

### **Application Process:**

Along with the fully completed Application Form, the documents listed below must be included at the time of submission in order to process and consider your application. Failure to submit any of the required documents may delay the processing of your son or daughter's application.

#### **Step 1 Complete the school application form:**

- Complete the student application form in English
- Print the completed application and sign where indicated

#### **Step 2: Prepare the following documents:**

- Original or certified true copies of transcripts or school report cards from the last 2 years of school (translated into English)
- 3-5 recent photographs of the student and his/her family at home
- Copy of current passport (clearly showing the passport number, dates of issue, and expiry, name and date of birth)
- Copy of current Student Study Permit (if applicable)  
Obtained from the Canadian Embassy of the student's home country
- Copy of verification of birth (Birth Certificate)
- Copy of Baptismal Record if the student has received the Sacrament of Baptism
- Recommendation letter from the last School Principal
- Recommendation letter from the last English Teacher of the student

#### **Step 3: Prepare the application fees**

- Application fee \$250 CAD (non-refundable). Accepted forms of payments are wire transfer, e-transfer, or money order payable to St. Ann's Academy

#### **Step 4: E-mail the application form with supporting documents to:**

- officeadmin@st-anns.ca

#### **Step 5: Interview with St. Ann's Academy Administration**

- After the completed application form, required supporting documentation, and application fee have been submitted, St. Ann's Academy will contact you to arrange a Zoom interview with the School Administration.

#### **Notification of Acceptance**

- #### **Step 6:**
- Acceptance into the International Student Program is determined by St. Ann's Academy Administration. Students who are accepted will receive initial notification, usually by email. Once tuition fees have been paid, an official Letter of Acceptance will be issued for immigration purposes.

### Step 7: Begin the Study Permit Process

- ❑ As it may take a while to obtain these documents, the application process should be started immediately upon receipt of your official Letter of Acceptance from St. Ann's Academy.

### Step 8: Notarized Custodianship

- ❑ Two notarized documents for minor children (under 18 years of age). The first notarized document must be signed by the parents or legal guardian of the minor child in the child's country of origin. The second notarized document must be signed by the custodian in Canada. If you have chosen to appoint St. Ann's Academy as your child's custodian you will receive a Notarized Custodianship document after the Notice of Acceptance Letter and full tuition has been paid.

### Step 9: Complete the Homestay Application Form

- ❑ If you require St. Ann's Academy to place you into a Homestay family for the duration of your stay please fill out the Homestay Application Form. Once completed, send the application to [advancement@st-anns.ca](mailto:advancement@st-anns.ca).

---

**Key dates:** January - March: International Student Application Intake  
March - May: Interviews and Acceptance Letters  
May 1st : All International Student Tuition must be paid

### Program Fees:

Long Term Academic Program	10 month stay
Application Fee	\$250
Homestay Monitoring Fee	\$500
Homestay Fee	\$12,000
Tuition Fee	\$18,000
Medical Insurance Fee	\$600
Activity Fee	\$500
Total	\$31 850

• Average Uniform Cost \$250

Short Term Academic Program	3 - 5 month stay
Application Fee	\$250
Homestay Monitoring Fee	\$500
Homestay Fee	\$3600 - \$6000
Tuition Fee	\$10 000
Medical Insurance Fee	\$180 - \$300
Activity Fee	\$500
Total	\$5030 -\$17 550

• Average Uniform Cost \$250



FOR OFFICE USE ONLY:  
DATE RECEIVED: \_\_\_\_\_

**AGENT INFORMATION**

\_\_\_\_\_  
(Agent Name) \_\_\_\_\_  
(E-mail)

**STUDY PERIOD APPLICATION**

Check one only:

LONG TERM	SHORT TERM
<input type="checkbox"/> Full Year (September - June) <b>(Study Permit Required)</b>	<input type="checkbox"/> 3 months (September - November) <input type="checkbox"/> 4 months (September - December) <input type="checkbox"/> 5 months (September - January)

*Grade placement of choice is not always possible, and will be determined by Program Staff, given the student's English ability and academic history, as well as space availability.*

I wish to apply for **2025/2026 Grade:** \_\_\_\_\_

I hope to (check one):  Graduate in British Columbia  Develop English skills only  Study for credit

**GENERAL INFORMATION**

**STUDENT INFORMATION:**

Legal Surname (as appears on passport) \_\_\_\_\_ Legal Given Name(s) \_\_\_\_\_ Canadian Name (if desired) \_\_\_\_\_

Current Mailing Address \_\_\_\_\_ City/Town \_\_\_\_\_ Place of Birth \_\_\_\_\_

Province/District/State \_\_\_\_\_ Postal Code/Zip Code \_\_\_\_\_ Country \_\_\_\_\_ Citizenship \_\_\_\_\_

E-mail address \_\_\_\_\_ Home Phone including country code and city code \_\_\_\_\_ Date of birth (dd/mm/yyyy) \_\_\_\_\_

Gender  Female  Male Language spoken at home \_\_\_\_\_ Current Grade \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

**PARENT/GUARDIAN:**

**PARENT/GUARDIAN:**

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Relationship to Student:  Mother  Father  Legal Guardian  Mother  Father  Legal Guardian

Date of Birth: \_\_\_\_\_ Speaks English?  Yes  No \_\_\_\_\_ Speaks English?  Yes  No  
(month) (day) (year) (month) (day) (year)

Child Resides With You?  Yes  No Citizenship: \_\_\_\_\_  Yes  No Citizenship: \_\_\_\_\_

Mailing Address:  same as student, or: \_\_\_\_\_  same as student, or: \_\_\_\_\_  
(please list exactly as it needs to appear on approval documents)

Home Phone Number:  same as student, or: \_\_\_\_\_  same as student, or: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

Above information can be used for emergency contact:  Yes  No  Yes  No

Parental Custody in Home Country:  Both Parents  Mother  Father  Other, (please specify): \_\_\_\_\_

Is there legal documentation in the case of custody or restricted access by the non-custodial parent?  
 Yes (If "Yes", please send documentation to the office)  No

## FAITH INFORMATION

Religion: \_\_\_\_\_ Parish: \_\_\_\_\_

Sacraments Received:  Baptism  First Communion  Reconciliation  Confirmation

Please indicate parents' faith: Mother: \_\_\_\_\_ Catholic \_\_\_\_\_ Non-Catholic Father: \_\_\_\_\_ Catholic \_\_\_\_\_ Non-Catholic

## EDUCATION INFORMATION

Failure to complete the following section completely and accurately may result in the removal of your child, as the school may not be able to provide the resources required. As a part of the registration process, we may contact current or former schools for information about your child's attendance, performance, and behaviour.

List the last two schools the student attended starting with the most recent:

School	Grade	Dates of Attendance

Have you ever taken English classes?  Yes  No If "Yes", for how long? \_\_\_\_\_

How would you rate your English ability?  Beginner  Intermediate  Advanced/Fluent

### English Competence:

Speaking English  Beginner  Intermediate  Advanced/Fluent

Writing English  Beginner  Intermediate  Advanced/Fluent

Reading English  Beginner  Intermediate  Advanced/Fluent

Listening/Comprehension in English  Beginner  Intermediate  Advanced/Fluent

What are your favorite subjects in school?  Math  English  Technology  Art  Biology  
 Drama  Geography  Physical Education  Music  Physics

What are your most difficult subjects in school? \_\_\_\_\_

Have you ever traveled or studied abroad before?  Yes  No If "Yes", where? \_\_\_\_\_

What extra-curricular activities are you currently involved in? \_\_\_\_\_

Do you plan to graduate in British Columbia?  Yes  No

What are your post-secondary plans and future career direction? \_\_\_\_\_

Will you require your Canadian marks to be legalized upon completion of your study program in Canada?  Yes  No  
 (If "Yes", **\$100.00** CAD fee will be charged)

Does your child currently have a diagnosis that impacts his/her learning?  Yes  No If "Yes", please indicate below:

- Physically Dependent (multiple needs)  Deaf/Blind  Deaf or Hard of Hearing  Gifted  Mild Intellectual Disabilities  
 Students Requiring Behaviour Support  Visual Impairment  Autism Spectrum Disorder  Students with Mental Illness  
 Physical Disability or Chronic Health Impairment  ADHD/ADD  Learning Disability (Dyslexia, Dyscalculia)

If your child does not have a formal diagnosis for any of the above, please specify below whether a recommendation, suggestion, referral, and/or assessment (completed or in process) was made for either any of the above diagnoses or for another reason by either a school or medical doctor:

Are there any issues or concerns regarding your child's behaviour?  Yes  No If "Yes", please check all that apply:

- Expulsion  Alcohol, Drugs, Vaping  Attendance/Absenteeism  Prolonged absences (more than 15 days)  
 Suspension  Disciplinary History (please disclose below)  Difficulty remaining in class  Difficulty fully integrating into the classroom environment

Please provide details of all behaviour issues or concerns. Indicate whether a recommendation, suggestion, referral, and/or assessment (completed or in-process) was made for any of these by either a school or medical doctor:

## MEDICAL INFORMATION

All international students are required by law to purchase medical coverage as a condition of their acceptance into the International Student Program. St. Ann's Academy arranges coverage through Student Guard (<http://www.guard.me/faqs.php>) at a fee of \$60 per month for students staying for a period of less than 6 months. Medical cards will be distributed to students upon arrival.

Do you have any allergies? (for example: medication, food, animals etc.)  Yes  No If "Yes", please describe below:

Do you have any special dietary requirements? (for example celiac, vegetarian)  Yes  No If "Yes", please describe below:

Do you have any ongoing health concerns?  Yes  No If "Yes", please describe below:

Do you take medicine or prescription medication on a regular basis?  Yes  No If "Yes", please describe below:

(You must bring enough medication for the duration of your stay, as this will not be covered by the insurance plan.)

Do you have a disability/disorder/condition that requires special education support or additional care?  Yes  No If "Yes", please describe below:

Have you been diagnosed with any mental health conditions and/or are there any concerns about your mental health?  Yes  No

If "Yes", please check all that apply:

Depression  Accessed Counseling Services (in-school or out-of-school)  Anxiety  Mood Disorder  Eating Disorder

Other (please specify) \_\_\_\_\_

In an emergency, you may send my child to the hospital:  Yes  No

## PERSONAL INFORMATION

Do you have any brothers or sisters?  Yes  No If "Yes", please list below:

\_\_\_\_\_  
(Name) (Age)  Male  Female \_\_\_\_\_  Male  Female

\_\_\_\_\_  
(Name) (Age)  Male  Female \_\_\_\_\_  Male  Female

Do you play a musical instrument?  Yes  No If "Yes", what kind and for how long?:

List the interests in sports and hobbies and activities in which you would like to be involved in:

Soccer  Football  Downhill Skiing  Hiking  Volleyball  Tennis  Gymnastics

Biking  Hockey  Basketball  Golf  Skating  Swimming  Track & Field

Snowshoeing  X-Country Skiing  Working Out at the Gym  Other, specify: \_\_\_\_\_

Social Media  Sewing/Fashion  Crafts  Dance  Shopping  Photography  Drawing/Painting

Reading  Video Games  Singing  Movies  Music  Board Games  Other: \_\_\_\_\_

How would you describe yourself? (check all that apply)  Shy  Organized  Active  Studious  Like being outdoors  Independent

Quiet  Outgoing  Friendly  Talkative  Athletic  Other: \_\_\_\_\_

Easily worries  Disorganized  Don't worry too much

If you attend church or temple, please indicate the type and how often: \_\_\_\_\_

## PERSONAL INFORMATION CONTINUED

Describe your favourite foods: \_\_\_\_\_

Describe your least favourite foods: \_\_\_\_\_

Have you ever been away from your family for long periods of time?  Yes  No If "Yes", where and for how long:

Describe any concerns you may have about living in Canada: \_\_\_\_\_

Additional information to help with homestay family placement (if applicable): \_\_\_\_\_

## CUSTODIAN INFORMATION

Citizenship and Immigration Canada (CIC) **requires** that each student have a custodian in the community. We are willing to accept this responsibility, should you wish for no charge. Please indicate your preference. **(check only one):**

- I want St. Ann's Academy to be the custodian for my child and to arrange homestay placement.
- I want to appoint my own custodian for my child and I will arrange my own homestay placement. I accept that the appointed custodian must reside in Kamloops, and be 25 years of age or older. I will submit a notarized declaration of custodianship to the Program Office prior to my child's arrival.

## APPLICATION LETTERS AND PHOTOS

**Student application letter:** Please attach a short letter (200 - 500) words of introduction:

- What has prompted you to study with us here in Canada, at St. Ann's Academy
- Describe yourself and your interests
- Describe the goals that you have set for yourself and your expectations regarding your stay

**Parent application letter:**

Your child is taking a big step in leaving home to study abroad. Success in this endeavor requires maturity, a positive attitude, and a willingness to embrace another culture. Most importantly, though, your child needs your full and unconditional support. Please attach a short letter (200 - 500 words) describing your family, your child's personality and character at home, as well as your goals and expectations for him/her while studying with us in Canada.

**Student and Family Photos:** Please include 3 - 5 family photos of you, your family, and any activities that you enjoy doing

## HOMESTAY

I will reside with my parent/guardian in Canada (Please fill out information below)  I require a Homestay family (Please fill out Homestay Application)

Family Name	Given Name	Email Address		
Home Address	City/Town	Province	Postal Code	
Telephone Number	Citizenship	Occupation	Religious Affiliation	

## APPLICATION FEE PAYMENT METHOD

This non-refundable fee is for the application only and is required at the time of application. Each individual student application is \$250.00 CDN.

PLEASE NOTE: Completion of this form and payment of the application fee **DOES NOT GUARANTEE** automatic acceptance to St. Ann's Academy.

**Acceptance is subject to space, availability and interview.**

**Credit Card:**

Please select:  Visa  Mastercard  Other: \_\_\_\_\_

Cardholder's Name (as it appears on the card): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiry Date (as it appears on the card): \_\_\_\_\_ CVC (3 digit code on back of card): \_\_\_\_\_

**Bank Draft, E-transfer Or Wire Transfer:**  Bank Draft (payable to St. Ann's Academy)  Etransfer  Wire Transfer



## CONDITIONS/PERMISSIONS ACCEPTANCE AGREEMENT

St. Ann's Academy aims to provide an enriching academic program to its students while nurturing their spiritual growth and encouraging them to become responsible global citizens. However, we have certain expectations from our students who join our program. It is mandatory for every student and their parent(s) or guardian to read and agree to the following agreement, which outlines the terms and obligations of our program.

1. I/we confirm that all statements made and all information given in this application are true and will be relied upon by St. Ann's Academy in offering a place to my child in the program. Any inaccuracy in this application is grounds to permit St. Ann's Academy, in its sole discretion, to terminate the agreement and send my child home (without any refund and at the parents' expense).
2. I/we agree that my child will abide by all laws of Canada, and the School's Code of Conduct and Homestay guidelines and policies, as outlined by the School/Diocese. I/we understand that the unlawful use of drugs will not be tolerated and that alcohol use is also forbidden in all circumstances. I/we understand that violation of the above will result in my dismissal from the school. I/we understand that in case of dismissal, there will be no refund on tuition paid.
3. I/we appreciate that living in a homestay environment provides me with an opportunity to develop friendships with individuals of a different culture. I/we acknowledge that it is mandatory for me to live with the homestay family that has been approved and selected by the school. I/we will make every effort to make my homestay experience a successful one. While living with a homestay family, I will obey family rules and show respect for other family members. If problems do arise, I will attempt to resolve them with the parties involved. I understand that the Homestay Coordinator will be available to me if I require assistance.
4. I/we understand that if my child's educational or homestay needs are greater than disclosed in the application process, or change during his/her stay, St. Ann's Academy has the right to terminate participation in the program and send my child home at the parent's expense.
5. I/we confirm that my child has no history of criminal behaviour; no criminal or civil law charges; and no history of sexual impropriety, behavioural problems, or mental illness.
6. I/we understand and accept the obligation to attend all classes in the educational program provided to me. I agree that all absences must be explained by a note or telephone call from my parent/homestay parent and that unexplained absences may lead to my dismissal from the program.
7. I/we give permission for my child to participate in field trips and activities that are sponsored by St. Ann's Academy. I/we understand that my child will walk to and from Sacred Heart Cathedral during regular school hours to attend Mass or other school events. I/we understand my child will be accompanied and supervised by at least one St. Ann's Academy staff member.
8. I/we give permission for my child to travel with his/her homestay family outside of Kamloops, B.C. (within Canada) if the opportunity arises.
9. I/we understand and agree that although Canada and Kamloops are very safe places by world standards, and my child will be supervised both at school and by the homestay family, such supervision will not be constant and St. Ann's Academy cannot guarantee my child's safety. St. Ann's Academy and the homestay family cannot be held legally liable if my child is injured while in Canada. I/we as parents/guardian of the undersigned student, do hereby authorize the school staff and the sponsoring homestay parents to consent to any X-ray examinations, anesthetics, medical, surgical, or psychological diagnosis or treatment or hospital care which is deemed advisable, and is rendered under the general supervision of any licensed physician, surgeon, or mental health care professional, whether such treatment or diagnosis is rendered at the office of said physician, surgeon, or mental health care professional or at the hospital. In the event of an emergency, the school or homestay family member will send my child to the hospital, and afterward communicate to the natural parents.

10. I/we give permission for photographs of my child to be taken that may be used in promotional materials or on various school websites and social media.

11. I/we give permission for my child to use the internet at school. I understand that St. Ann's Academy does all it can to protect students from accessing harmful websites; however, it is not always possible to protect students from everything on the World Wide Web.

12. I/we the undersigned, do waive and release all claims against St. Ann's Academy for the loss, damage, accident, delay, or expense resulting from the applicant's participation in the International Student Program. We also release the school 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.

13. I/we understand that the applicant's participation may be terminated at the discretion of the principal 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 the school's guidelines and rules as set out by the School Code of Conduct, Student Handbook, and the Acceptance Agreement

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

15. In the event that an international student applicant does not arrive in Canada or decides to leave for personal reasons, a written request to the principal for a refund should be submitted. The following policies apply to international student refund requests:

- a) A full refund less 1 month's tuition if the student does not attend St. Ann's Academy.
- b) One-half of the total tuition if the student withdraws from St. Ann's Academy after the commencement of their admission and before the end of the first calendar month of their program.
- c) No refund of fees if the student withdraws after the first calendar month of their program, or is found to be in serious violation of St. Ann's Academy's school policies (i.e. drinking alcohol, taking drugs, violent behavior, etc.)
- d) If an international student receives landed immigrant status during the duration of their stay, they will not qualify for the domestic tuition rate until the following school year.

16. I/we have read, understand, and agree to abide by the terms and/or information provided in the Refund Policy and the International Student Handbook.

### STUDENT'S ACCEPTANCE AGREEMENT

A successful experience depends upon the student making his/her best effort in every area of school life. St. Ann's Academy reserves the right to dismiss students and return them home, at the parent's expense, without tuition refund, for violations of the school's code of conduct and/or international student guidelines.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### PARENT(S)'S/GUARDIAN(S)'S ACCEPTANCE AGREEMENT

I/we the parents/guardians of the above student have read all the above and I/we agree that we will use our best efforts to ensure that our child honours all obligations set out and we agree to be bound by the release authorizations.

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date