



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 Center 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.

<p style="text-align: center;"><u>Charles P. Allen High</u></p> <p>Basinview Drive Community Bedford South School Hammonds Plains Consolidated Elementary Kingswood Elementary Rocky Lake Junior High Rocky Lake Elementary Madeline Symonds Middle School Sunnyside Elementary</p> <ul style="list-style-type: none"> • (Eaglewood Drive) & (Fort Sackville) 	<p style="text-align: center;"><u>Halifax West High</u></p> <p>Atlantic Memorial - Terence Bay Elementary Burton Ettinger Elementary Clayton Park Junior High Duc d’Anville Elementary Fairview Heights Elementary</p> <ul style="list-style-type: none"> • (Annex & Main Building) <p>Fairview Junior High Grosvenor-Wentworth Park Elementary Rockingham Elementary Park West School Prospect Road Elementary Brookside Junior High</p>
<p style="text-align: center;"><u>Millwood High</u></p> <p>Sackville Heights Elementary Millwood Elementary Harry R. Hamilton Elementary Sackville Heights Junior High</p>	<p style="text-align: center;"><u>Other</u></p> <p>Ash Lee Jefferson Elementary John W. MacLeod-Fleming Tower Elementary Portland Estates Elementary Waverley Memorial Elementary</p>
<p style="text-align: center;"><u>Citadel High School</u></p> <p>LeMarchant-St. Thomas Elementary St. Catherine’s Elementary St. Mary’s Elementary</p>	

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

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****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

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

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 – \$90.00 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, 15th 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 Phone (902) 464-2000 ext. 2547
Fax (902) 484-6126**

Kim Mosher (email) 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.