



Summer Explorer
Ottawa International Centre (OIC)
 440 Albert Street • Ottawa • ON K1R 5B5 • Canada
 Telephone: (613) 239-0166 • Fax: (613) 239-0494
 oic@ocdsb.ca



Program Application

Student Information

Family Name		Given Name		English Name	
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth (month / day / year)	Nationality		First Language

Family Information

Home Address					
City		Province		Country	
Postal Code		Telephone		Fax	
Emergency Contact		Relationship to Student <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other _____			
Telephone (work)		Telephone (home)		Email	

English Ability

beginner low intermediate intermediate advanced Number of years of English study _____

Program Accommodation and Payment

Program + Homestay Program Only (accommodation is self arranged)

Upon receipt of this application a letter of offer will be sent to confirm availability of space, the fee payable and methods of payment.

Health Information

Please check (✓) any of the following medical conditions that apply:

Diabetes () Epilepsy () Heart () Migraines () Asthma () Do you use an inhaler? YES NO

Allergies () to what? _____

Are you on any medication? YES NO If yes, please specify _____

Medical Authorization

I the undersigned, permit my child to attend and participate in all activities of the Summer Explorer Program organized by OIC and the OCDSB and give permission to the program coordinators and host family to secure medical treatment on my behalf in the event of an accident or illness involving my child named above, including admission to a hospital, without liability.

Parent's Signature: _____ Date: _____

Photo Consent - check (✓) one option

I consent () do not consent () to the inclusion of photographs of me (if 18yrs)/my child in the following: photo albums; videos and films; photographs, films or interviews taken by the media as part of a school activity; programme promotional materials, school board and OIC publications and school board and OIC websites.

Signature: _____

Participation Agreement

For the health, welfare and academic well being of students, all students must agree to behave appropriately at all times. Students can be dismissed and returned home at their own expense for being involved in any of the following: use of alcohol or illegal drugs; possession of inappropriate materials (weapons or pornography); engaging in illegal behaviour; consistently disobeying rules and guidelines of the programme.

I agree to uphold the rules and regulations, behave appropriately, and cooperate with administrators, teachers, homestay family members, and students.

Signature of Student _____ Date: _____

Emergency Contact in Ottawa (if available)

Name	Relationship to Student
Telephone	Email
Address	

Office use only

Agent assisted: ___ Yes ___ No Agent Name: _____ Email: _____



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Payment methods and refund policy

Credit Card Authorization

Visa MasterCard Credit Card # _____

Cardholder's Name _____

Expiry Date _____ Amount to be charged: \$ _____ **CAD** (Canadian funds)

Cardholder's Signature _____ Date: _____

Pay by bank draft, money order or certified cheque

Payment by bank draft, international money order or certified cheque should be made payable to Ottawa-Carleton Education Network.

Pay by wire

Payment can also be made by direct wire transfer to Ottawa-Carleton Education Network. Please add \$20.00 CAD to tuition fee if paying by wire transfer. Wire transfer costs are the responsibility of the sender.

Scotiabank
The Bank of Nova Scotia
1949 Merivale Rd, Nepean, ON K2G3K2, Canada
Account # 00 1660116017
Swift Code: NOSCCATT
Please indicate the student's name on the wire.

Payment Policy

Full payment is due upon acceptance to the program.

Fees may be paid by international money order, bank draft, or certified cheque and made payable to the Ottawa-Carleton Education Network.

Fees may also be paid by direct wire transfer to the Ottawa-Carleton Education Network bank account.

Refund Policy

All requests for refunds must be made in writing.

Full refund, less a \$200 registration fee, will be given if Citizenship and Immigration Canada refuses entry to a student. The letter of refusal from Canadian Immigration must be provided with the refund request.

Two-thirds of the fee, less a \$200 registration fee, will be refunded if a student withdraws more than 30 days prior to the start of the program.

One-half of the fees less a \$200 registration fee will be refunded if the student withdraws less than 30 days prior to the start of the program.

No refund will be granted once the program begins.

No refund will be granted to a student who is dismissed from the program due to breaking a law, policy or regulation as determined by the Government of Canada or the Ottawa-Carleton District School Board.

I have read and agree to the payment and refund policies described above.

(Print your name)

(Sign your name)



Homestay Application

More about You

Check the words that best describe your personality:

friendly outgoing shy cheerful serious independent quiet adventurous
 hardworking neat other _____

Hobbies and activities:

Do you like outdoor activities? very much a little not at all
 Which ones do you like? _____

Do you like sports? very much a little not at all
 Which ones do you like? _____

Do you play a musical instrument? Yes No
 Which one(s)? _____

Do you enjoy cooking? Yes No
 (If yes, we suggest you bring some recipes with you so you can cook a meal for your host family.)

Do you enjoy: watching TV going to movies biking hiking reading arts & crafts
 music Internet photography other _____

Message to Host Family

Your host family is very eager to know about you. Please write to them, in English, to tell them about yourself, your interest in coming to Canada and what you hope to learn from this experience. Describe your personality, character and habits. Tell them about your family your favourite subjects in school, and other things you enjoy. Describe what you would like to do with your host family while you are in Ottawa.

**** Please attach a recent photo of yourself ****

Flight & Arrival Information

Do you require airport pick-up? Yes No

	Date	Airline	Flight No.	Time
Arrival				
Departure				

If your flight has yet to be confirmed, please indicate your expected date of arrival and departure. When your flight is confirmed, send us your flight information by fax or email. Your homestay will need this.