



# Malaspina High School

## Student Participation Agreement

Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Family Name Given Names Year / Month / Day

### Malaspina High School Program Rules:

For the health, welfare, and academic well being of students, the following rules are to be obeyed. The student must:

1. abide by the laws of Canada and the student's home country;
2. not drink alcoholic beverages or use drugs or medications unless prescribed by a doctor;
3. not drive any motor vehicle other than his/her own;
4. abide by school rules, obey teachers and maintain passing grades;
5. attend classes on time, on a daily basis, and maintain passing grades;
6. obey teachers and homestay parents;
7. respect teachers and fellow students.

The student must also:

Show respect for the host family and act as a member of the family;

- obey family rules;
- help with household chores;
- pay homestay fees and personal expenses, such as international phone calls promptly;
- gain approval from the host parent for non-family trips, including visits to relatives;
- Canadian home stays are required for all students. A student will have an option for independent living at the age of 19.

Any continuous failure to abide by the above guidelines may result in dismissal from the High School and notification to Immigration Canada.

### Refund Policy:

1. The Application Fee and Homestay Placement Fees are non-refundable.
2. All requests for refunds must be in writing.
3. A full refund of all fees (except those noted in No. 1 above) will be paid only if a Study Permit is refused by Immigration Canada. In order to receive this refund, the student must submit to Malaspina High School a letter of rejection from Immigration Canada authorities as proof of the refusal.
4. A full refund of tuition and supplies fees minus a \$500 administration fee will be paid for the first year of study if written notification is received by the High School Principal 60 days before commencement of the student's first Quarter.
5. A full refund of tuition and supplies fees minus a \$500 administration fee will be paid in the second and subsequent years of study if fees have been paid for quarters in which the student does not enroll in courses, provided that notice to withdraw from these courses is received in writing by the school Principal 60 days before commencement of the quarter. In such cases, refunds will be at the rate of tuition and supplies fees paid for that quarter less the \$500 administration fee.
6. There is no refund of fees if a student:
  - is found to be in serious contravention of school rules and is asked to leave the school (for example - chronic, unexplained absenteeism; consuming alcohol or drugs at school or while in a homestay situation; demonstrating behaviour which impacts negatively on Malaspina High School or Vancouver Island University);
  - decides to withdraw from school at any time during the first year (four quarters) of study at Malaspina High School;
  - has been removed from two homestay placements for violation of the Homestay Policy.
7. If a student withdraws or is dismissed from Malaspina High School and does not complete the program, the balance of the homestay fees paid will be refunded after any outstanding homestay fees have been paid to the homestay family.
8. The laws of the Province of British Columbia apply.

All requests for refunds not covered by the above must be submitted in writing to the Board of Directors of Malaspina High School.

*I have read and agree to accept the above Malaspina High School Program Rules and the Refund Policy.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**Appeal Process:** A student or parent who believes that a decision by a teacher, the principal, or any other school official, significantly affects the education, health, or safety of a student may appeal the decision. Appeals must be submitted in writing to the Board of Directors of Malaspina High School. Please refer to Section 14 of the Malaspina High School Policy Manual for information about the appeal process.