



**Halifax**  
Regional Centre for Education

**Halifax Regional Centre for Education (HRCE)**  
**33 Spectacle Lake Drive**  
**Dartmouth, Nova Scotia**  
**B3B 1X7**  
**902-464-2000**

As Nova Scotia is supporting safe planning during the global pandemic, all international students arriving in Nova Scotia expecting to attend a school within the Halifax Regional Centre for Education must notify HRCE’s International Services at 902-464-2000 Ext. 2547. DO NOT proceed to a school prior to contacting International Services.

Everyone who travels from outside Atlantic Canada into Nova Scotia must self-isolate for 14 days when they arrive in Nova Scotia. According to Nova Scotia Public Health, self-isolation means you go directly to your destination and stay there for 14 days. Do not take a bus or public transit. Avoid taking a taxi if possible. Do not have visitors; you will need to make plans to have groceries and other supplies delivered..

Below is a link for potential students where they can watch for changes in immigration policy due to COVID-19.  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html>.

The following HRCE schools do not accept Fee Paying International Students. These schools are at/or exceeding enrollment capacity.

**Charles P. Allen High**  
 Basinview Drive Community  
 Bedford South School  
 Hammonds Plains Consolidated Elementary  
 Kingswood Elementary  
 Rocky Lake Junior High  
 Rockingham Elementary  
 Madeline Symonds Middle School  
 Sunnyside Elementary  
 • ( Eaglewood Drive) & (Fort Sackville)

**Halifax West High**  
 Burton Ettinger Elementary  
 Duc d’Anville Elementary  
 Fairview Heights Elementary  
 • (Annex & Main Building)  
 Fairview Junior High  
 Grosvenor-Wentworth Park Elementary  
 Rockingham Elementary  
 Park West School  
 Clayton Park Junior High

**Citadel High School**  
 LeMarchant-St. Thomas Elementary  
 St. Catherine’s Elementary  
 St. Mary’s Elementary

**Other**  
 Ash Lee Jefferson Elementary  
 John W. MacLeod-Fleming Tower Elementary  
 Portland Estates Elementary  
 Waverley Memorial Elementary

Please be advised, if the epidemiology changes at any point during the course of the school year students may need to move to a remote form of learning. There will be no refunds offered by HRCE as international students will continue to have the opportunity to earn credits as all other students.

If you have any further questions, please do not hesitate to contact me.

Yours truly,

Kelly Williston  
 Program Manager, International Student Program



**Halifax**

Regional Centre for Education

***\*Fee Paying\****

**INTERNATIONAL STUDENT APPLICATION**

Halifax Regional Centre for Education

33 Spectacle Lake Drive, Dartmouth, NS B3B 1X7

Phone: (902)464-2000 ext. 2541 Fax: (902)484-6126

[kwilliston@hrce.ca](mailto:kwilliston@hrce.ca)

An appointment is necessary should a visit to our office be required. Please contact Kelly Williston at 902-464-2000 ext.2547

**Student Information**

Date of application: \_\_\_\_\_

Name of the Student: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: (M) \_\_\_\_\_ (F) \_\_\_\_\_

Citizenship: \_\_\_\_\_ First Language: \_\_\_\_\_ Other Languages: \_\_\_\_\_

**Academic Information**

Starting date of studies in Halifax Regional Centre for Education: \_\_\_\_\_

Grade requested: \_\_\_\_\_

Last grade completed in home country: \_\_\_\_\_

Student level of English: \_\_\_\_\_

- Oral: Low \_\_\_\_\_ Fair \_\_\_\_\_ Good \_\_\_\_\_ Excellent \_\_\_\_\_
- Written: Low \_\_\_\_\_ Fair \_\_\_\_\_ Good \_\_\_\_\_ Excellent \_\_\_\_\_

Name of School Requested (Please note requested school may not be available.) \_\_\_\_\_

\_\_\_\_\_

Expected years of study in Canada: One Semester \_\_\_\_\_ Full Year \_\_\_\_\_ Other \_\_\_\_\_

Do you plan to graduate from High School in Nova Scotia? \_\_\_\_\_

**Legal Guardian and Contact Information**

1. Legal Guardian/Custodian while in Canada:

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

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Telephone (work): \_\_\_\_\_

Email: \_\_\_\_\_

2. **Name of person you will reside within Canada if different from above:**

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

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Telephone (work): \_\_\_\_\_

Email: \_\_\_\_\_

3. **Contact person in Canada:**

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Work/Cell: \_\_\_\_\_

**Medical Insurance:**

All Students are required to have Blue Cross medical insurance or MSI while attending school in Nova Scotia. Your Blue Cross medical plan may be purchased through the Halifax Regional Centre for Education by contacting Kelly Williston at [kwilliston@hrce.ca](mailto:kwilliston@hrce.ca)

Do you have any medical conditions your school should be aware of? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please specify. \_\_\_\_\_

If you already have Provincial MSI coverage, please provide your MSI # \_\_\_\_\_

**Please include the following with your application:**

- Application fee of \$200.00 non-refundable
- Copy of Birth Certificate or Passport
- English translation of school records/transcripts
- Proof of Legal Guardian or Custodian while in Canada

**METHOD OF PAYMENT**

**\$9,000 Tuition  
Canadian Funds**

**Please note returning students enrolling for Feb 1, 2020 and onwards, will be charged a \$100.00 application fee. There will also be an additional \$50.00 fee for any non-tuition paying students who still require a Letter of Acceptance from HRCE.**

(Subject to change with each school year)

**BANK TRANSFER** – If using a bank transfer, please refer to the “Payment by Bank Transfer” document.

**CHEQUE or MONEY ORDER** – If using cheque or money order, make it payable to Halifax Regional Centre for Education and send or deliver to:

**Halifax Regional Centre for Education – International Services**

33 Spectacle Lake Drive  
Dartmouth, NS B3B 1X7

Tuition fees must be paid in full before a Letter of Acceptance is issued. Tuition fees are based on the cost of providing an education to an individual student and do not cover accommodations, board or Medical Insurance. Medical Insurance should be obtained prior to arrival in Canada. (Medical Insurance can be purchased through the Halifax Regional Centre for Education, International Services, at the time of application – \$85.00 per month)

**REFUND REGULATIONS**

The \$200.00 (Canadian Funds) forwarded with your application is non-refundable. All requests for a refund must be made in writing. The following regulations will apply:

If the international student does not, for any reason, receive a student Visa, the fees will be refunded in full, less the application fee of \$200.00. The applicant must include documentation from Immigration Canada in order to receive the full refund. For all other refunds, 30 days’ notice must be given to obtain a refund for any subsequent months tuition paid less the application fee of \$200.00. All refunds will be issued by cheque. If cheques have to be mailed internationally, a \$100 courier fee will be deducted from the refund.

**I understand and accept the terms and conditions of this contract.**

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Wire Transfer and EFT Information

*Effective September 20, 2016*

Receiving Bank Information: CIBC, Main Office  
1809 Barrington Street, 15<sup>th</sup> Floor  
Halifax, Nova Scotia, Canada B3J 3A3  
Telephone: (888) 947-6643

Account Information: Name: Halifax Regional Centre for Education  
Institution: 010  
Transit: 00003  
Account: 8217319  
SWIFT Code: CIBCCATT  
CC Code: 001000003

SWIFT Code: CIBCCATT

TO ENSURE THAT YOUR PAYMENT IS CREDITED TO YOUR ACCOUNT  
PLEASE NOTIFY BOTH OF THE FOLLOWING, ONCE PAYMENT HAS BEEN MADE:

**Kelly Williston (email) [kwilliston@hrce.ca](mailto:kwilliston@hrce.ca) Phone (902) 464-2000 ext. 2547  
Fax (902) 484-6126**

**Kim Mosher (email) [kmosher@hrce.ca](mailto:kmosher@hrce.ca) Phone (902)464-2000 ext. 2490 Fax (902) 464-2238**

It is extremely important the **NAME OF THE STUDENT** also be included on any bank  
transactions along with an email notification and details of each transfer sent to:

[accountsreceivable@hrce.ca](mailto:accountsreceivable@hrce.ca).