



## IMPORTANT POLICY INFORMATION

### Admission Process

Acceptance to a program is based on academic merit: English test scores and transcript marks. No spots will be reserved for a student unless the full application package and documents are submitted.

Applicants must submit the application fee and the seat deposit fee to receive a Letter of Acceptance.

As an applicant, it is your responsibility to notify LRSD International Student Program of changes to your personal information including your name, address, phone number, and email address. Communications from LRSD returned as undeliverable will result in your application being canceled.

**Study Permit:** Upon admission and acceptance to our program, LRSD will issue you with a Letter of Acceptance. This letter can be used to apply to the Canadian Embassy, Consulate or High Commission for a Study Permit. **PLEASE NOTE:** failure to provide LRSD with your Study Permit **ONE MONTH before program start date** may result in the cancellation of your application.

**Work Permit:** For most programs at LRATC, work experience is a required part of the curriculum. International students enrolled in programs with a co-op or internship must apply for a work permit as well as a study permit. It is the responsibility of the student to apply for work permit.

For further information on studying and working in Canada refer to the Government of Canada website at <https://www.canada.ca/en/immigration-refugees-citizenship.html>

LRSD reserves the right to modify or cancel any program, process or procedure without notice or prejudice. Please visit the LRSD International Student Program website <http://isp.lrsd.net> for complete up-to-date program information.

## APPLICATION CHECKLIST

- Complete the online LRATC International Application Form
- Transcripts (copies of original)
- English Language Test results (i.e. IELTS), if English is not your first language
- Copy of Passport
- Application Fee (\$250)

## ENGLISH PROFICIENCY CHART

English language proficiency can be demonstrated in the following ways:

TEST OPTIONS	REQUIRED SCORE	WEBSITE
Academic English Program for College Admission	Achieve a minimum grade of 80%	
Academic English Program Level 5	Achieve a minimum grade of 65%	
Academic English Program for University and College Entrance (AEPUCE)	Achieve a minimum score of 65%	<a href="http://blogs.rrc.ca/lrc/programs/permanent-residents/esp/aepuce/">http://blogs.rrc.ca/lrc/programs/permanent-residents/esp/aepuce/</a>
Canadian Academic English Language Assessment (CAEL)	Achieve a minimum score of 60	<a href="http://www.cael.ca">http://www.cael.ca</a>
Canadian Test of English for Scholars and Trainees (CanTEST)	Achieve a minimum score of 4.0 in all sections	<a href="http://www.cantest.uottawa.ca">http://www.cantest.uottawa.ca</a>
International English Language Testing System (IELTS)	Achieve overall band score of 6.0, with each component no less than 5.5	<a href="http://www.ielts.org">http://www.ielts.org</a>
Test of English as a Foreign Language (TOEFL)	Internet Based (IBT): Achieve a minimum score of 78 with no less than 17 on each component score Paper Based (PBT): Achieve a minimum score of 550 with no less than 50 (unscaled) in each component score	<a href="http://www.toefl.org">http://www.toefl.org</a>
University of Cambridge Certificate of Proficiency in English (CPE)	Achieve a minimum score of C	<a href="http://www.cambridgeesol.org/exams/cpe.htm">http://www.cambridgeesol.org/exams/cpe.htm</a>

## WITHDRAWALS AND REFUNDS

### WITHDRAWAL DATE

The effective withdrawal date will be the date the International Student Program of Louis Riel School Division receives the completed LRATC Withdrawal Form.

### REFUND POLICY (*All Refunds are subject to a \$200 processing fee*)

- Form submitted prior to First day of Class 100% tuition – *less non-refundable deposit*
- Form submitted during the first 5 class days (1st week) 75% tuition
- Form submitted after 1st week NO REFUND

Application fee (\$250 - non-refundable)

Seat Deposit Fee (\$1,000 - non-refundable\*)

\*Seat Deposit Fee (\$1,000) refundable only with submission of Visa Refusal forms prior to the start of the program

### Payment

Students must pay by the invoice due date (two months before program start date).

Non-payment of tuition will result in the student being exited from the program. All institutional services including marks, diploma/certificate and future registrations will be withheld until all financial obligations to LRSD have been met in full.

Note: All payments must be in Canadian funds.