

Ashbury College

Guardianship Packages 2017-2018



International Student Guardianship Canada
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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: \$2500.00 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. School reports, notices, and assessments received by ISGC will be relayed to parents and acted upon as necessary
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
- Housemasters and homestay families

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.

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

- School administration, teachers, advisors, guidance counsellors and residence staff will communicate with ISGC directly regarding the overall success and well being of your child. Details will be sent to parents and assistance provided 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

- Language support and communication to parents/students in the following languages: Spanish, German, Japanese, 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 1, please contact ISGC directly at 1 416 792 3585 or email info@isguardianshipcanada.com

Option 2: Basic Guardianship: \$1600.00 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 & 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

- Language support and communication to parents/students in the following languages: Spanish, German, Japanese, Mandarin, Cantonese, Russian, English
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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 & 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.

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



ISGC Guardianship Program

Why do I need to appoint a guardian for my child?

All non-resident individuals under 18 years of age who wish to study in Canada must have a legal guardian in place prior to arrival. This person is known as a custodian and must be a Canadian citizen or Permanent Resident over the age of 21. A Custodianship Declaration document is required by Citizenship and Immigration Canada as part of the Canadian Study Permit and Canadian Visa application process. To authorize a guardian for your child, the Custodianship Declaration found in the link below must be signed by you and the appointed guardian. Both pages must be notarized.

<http://www.cic.gc.ca/english/pdf/pub/custodian-parent.pdf>

How do I choose a guardian?

A guardian is an adult appointed by natural parents, who lives in proximity to the school and has agreed to protect the interests of your child while he or she is studying in Canada. The temporary custody of the child is given from the natural parents to the chosen guardian during their time in Canada. The guardian has the legal responsibility for providing the care and management of your underage child.

What do guardians do and how will ISGC assist?

A guardian plays an important role in your child's safety and well being, while providing you with the peace of mind that you have a local contact in place while your child is studying in Canada. ISGC is a professional, full service agency with many years of experience caring for international students. We provide prompt, friendly service to your child while maintaining contact with parents and students to better understand their needs. In addition to completing a notarized Custodianship Declaration required for visa purposes, ISGC's approach to guardianship includes the following:

1. Medical Emergencies

A guardian or ISGC representative will be present at any Health Care Facility on behalf of natural parents. In cases where the parents cannot be reached immediately, ISGC can provide necessary support to the student and give permission for health care professionals to conduct the best care for the patient. ISGC will follow the medical opinion and recommendations of the attending physician and be in contact with natural parents as soon as possible.

2. Immigration

A legal guardian is available to assist students who are detained with a customs officer at the airport upon entry to Canada. ISGC may be required to travel to the airport to present your child's notarized guardianship letter to the Immigration officer. ISGC is able to provide information about your child to satisfy the Immigration officer. In addition, ISGC is available to assist students to apply for the following legal documents:

- * Canadian Study Permit, Temporary Resident Visa (Canadian Visa), Passport renewal
- * Travel Visas: Students are able to participate with school trips to countries abroad with our assistance; ISGC processes all visa applications and makes arrangements and Embassy/Consulate appointments

- * Travel Authorization Forms: ISGC can prepare and notarize consent letters and travel documents as required.

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

3. Legal Issues

As a guardian ISGC can offer assistance for students that have any trouble with the law in Canada. Students who have been detained, charged or arrested can be released into the care of the guardian if parents are not available. Students who are charged with a criminal act are released to the guardian who is responsible to ensure that rules from the police and courts are followed.

4. Emergencies

ISGC is available 24-hours/day for assistance in all emergency situations including injury, hospitalization, critical illness, loss of passport, detainment by an Immigration officer or Law enforcement, suspension, expulsion or family emergency. Ensuring a student's happiness, comfort and safety is the top priority for the ISGC guardianship team and students are provided with the ISGC Student line upon arrival.

5. Permission Forms

As a guardian to students, ISGC is available to sign permission forms, school trip requests and health forms on behalf of natural parents. For international parents this is a great help, as they often cannot be reached if a form is due immediately at the school.

6. Long Weekends/Holidays

Guardians are responsible for students during long weekends and holidays and arrangements are made to ensure the student has accommodation if they are not traveling to their home country. ISGC should be informed of a student's plans at all times and be notified if the student will be staying with a friend, participating in a school trip or staying with a host family. This information is mandatory so that ISGC can assist in an emergency.

NOTE: If a student is not staying in the host family's home for the holiday or school break; the guardian can give permission for the student to make alternate plans in discussion with and on behalf of natural parents.

7. Suspension/Expulsion

If a student is suspended or expelled from school, the guardian is to be informed along with natural parents so that the guardian can provide all necessary assistance. ISGC will arrange transportation and accommodation as necessary. Additional fees will apply in this case.

The ISGC Guardianship program allows parents to feel secure that their child has an emergency contact as well as reliable support while their child is studying abroad.

