



## High School Upgrading International Student Application Form

Chinook Learning Services welcomes individual international students to study in High School Upgrading Program to take high school credit courses.

### How to Apply

1. Complete the application form.
2. Submit the application form with tuition and other fees that apply.
3. Provide a TOEFL or IELTS score.
4. Your letter of acceptance will be mailed to you or can be available immediately when payment is made in person.
5. Write the English Language Arts Placement Test.

### Eligibility

International students must obtain a valid Study Permit before registering. Chinook Learning Services will issue a Letter of Acceptance upon receipt of an application form and payment of tuition fees in full. If you have a Study Permit, you are required to be a full-time student. Full time status for High School Credit is 3 courses per semester for Fall and Winter and 1 course for Summer School.

### Location

All High School Upgrading courses are offered at:

- Viscount Bennett Centre  
2519 Richmond Road S.W.  
Calgary, Alberta, Canada, T3E 4M2

### Health Insurance

All international students are required to have complete health insurance for the duration of their studies. Health insurance is extra and costs \$275 per semester (subject to change). It can be purchased through Chinook Learning Services. Students studying for a year or more are eligible for Alberta Health Insurance. Proof of health insurance must be shown at the time of registration.

### Payment

Please make an appointment with Student Services by calling 403-777-7200 ext. 2433. Students will be asked to bring their Study Permit, Passport and tuition fees. You can pay by any of the following methods:

- Visa
- MasterCard
- Certified Cheque
- Money Order
- Wire/Bank Transfer

### Refund and Withdrawal Policy

If you receive a Study Permit and are unable to attend due to special circumstances, your fees will be returned less a \$250 administration fee. If you are unable to get a Study Permit, your tuition fees will be refunded less a \$250 administration fee. Written notification must be received before the program begins. A full refund is given if a course is cancelled by Chinook Learning Services. Refunds are not issued once classes have begun or for non-attendance.

### Personal Information

<b>Last Name (family name)</b>	<b>Given Name(s)</b>	<b>English Name (if applicable)</b>
<b>Address</b>		
<b>City/Town</b>	<b>Country</b>	<b>Postal Code</b>
<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>
<b>Sex</b> Male _____ Female _____	<b>Date of Birth</b> ____ _ Day    Month    Year	<b>First Language</b>

### High School Upgrading Program (fees subject to change)

<b>Semester</b>	<b>Fees (in Cdn Dollars)</b>	<b>Semester Applying For (√)</b>
<b>Summer:</b> July	\$1110 for 5-Credit Courses \$655 for 3-Credit Courses	
<b>Fall:</b> September to January	\$1150 for 5-Credit Courses \$690 for 3-Credit Courses	
<b>Winter:</b> February to June	\$1150 for 5-Credit Courses \$690 for 3-Credit Courses	

### Contact Us

High School Upgrading - Chinook Learning Services - Calgary Board of Education  
Viscount Bennett Centre  
2519 Richmond Road S.W., Calgary, Alberta, Canada, T3E 4M2

Telephone Number: 403-777-7200 ext 2433

Fax Number: 403-777-6137

Email: [chinooklearning@cbe.ab.ca](mailto:chinooklearning@cbe.ab.ca)

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information is used for administering and evaluating Chinook Learning Services programs for statistical purposes. It is treated in accordance with the privacy protection provisions of the FOIP Act. Certain personal information may be made available to federal or provincial government departments or agencies under appropriate legislative authority. If you have any questions about the collection or its intended use, please contact our Registration Department, Chinook Learning Services, 2519 Richmond Road SW, Calgary AB T3E 4M2 or telephone 403-777-7224.

chinook learning services



Calgary Board  
of Education