



AGREEMENT TO PARTICIPATE IN RICHMOND INTERNATIONAL EDUCATION (RIE) PROGRAM

We would like to congratulate you on your acceptance to RIE program at the Richmond School District.

Next, your parents/legal guardians must read and understand this Agreement to Participate in Richmond International Education (RIE) Program carefully. By signing at the bottom of each section, your parents/legal guardians have agreed to this Agreement and its terms and conditions to participate in RIE Program.

Submission method: Print, read, acknowledge, and sign this Agreement using a blue or black pen. Then upload the signed Agreement in PDF format to our [secure Agents/Parents Portal](#).

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I. REFUND POLICY AND PROCEDURE

It is a fundamental condition of the Board of Education of School District No.38 (Richmond) (“School District” or “we”, “us” or “our”) agreement to offer international students an opportunity to attend and participate in an Educational Program. The Board shall not be liable for losses or expenses an international student may incur as a result of the Board being unable to provide an Educational Program, or any delay or interruption in the Educational Program, that arises out of or is caused, directly or indirectly, by labour disputes or other causes beyond our control.

In the event of a disruption or delay in an Educational Program, the School District will make reasonable efforts to resume delivery of the Educational Program as soon as we can do so safely and in accordance with legal requirements. We reserve the right to facilitate delivery by making changes to the Educational Program, such as by delivering the services by alternative means.

Program Fees excluding non-refundable fees will only be refunded if the Educational Program in which the Student is enrolled is cancelled by the School District prior to its commencement. If the School District makes a decision to cancel the Educational Program after its commencement, refunds will be issued for the portion of the Educational Program not delivered, which shall be calculated pro-rata. Refunds will not be granted to the Student who provides notice of withdrawal prior to the cancellation by the School District.

The refund policy and refund request procedure are in effect from the moment the Student has paid tuition fee to Richmond International Education (RIE) Program until the Student officially withdraws from our program. If there is any conflict between these procedures and the terms of your Agreement with the Board, the terms of the Agreement will govern.

All refund requests must be submitted in writing with all relevant and supporting documents listed on the Refund Request Procedure and Form by the last day of the intended Educational Program. Additional documentation may be requested in order to assess a refund request. The refund policy and request procedures may change from time to time, and amendments will be effective when posted. The following refund policy will apply to all international students in the Richmond International Education Program.

1. Refunds are not available for administrative fees that are paid to the School District for receiving and processing a student’s application and enrollment, for a homestay placement or for making arrangements for the student’s reception or orientation in the School District (“**Non-Refundable Fees**”). The Non-Refundable Fees, when applicable, include:

- a. Application Fee
- b. Documentation Fee
- c. ELL Assessment Fee
- d. Administration Fee



- e. Homestay Placement Fee
- f. Custodianship Fee
- g. Homestay Monitoring Fee
- h. Deferral Fee

2. If the School District has collected any amounts from students that have been paid or are payable to third parties (including but not limited to, medical insurance, assessments, fees, taxes), then any available refunds will depend on the policies of the third party and whether payment of the monies is forgiven or refundable by the third party.

3. Students are required to enrol in RIE medical insurance group plan for the entire duration of their Educational Program in Richmond School District. The Student is responsible for additional insurance coverage should they stay in British Columbia beyond the duration of their Educational Program in Richmond. The School District is not responsible for any loss or damage suffered by the student as a result of failure to maintain adequate insurance.

4. The School District will receive and consider requests for refund of fees, other than Non-Refundable Fees and \$250 administration fee, where the Student's initial study permit and/or entry visa is refused by Immigration, Refugees and Citizenship Canada (IRCC), provided that the refusal is not due to the Student's delay or failure to apply sufficiently in advance of the commencement of their Educational Program and subject to the Student providing satisfactory supporting documentation. The Student must submit a copy of IRCC letter of refusal from their initial study permit and/or entry visa application.

5. If the School District determines that a refund is appropriate, reduction in amount of Tuition refunded will be as follows:

- a. One half (1/2) of Tuition Fee if a study permit extension and/or re-entry visa is refused by IRCC.
- b. One-half (1/2) of Tuition Fee if the Student in their first year of study in the Richmond International Education withdraws from their Educational Program, for any reason, prior to the commencement of their Educational Program.
- c. One-half (1/2) of Tuition Fee if the Student returning to the Richmond International Education withdraws from their subsequent Educational Program, for any reason, prior to refund deadline on May 30th (for subsequent Educational Program from September to June) or October 31st (for subsequent Educational Program from February to January). No refunds will be provided after these deadlines.
- d. No refund of Tuition Fee if the Student withdraws from the Richmond International Education, for any reason, after the commencement of their Educational Program.



6. No refund of the Tuition Fee if the Student is suspended or expelled from their Educational Program or required to withdraw due to their own inappropriate behavior, such as where the Student fails to comply with the terms and conditions of their Educational Program, the School District's Code of Conduct, or any applicable laws or the rules, policies or procedures of the School District or our homestay program.

7. No refund of the Tuition Fee if the Student is removed from their Educational Program because information provided in their application for enrollment is determined by the School District to be false or misleading, including undisclosed illness, medical or mental health conditions or undisclosed educational needs.

8. No refund of the Tuition Fee if the Student withdraws after receiving permission to defer their first year of study in their Educational Program. Deferral requests must be received and approved by the Richmond International Education Program prior to the commencement of their Educational Program. The Student can request a deferral to the subsequent intake date one time only.

9. If the Student and the parent/legal guardian with whom they reside become "ordinarily resident" in British Columbia (within the meaning of the British Columbia School Act) after the payment of the Tuition Fee, the Student will be subject to the Refund Policy & Procedure of the Richmond International Education and shall only be eligible for a refund of the Tuition Fee in accordance with the applicable clauses as stated above in this policy.

Student Information	
Legal Last Name:	Legal First Name:
Date of Birth: (DD/MM/YYYY):	

Acknowledgement of Parent(s)/Legal Guardian(s)		
By signing, I/We hereby have read, understood, agreed, and acknowledged the <u>Refund Policy and Procedure</u> .		
Parent/Legal Guardian 1 Name:	Signature 1:	Date:
Parent/Legal Guardian 2 Name:	Signature 2:	Date:



II. PERMISSION TO PARTICIPATE IN SCHOOL FIELD TRIP ACTIVITIES

We understand that during the course of a school year, students may have opportunities to participate in school field trip activities. These activities might be short term or might last over a few days. They might also be of an academic nature or of a recreational nature.

Accidents may occur while participating in school field trip activities. These accidents may cause injury and can be the result of the nature of the activity. Accidents can occur without any fault on either the part of the student, or the school board, its employees, agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in school field trip activities, you are accepting the risk of an accident occurring and agree that this activity is suitable for your son/daughter. Your son/daughter will be briefed on the dangers involved and the precautions that are to be taken.

Please select your permission by checking [✓] in one of the boxes under each section.

Section I

- ☐ I give my child permission to participate in field trips of an academic nature.
- ☐ I do not give my child permission to participate in field trips of an academic nature.

Section II

- ☐ I give my child permission to participate in school, recreational activities such as ice-skating or skiing. I understand that as with any sport, there is some risk involved and give my child permission to participate.
- ☐ I do not give my child permission to participate in school, recreational activities such as ice-skating or skiing.

Section III

- ☐ I give my child permission to participate in school-sponsored trips that are of an overnight or longer duration.
- ☐ I do not give my child permission to participate in school-sponsored trips that are of an overnight or longer duration.



In consideration of the Richmond School District offering my child an opportunity to participate either: in an extended field trip activity that will take my child out of the Metro Vancouver area, or in a high risk activity such as snowboarding, skiing, camping, or hiking, ***I agree to waive any and all claims and release from liability I may have against the Richmond School District and its employees, and agree not to sue the Richmond School District and its employees for any personal injury, death, property damage or loss sustained as a result of my child's participation in the field trip activity, arising out of any cause whatsoever, including negligence.***

By signing the “**Permission to Participate in School Field Trip Activities**”, I hereby give my consent and acknowledge by my signature below that:

- My child is fully capable of participating in these activities and has no illness, allergy, or disability that has not already been identified to school staff.
- I fully understand that high-risk activities often involve the use of equipment and that participation in these activities could cause injury, permanent trauma, or death.
- Accidents leading to injury or death can occur in the outdoors regardless of precautions taken, skill level of participants, or the conduct of those leading the activity.
- The school's code of conduct applies during all of the activities and I will be responsible for any costs caused by my child's failure to abide by the code of conduct.

In signing the consent and waiver, I am not relying on any oral or written representation or statements made by the Richmond School District and its employees to induce me to permit my child to participate in the activities listed above, other than those set out in this consent and waiver.

In addition, I do not want my child to participate in the following activities (please list):

Student Information		
Legal Last Name:	Legal First Name:	
Date of Birth: (DD/MM/YYYY):		
Acknowledgement of Parent(s)/Legal Guardian(s)		
By signing, I/We hereby have read, understood and acknowledged the <u>Permission to Participate in School Field Trip Activities</u> .		
Parent/Legal Guardian 1 Name:	Signature 1:	Date:
Parent/Legal Guardian 2 Name:	Signature 2:	Date:



III. PERSONAL INFORMATION CONSENT

The Richmond School District is committed to protecting our students' privacy and ensuring safe use of technology. We want to inform you about what forms of communication we use and seek your consent to allow the use of some personal information.

PARENT/GUARDIAN CONSENT FOR USE OF STUDENT INFORMATION

I/We, as the parent or legal guardian of the student, provide consent to the publication of my child's information as described below:

Section 1: Use of Student Information

Student information that might be used in publications and services includes student names, photographs, videos, sound recordings, and samples of student work. **In all cases, your child's home contact information such as phone numbers, addresses, email address, etc. will NOT be used in any publicly accessible school, or district, publications and services.**

SCHOOL AND DISTRICT PUBLICATIONS AND WEBSITES

Staff and students create and publish a variety of materials that highlight positive, day-to-day school activities, school programs and personal accomplishments. We require your permission to include your child's information in these materials. Please be assured that your child's home contact information, such as phone numbers, addresses, and email addresses will never be included in our publicly accessible publications or services.

Please note that internal sites are protected by a user ID and password and are not accessible by the public, such as our student portal, Microsoft OneDrive and Teams, or Moodle. They do not require this permission.

If you do not provide consent, your child **will not be included** in publications such as:

- Student Yearbook
- Grad composite photos
- Newsletters (that may be published on the school website and/or emailed home)
- Student accomplishments and samples of their schoolwork
- Brochures, presentations and reports

I/We give consent:

YES: ☐

NO: ☐



NEWS MEDIA

The school and school district occasionally receive requests from the news media to interview, photograph or video individuals or groups of students in connection with stories the media are working on. Additionally, the news media are sometimes invited to school functions to publicize athletics, arts, or school events. Your permission is required to include your child's information in these news stories.

Please note: School staff cannot control news media access and photos/videos taken by the media and the general public at public locations, such as field trips or school events open to the public, sports tournaments, student performances and school board meetings. These are considered public events that are outside provincial and federal privacy laws for public bodies.

I/We give consent:

YES: ☐

NO: ☐

SCHOOL AND DISTRICT-MANAGED SOCIAL MEDIA SITES

The school and school district use social media sites to improve how we communicate information, news and special events to students, parents and the community. Some examples of social media sites include Facebook, Twitter, Instagram and YouTube. Social media sites like these may originate in jurisdictions outside of Canada and may be subject to the laws of those jurisdictions. The personal information of students that are posted on these types of sites can include, but is not limited to, photographs, videos, and names. We require your permission to include your child's information on our social media posts.

I/We give consent:

YES: ☐

NO: ☐

Section 2: Use of Parent Contact Information

DISTRICT USE

The school district communicates important information to parents and the community. We would like your consent to send you electronically delivered newsletters, email messages, school and Board updates, announcements, event invitations, and other electronic messages that may contain advertising or promotions including:

- Class field trips
- The sale of yearbooks, student pictures, uniforms, books, school supplies, agendas, dance tickets, athletic events and performances
- Band instrument rentals
- Student program fees
- School and PAC fundraisers

I/We give consent:

YES: ☐

NO: ☐



PARENT ADVISORY COUNCILS (PAC) AND OTHER ORGANIZATIONS

Parent Advisory Councils (PAC) or others responsible for organizing school or district-related activities, fund-raising activities, and meetings may like to have contact with parents. Other organizations, such as B.C. School Sports, request some student details as part of the registration process. The District requires your consent to provide these groups your name, home address, phone number, and/or email address. Your personal information will not be disclosed to anyone requesting it for business or commercial purposes.

I/We give consent:

YES: ☐

NO: ☐

Section 3: Responsible Technology Use

We are enclosing a pamphlet entitled 'Responsible Technology Use'. This pamphlet describes the safe and responsible use of technology at school. Many of the tips outlined in this document are also applicable at home. Please read this document and discuss it with your child.

I/We have read the 'Responsible Technology Use' pamphlet and have discussed the information contained in this document with my child.

YES: ☐

Student Information	
Legal Last Name:	Legal First Name:
Date of Birth: (DD/MM/YYYY):	Student Signature:
<i>Students attending a secondary school (Grade 8-12) must also sign this form. Elementary (K-Grade 7) students do not need to sign this form.</i>	

Consent and Acknowledgement of Parent(s)/Legal Guardian(s)		
Consent or non-consent provided is valid from the date this form is signed until September 30th of the following school year or if a revised signed consent form is submitted, whichever comes first. You may resubmit a revised consent form to your school at any time should you need to change your consent.		
Parent/Legal Guardian 1 Name:	Signature 1:	Date:
Parent/Legal Guardian 2 Name:	Signature 2:	Date:

This information is collected by School District 38, Richmond, under section 27(b) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used insofar as it relates directly to and is necessary for a program or activity of the School District. Should you have any questions about the collection of this personal information please contact the Executive Director: Learning & Business Technologies, 7811 Granville Avenue, Richmond, B.C., Canada, V6Y3E3, 604-668-6000.

IV. RESPONSIBLE TECHNOLOGY USE PAMPHLET

Responsible Technology Use

Chinese Translation: bit.ly/31tMoUC

BE SAFE BE THOUGHTFUL BE RESPECTFUL BE ACCOUNTABLE BE A GOOD DIGITAL CITIZEN



The use of technology continues to grow in importance for enriching and enhancing students' learning. As a school community, we must all work together to ensure our students' use of technology is safe, thoughtful, respectful, accountable, and demonstrates good digital citizenship.

BE SAFE

Access to information

- Any information you put on the internet will always be there for people to see...forever.
- Everything you do online, in a browser, or using an app, can often be seen by people you do not know.
- Be thoughtful and cautious about what you post online.
 - If you have to question whether or not a comment or photo is appropriate to post, then don't post it.

Personal Information

- Personal and private information about yourself should not be shared online.
 - Don't give out personal information like your birthdate, full name, where you live, phone number, or what school you attend.
 - Your passwords should not be shared with anyone other than your parent/guardian.

Social Media

- Always set your controls for maximum privacy.
- Only accept friend requests from people you know, making sure you can confirm their identity.
- Tell your parent or a trusted adult if anything online makes you feel uncomfortable.
- Never meet someone in person who you met online without your parent/guardian permission.

BE THOUGHTFUL

What I post

Think about whether you would want your parents, teachers, college, or future employers to see what you post, like, rate, or comment on.

Keep your information safe

Think about and understand any information you are asked to fill out online or through an app. Provide as little information as possible to protect your personal identity. If you are not sure, ask your parent or a teacher.

Not everything is true

Don't believe that everything you read on the internet is true. Check it out first and explore multiple sources.





RICHMOND
INTERNATIONAL EDUCATION

ENRICHING GLOBAL MINDS

Responsible Technology Use



BE RESPECTFUL

Everyone is valuable

What you say or write should never cause someone to feel upset or that they are threatened. You should tell your parent/guardian or a trusted adult about anything that you experience online that you think might be unsafe or makes you feel uncomfortable. Don't become a victim of bullying, harassment or exploitation.

Respect other's work and property

Do not access, copy, remove or alter any other person's files or information without their knowledge and permission. Sharing answers for other students to copy will come back to harm you in the end.

Treat the technology with care

The technology in schools is there for staff and students to use for a long time. Use it in the way it was designed to be used. Please don't unplug, move things, or take devices without permission. Handle technology with care and caution.

BE A GOOD DIGITAL CITIZEN

Respect other students personal property

Do not take or share photographs or videos of other students without their permission

Share the internet with others:

The internet is shared with lots of people. Streaming online videos, listening to music, downloading or uploading large files and playing online games slows down the school's network. Share the internet bandwidth (highway) with others.

Keep a balanced life

Remember there are other interesting things to do offline. Keep a healthy balance by limiting screen time and participating in other activities



BE ACCOUNTABLE

When using personal devices at school, follow the expectations set out in the "Use of Personal Information / Responsible Technology Use" policy as well as the expectations set out by your teacher.

There are consequences

Understand everything you do can have positive or negative consequences. You will be responsible for any actions you take that are against school or district expectations or that break the law.

There is a time for everything

Remember to not let the use of technology for fun or social purposes get in the way of your learning, focus, work or other priorities at school or home.

To the Parent(s) and Guardian(s) of Richmond School District's students: The Richmond Board of Education understands the valuable resource technology can be for enriching and enhancing our students' learning experience. To provide the best learning environment, we wish to ensure that students understand the appropriate and ethical uses of technology. You can help us by reading and discussing this document with your child.

This document is based on District Policy No. 104 Acceptable Use of Information and Communication Services and Policy 105 District Code of Conduct

sd38.bc.ca |  

RICHMOND
SCHOOL DISTRICT NO.38



V. RULES AND EXPECTATIONS

Our goal is to offer a positive study abroad learning experience to international students. Our rules and expectations are clear, reasonable and transparent, and take into consideration of student's health, behaviour, safety and well-being during their stay in Canada.

Regardless of age, I am an international student under (RIE) Program and must abide by RIE's rules and expectations as follows:

1. I must show respect to the diverse members of the school and district community;
2. I must attend all classes punctually and have no unexcused absences;
3. I must take a full timetable of courses unless otherwise agreed to by the school-based RIE coordinator;
4. I must live with one of my parents/legal guardians or a Canadian citizen or permanent resident over the age of 25 at all times;
5. I must have a custodian, who is a Canadian citizen or permanent resident over the age of 25, appointed by my parents/legal guardians residing within a reasonable distance of my residential address in Richmond;
6. I must be truthful when talking about or reporting situations or the actions of others; being untruthful is slander and is against the law;
7. I must follow all school, homestay, Richmond International Education (RIE)'s rules and abide by all Immigration, Refugee and Citizenship Canada (IRCC), provincial and national laws;
8. I must notify the RIE Office immediately of any changes to my study plan, custodian/responsible person appointment, living arrangement and/or parents' information.

Furthermore, I must:

9. **NOT** drive or operate a vehicle;
10. **NOT** use illegal drugs, cannabis, or consume alcohol;
11. **NOT** smoke tobacco, e-cigarettes, or use a vaporizer on school grounds, homestay premises, or any non-smoking areas in the community;
12. **NOT** be in possession of weapons or dangerous articles; and
13. **NOT** threaten, bully, harass, intimidate or assault, in any way, any person through verbal or emotional intimidation, physical violence, print or social media.



Student Information

By signing, I hereby have read, understood, and acknowledged the Rules and Expectations.

I understand failure to comply with any of these rules and expectations could result in my immediate withdrawal from RIE Program, and comprise my status in Canada.

Legal Last Name:

Legal First Name:

Date of Birth: (DD/MM/YYYY):

Student Signature:

Students attending a secondary school (Grade 8-12) must also sign this form. Elementary (K-Grade 7) students do not need to sign this form.

Acknowledgement of Parent(s)/Legal Guardian(s)

By signing, I/We hereby have read, understood, and acknowledged the Rules and Expectations.

I/We understand failure to comply with any of these rules and expectations could result in the immediate withdrawal from RIE Program, and comprise my child's status in Canada.

Parent/Legal Guardian 1 Name:

Signature 1:

Date:

Parent/Legal Guardian 2 Name:

Signature 2:

Date:



VI. ONLINE COURSES TERMS AND CONDITIONS FOR REGISTRATION

The focus of Richmond International Education (RIE) is to provide the best learning conditions possible for all the international students who choose to attend Richmond public schools. In most cases, for English Language Learners (ELL), we believe that the best learning conditions are to be found in a class directly interacting with students and teachers. However, from time to time, it is necessary to allow students to take a course from an approved online learning provider.

The purpose of this document is to describe the process whereby international students are allowed to take online courses and for students/parents to acknowledge these terms and conditions.

TERMS AND CONDITIONS

1. Any online course registration must be **pre-approved** by the school counselor **and** the school-based RIE Coordinator.
2. The first choice for any online learning course is Richmond Virtual School (<http://rvs.sd38.bc.ca/>)
3. Students are responsible for paying all fees related to the online course. These fees are **not** included **and** in addition to the international student program fee.
4. In the event that a desired online course is unavailable through the Richmond Virtual School, the school RIE coordinator and counselor will advise the student of an appropriate online learning provider. The student **must** take the desired course from the online provider recommended by the school.

Student Information	
By signing, I hereby have read, understood, and acknowledged the <u>Online Courses Terms and Conditions for Registration</u> .	
Legal Last Name:	Legal First Name:
Date of Birth: (DD/MM/YYYY):	Student Signature:

Acknowledgement of Parent(s)/Legal Guardian(s)		
By signing, I/We hereby have read, understood, and acknowledged the <u>Online Courses Terms and Conditions for Registration</u> .		
Failure to follow these terms and conditions for registration may result in the student having to withdraw from any unapproved online course and may lead to a student being withdrawn from RIE.		
Parent/Legal Guardian 1 Name:	Signature 1:	Date:
Parent/Legal Guardian 2 Name:	Signature 2:	Date:



INTERNATIONAL STUDENT AGREEMENT WITH HOST FAMILY

This agreement outlines the main responsibilities for both international students and host families.

IT IS UNDERSTOOD THAT INTERNATIONAL STUDENT WILL:

- share the same responsibilities to the host parents and to the general household as those held by the family's own children of similar age.
- agree to follow all house rules regarding behavior, curfews, attendance at meals, and appropriate chores normally undertaken by the family's children or assigned by the host parents.

IT IS UNDERSTOOD THAT THE HOST FAMILY WILL:

- act as sincere, reliable and reasonable parents of the International Student (IS) in their home.
- provide the IS with three (3) nutritious meals per day and snacks.
- provide the IS with the same privileges and opportunities enjoyed by the family's own children of similar age.
- welcome the IS into the home with the spirit that they are new members of the family and provide the IS with the appropriate care, supervision and guidance that is consistent with being a responsible parent.

HOMESTAY FEES

- The Richmond School District's international education (RIE) office will collect all homestay fees upon application and will pay the monthly fee to the host family while the IS is present in the home and an active member of a Richmond International Education program in the Richmond School District #38.
- The amount for any full calendar month is not to exceed, or be less than, \$1,400.00 (2026-2027). If the IS should leave the home prior to the completion of the month, a discretionary refund may be granted depending on circumstances.



1) With respect to the homestay fee, the following is understood and is agreed to by both host parents and students.

- Airport pick up is included as part of the program.
- Students are expected to arrive up to a week (7 days) early for Orientation and ELL assessment. Fifty dollars (\$50 for 2026-2027) per night will be paid for this time. Extra days at the beginning or end of the program will be charged at \$50.00 per night and collected from the student directly.
- It is expected that a student will stay in our homestay program for the duration of the enrolled academic program.
- When hosts and students experience common challenges, the homestay manager will follow standard protocol and will work closely with all involved to assess the issue, review solutions, and facilitate positive communication between each party.
- The issue resolution process will involve meetings with the student and/or homestay, followed by suggestions to resolve challenges. The homestay and student will be given time to implement recommendations, after which the homestay manager will organize an additional meeting to assess progress.
- A homestay change fee will be assessed for homestay changes beyond emergency or extraordinary circumstances.

Opting out of our Homestay Program: In order for a student to move into a privately arranged homestay, the host family must meet RIE homestay criteria. The student and custodian must visit the RIE office in person and provide a complete Change of Information Form that includes all current contact information.

Examples of refundable homestay fees: Returning home for a verified medical emergency. Breach of the terms of the homestay contract by the homestay.

Examples of non-refundable homestay fees: Voluntarily exiting or expulsion from the RIE program.



2) It is also understood that:

- Students will not pay a damage deposit, security deposit, or any other similar moneys to the host family.
- Students will be responsible for any outstanding bills or other expenses which are directly attributable to the student that come to the family either before or after the student's departure from the program.
- Students are responsible for making their own insurance arrangements for personal belongings. Neither Richmond School District #38 nor the host families are responsible for the student's personal belongings during the homestay program. Students must promptly reimburse their homestay family if they cause any damage in the home (outside normal wear and tear). The host family is advised to review their insurance policy with their provider and ensure the policy adequately covers additional non-family residents.
- Students will pay the homestay fee, in full, for each academic month regardless of the date school begins / ends or absences due to Christmas holidays and Spring Break.
- If a student staying in the homestay during summer break and is attending or participating in a School District #38 program, then the homestay fee will be arranged directly between the host family and the student. The typical rate during the summer break is \$50.00 per night.
- If a student is not attending or participating in a School District #38 program, they are expected to vacate the RIE homestay and either make private homestay arrangements or return home for the duration of the summer break.
- After a full-year program ends, students will vacate the RIE homestay and depart, no later than June 30. Students are expected to adhere to the homestay departure dates.

Student Information

By signing, I have completed the **Student Homestay Profile**.

I hereby have read, understand, and agree to the **International Student Agreement with Host Family**.

Legal Last Name:

Legal First Name:

Date of Birth: (DD/MM/YYYY):

Student Signature:

Acknowledgement of Parent(s)/Legal Guardian(s)

By signing, I/We hereby have read, understand and agree to the **International Student Agreement with Host Family**.

Parent/

Legal Guardian 1 Name:

Signature 1:

Date:

Parent/

Legal Guardian 2 Name:

Signature 2:

Date:



DISTRICT HOMESTAY GUIDELINES

International students participating in Richmond International Education (RIE) programs are required to follow a set of rules designed to ensure their safety while studying and living in Canada. Please review the following rules carefully.

International students and the host family must abide by all federal, provincial and municipal Canadian laws and regulations.

STAYING OUT OVERNIGHT

- International students will not travel, outside of the Metro Vancouver area, unless accompanied and supervised by an adult. The supervising adult must be at least 25 years old.
- International students are not allowed to remain out overnight at another home unless they are with relatives or another responsible adult known to the host parents. The responsible adult must contact the host parents and provide them with his or her address and phone number. The host parent must be aware of how the student expects to travel to and from the overnight stay.
- A *Travel Request Form* must be completed and signed by the student's parents/legal guardians and host family for all overnight trips. The *Travel Request Form* must be submitted to the RIE office for acknowledgement at least one week prior to travel.

TRAVELLING OUTSIDE OF CANADA

- For any travel to the United States or any other international destination the international student must come to the RIE office located in the Richmond School Board Office at 7811 Granville Avenue for a Letter of Attendance. This is necessary to ensure students are able to return to Canada.

DRIVING

- Driving any vehicle under any circumstances is strictly prohibited and is grounds for withdrawal from the program.

INAPPROPRIATE DISCUSSIONS OR BEHAVIOUR

- International students are not allowed to have a boyfriend or girlfriend stay overnight. If a boyfriend or girlfriend visits the home, the homestay parent must ensure proper behaviour and safety.
- International students and host family members must never initiate or participate in inappropriate sexually oriented discussions, view sexually explicit photographs, written materials, films, or internet sites.
- International students and host family members should be suitably clothed and covered in each other's company.
- International students and host family members must respect each other's personal privacy and be mindful of each other's physical boundaries.



CURFEW RECOMMENDATION:

Weekdays
10:00 PM

Weekends
12:00 AM

- Curfew exceptions can be made from time-to-time if the student is involved in an approved activity. In these situations, the international student should communicate with their homestay family in advance.

DRUGS AND ALCOHOL

- The use of non-prescription drugs or controlled substances is illegal. International students may use only those drugs prescribed by their doctor or that are available over the counter in Canada. Students cannot be in possession of controlled substances, or any paraphernalia related to drug use.
- International students are not permitted to purchase alcohol or alcoholic beverages of any kind or at any time regardless of their age. Students may not be in possession of alcohol at any time.
- Arrest and stiff fines may result if international students choose to violate these laws. Withdrawal from our program will be immediate.
- The host family will not allow a student to consume alcohol, non-prescription drugs or controlled substances for any reason.

Student Information	
I hereby have read, understand, and agree to the <u>District Homestay Guidelines</u> .	
Legal Last Name:	Legal First Name:
Date of Birth: (DD/MM/YYYY):	Student Signature:

Acknowledgement of Parent(s)/Legal Guardian(s)		
By signing, I/We hereby have read, understand and agree to the <u>District Homestay Guidelines</u> .		
Parent/ Legal Guardian 1 Name:	Signature 1:	Date:
Parent/ Legal Guardian 2 Name:	Signature 2:	Date:



Declaration of Eligibility

Thank you for choosing Richmond School District as your child's study abroad destination. Richmond International Education (RIE) is designed to meet the needs of any student requiring a regular program at school. This means that students get access to standard program support and opportunities including English Language Learning (ELL) and program counseling, as well as full classroom integration with other international students, local students and teachers.

Our primary focus is on the education of international students in our district schools. Nevertheless, we take health, safety, and well-being of our international students seriously; and it is our goal to offer a positive study abroad learning experience to them. Although the District provides significant support for permanent resident students who have special behavioural, social, psychological, learning, and/or mental health requirements, these extra areas of support are **not** available for international students. This means that any international students with behavioral, social, psychological, learning, and/or mental health requirements will **not** be allowed to remain in the program as we cannot allocate resources to meet their needs. RIE is not intended for students who have difficulty controlling their behavior around teachers, students or others; or for students who require extra teaching and counseling resources and/or support for a successful academic schooling experience.

The purpose of this document is to make these terms and conditions clearly understood by all parents/legal guardians of international students. By signing this document, you are indicating that you have read and understood the terms and conditions our student eligibility policy.

Select one of the following ☒

We/I declare that our/my child, _____ (*full legal name in English*), **has not** in the past and **does not** have behavioural, social, psychological, learning, and/or mental health issues that require support beyond what is available to international students.

We/I declare that our/my child, _____ (*full legal name in English*), **has** in the past and **does have** behavioural, social, psychological, learning, and/or mental health issues that require support beyond what is available to international students.

Please list the past and/or current behavioural, social, psychological, learning, or mental health issues below so the RIE administrators can determine if the program is appropriate for your child. Please provide medical report, if available.

Parent/Legal Guardian 1

Legal Name: _____

Signature: _____

Signing Date: _____

Parent/Legal Guardian 2

Legal Name: _____

Signature: _____

Signing Date: _____