

Ashbury College

Guardianship Packages 2018-2019



International Student Guardianship Canada
137 Browning Avenue
Toronto, Ontario M4K 1W4
Tel: (1) 416 792 3585

Email: info@isguardianshipcanada.com
www.isguardianshipcanada.com

Citizenship and Immigration Canada requires all applicants under the age of 18 who are applying for an initial Canadian Study Permit or renewal to provide a Notarized Custodianship Declaration as part of their Student Permit and Visa application. This original document must be completed and notarized by the Guardian/Custodian as well as natural parents.

If you do not have a Guardian for your child, Ashbury College has retained the services of International Student Guardianship Canada (ISGC) to assist our International families with a variety of student services.

Option 1: Full Guardianship: \$2,500.00 CAD + H.S.T (13%)

Strongly recommended for NEW students or whose parents' first language is not English

ISGC's Full Guardianship Includes:

1. 24-hour Emergency Line
2. Notarized Guardianship Letter
3. Assistance with Canadian Study Permit or Temporary Resident Visa (TRV) Renewal **
4. Assistance with Passport Renewal and Travel visas **
5. Ongoing communication with Ashbury regarding your child's success and well being
6. Parent-Teacher interview (once per year)
7. Homestay, Transportation and travel Coordination guaranteed during holidays **
8. Co-validation of transcripts
9. Student Support
10. Parent Support
11. Language support
12. Permission forms

**** Additional fees will apply**

Full details of each service, both included and additional, can be found below.

24-Hour Emergency Student line available to:

- Natural parents and Educational consultants
- Students and school representatives
- Homestay families and housemasters

Note: The ISGC team will be available to assist students, parents and school staff with the following emergencies: injury, critical illness, loss of passport, detainment by Immigration or Law enforcement, suspension, expulsion, family emergency.

Notarized Guardianship Letter: (courier fees additional)

- Required document for Canadian Study Permit and Canadian Visa (TRV) application
- Allows ISGC to act in legal, medical, Immigration and school emergencies
- Allows ISGC to assist with Immigration issues when students enter/exit Canada (as required)
- Allows ISGC to complete school permission forms (low risk activities)

ISGC uses the official recognized custodianship declaration document provided by Citizenship and Immigration Canada (CIC). Both ISGC and parents are required to complete both pages of the application. Instructions will be provided to parents.

Canadian Study Permit or TRV Renewal:

**Additional cost for government application, couriers, transportation, ISGC administration fees to be discussed prior to commencement of application.*

- Documents to be collected by ISGC, organized and submitted through an Immigration Consultant within Canada.
- Expiry dates of student's Passport/Study Permit/ Visa monitored to ensure documents do not expire.

Note: ISGC will assist your child to renew his/her Study Permit or Canadian Visa. ISGC will collect the necessary documents, process the applications with an Immigration Consultant and arrange couriers for each application. Students/Parents are responsible to send required documents

to ISGC in a timely manner.

Note: ISGC is in no way connected with Citizen and Immigration Canada (CIC) and cannot expedite the application process or influence a CIC officer's decision.

Note: ISGC can assist with Travel Visas should your child be interested in participating in a school trip abroad that requires a visa. ISGC administration fees will apply.

Passport Renewals

** Additional cost for government application, couriers, transportation. ISGC administration fees to be discussed prior to commencement of application.*

- Documents to be collected and applications completed by ISGC
- Staff will accompany student to Embassy/Consulate in Toronto, Ottawa or Montreal

Communication with Ashbury

- Communicate with school administration, advisor, guidance counselors and residence staff regarding overall success and well-being of the student as needed
- Complete of Health, school trip/permission forms on behalf of natural parents
- Authentication of school documents and co-validation of transcripts as needed (consulate/courier fees additional)
- Participation in Parent/Teacher interviews (once per school year)

Note: ISGC will meet with your child's teachers during Parent/Teacher interviews and provide you with a detailed report in English.

Homestay/Transportation Arrangements

**Additional cost for Homestay/Transportation/UM airport services*

- Homestay services arranged for school holidays, suspensions, early or late flight arrivals/departures
- Homestay available for Long Term Programs during March Break/ Christmas Break
- Host family details and contact information provided to school and natural parents
- 24-hour monitoring and emergency service for students during Homestay program
- Airport transfers/local transfers arranged
- Flight bookings arranged by ISGC, payment collected from parents directly
- Unaccompanied Minor (UM) services available for students under 16 years old (at Ottawa airport)
- Airport "Meet and Greet" at gate upon arrival to Canada when booking a transfer through ISGC

Student Support

- Team based approach; your child will have regular contact with their guardian, Ms. Jaclyn Bryant as well as designated Student Supporter.
- Language support and communication to parents/students in the following languages: Spanish, German, Mandarin, Cantonese, Russian, English, French. Please note, translation services available in all languages.
- Monitor success and well-being of student through e-mail, telephone, school visits during school year
- Meet and Greet NEW and RETURNING Students on Registration Day in September
- Friendly and reliable contact for students during emergency (24-hours) and non emergency times (regular office hours)
- Assistance with personal purchases/requests

To select Option 1, please contact ISGC directly at 1 416 792 3585 or email info@isguardianshipcanada.com

Option 2: Basic Guardianship: \$1,600.00 CAD + H.S.T (13%)

Recommended for all students who do not have their own Local Guardian in Canada.

ISGC's Basic Guardianship Includes:

1. 24-hour Emergency Line for Student and Parents
2. Notarized Guardianship Letter
3. Homestay, Transportation and travel Coordination guaranteed during holidays **
4. Student Support
5. Language support

**** Additional fees will apply**

Full details of each service, both included and additional, can be found below.

24-Hour Emergency Student line available to:

- Natural parents and Educational consultants
- Students and school representatives
- Homestay families and housemasters

Note: ISGC will be available to assist students, parents and school staff with the following emergencies: injury, critical illness, loss of passport, detainment by Immigration or Law enforcement, suspension, expulsion, family emergency

Notarized Guardianship Letter: (courier fees additional)

- Required document for Canadian Study Permit and Canadian Visa (TRV) application
- Allows ISGC to act in legal, medical, Immigration and school emergencies
- Allows ISGC to assist with Immigration issues when students enter/exit Canada (as required)
- Allows ISGC to complete school permission forms (low risk activities)

ISGC uses the official recognized custodianship declaration document provided by Citizenship and Immigration Canada (CIC).

Both ISGC and parents are required to complete both pages of the application. Instructions will be provided to parents.

Homestay/Transportation Arrangements

**Additional cost for Homestay/Transportation/UM airport services*

- Homestay services arranged for school holidays, suspensions, early or late flight arrivals/departures
- Homestay available for Long Term Programs during March Break/Christmas Break
- Host family details and contact information provided to school and natural parents
- 24-hour monitoring and emergency service for students during a Homestay program

- Airport transfers/local transfers arranged
- Flight bookings arranged by ISGC, payment collected from parents directly
- Unaccompanied Minor (UM) services available for students under 16 years old (at Ottawa airport)
- Airport "Meet and Greet" at gate upon arrival to Canada when booking a transfer through ISGC

Student Support

- Team based approach: your child will have regular contact with their guardian, Ms. Jaclyn Bryant as well as designated Student Supporter
- Language support and communication to parents/students in the following languages: Spanish, German, Mandarin, Cantonese, Russian, English
- Monitor success and well-being of student through e-mail, telephone, school visits during school year
- Meet and Greet NEW and RETURNING Students on Registration Day in September
- Friendly and reliable contact for students during emergency (24-hours) and non emergency times (regular office hours)
- Assistance with personal purchases/requests

To select Option 2, please contact ISGC directly at 1 416 792 3585 or email info@isguardianshipcanada.com

Additional ISGC Services for International Students

ISGC is available to help you and your child with many additional services. Please contact our team with any inquiries you have throughout the school year.

- Immigration Services
- Homestay and Accommodation Services
- Transportation Services
- Student Trips
- Academic Support Services
- Student Requests
- Administrative Services
- Notaries
- Translations
- Co-validation of Transcripts
- Letters of Invite

ISGC works closely with Ashbury College to ensure an easy transition for our students. We provide the care and support needed for students studying in Canada and we encourage parents to consider ISGC's Guardianship Program as a valuable resource and support for you and your child.

