



Canadian Association of
Public Schools - International | Association canadienne des
écoles publiques - International

Membership Application Form 2025-2026

Application for:

☐ Full membership ☐ Associate membership

CONTACT INFORMATION:

Name of School District/Board/Division: _____

Complete mailing address:

Main Phone #: _____

General inquiries email: _____

Website: _____

Name & Title of Primary contact: _____

Email & Direct Phone # _____

Other staff to be included on the CAPS-I email distribution list:

Name

Title

Email

PROGRAM DETAILS:

Total number of schools in District/Board/Division: _____

Number of high schools accepting international students: _____

Total number of students in District/Board/Division: _____

Total number of fee paying international students currently enrolled: _____

Year Program Established: _____

Any Linear Schools? YES NO

Types of Programs Offered: (please **check** all that apply)

Full Year

Summer Camp

Half Year

Winter Camp

Short Term

Teacher Training

Specialized Programs: (please **check** all that apply)

French Immersion

International Baccalaureate

Advanced Placement

Sports Academies

(If yes, please list): _____

Fine Arts Academies

(If yes, please list): _____

Please describe your District/Board/Division: (please **check** all that apply)

Urban

Nearest Airport:

Rural

Suburban

Admission & Fee Information:

International Students are accepted for grades: _____

Start Dates: _____

Application Deadlines: _____

Application Fee: _____

Full year Tuition fee: _____

1 semester Tuition fee: _____

Health Insurance (Annual) Fee: _____

Homestay Placement Fee: _____

Monthly Homestay Fee: _____

Annual Custodianship Fee: _____

CAPS-I membership is voluntary and requires a commitment by the participating school district, board, division or program to agreed upon standards of ethical behavior and program principles articulated below. Please check as applicable to confirm your compliance with each below.

PROGRAM MANAGEMENT

CAPS-I members will adhere to the following practices in terms of Program Management by:

- complying with any international education-related standards/guidelines as outlined by their province/territory and federal authorities*
- making all fees (tuition, homestay, etc.) publicly available on the CAPS-I website*
- publishing programs' legal requirements/limitations, such as having a written refund policy which addresses all fees (tuition, homestay, etc.) and is publicly available*
- providing a 24 hour emergency contact for international students and host families*

HOMESTAY

CAPS-I members will adhere to the following practices in terms of Homestay Screening & Selection by:

- offering homestay services either in-house or outsourced and having an oral/written agreement with one or more homestay service providers if outsourced*
- utilizing a comprehensive application form for prospective host families*
- conducting criminal/police record/vulnerable sector/child abuse registry checks (as applicable in each province) and personal reference checks with initial screening of all host family members (that are the age of majority at a minimum) and updated/reviewed per individual Board policy and/or procedures*
- ensuring that at least one of Canada's official languages, English and/or French is the primary language spoken in the home*
- conducting home visits and interviews with host families to ensure the following is/remains in place: private bedroom in compliance with local building/fire codes (e.g. window in the room) furnished with a bed, desk/chair, adequate lighting and a closet or sufficient storage for belongs, key/security access to the home, 3 nutritious meals and snacks daily, access to a bathroom, linens, laundry and wifi*
- having a formal Code of Conduct/agreement which clearly defines expectations of host families to ensure a minimum level of service/care/support is provided to all students*
- having staff responsible for the oversight of the homestay program/services*
- having an established process for record keeping that complies with protection of privacy legislation*
- ensuring both students and host families receive profile information in a timely fashion*
- having host families consult with their insurance provider, advise they will be hosting and update their policy as necessary*

CAPS-I members will adhere to the following practices in terms of Homestay Monitoring / Support by:

providing host families with a detailed profile of their international student, a comprehensive orientation/training session and welcome package

clearly defining and communicating expectations of students and host families

monitoring the relationship to ensure the social, emotional and physical well-being/needs of the international student are met

having a process in place to deal with homestay conflicts and misunderstandings

having a process in place to deal with relocation

having an evaluation process for host families and students regarding their experience

STUDENT CARE & SUPPORT

CAPS-I members will adhere to the following practices in terms of Student Care & Support by:

providing a comprehensive orientation for new international students

providing a detailed profile of the host family, Homestay Coordinators contact info and a welcome package including emergency information card, health insurance info, city map and timetable

having an established support network for students within and beyond the school community

maintaining regular communication with international students

having established expectations regarding the role of the students' custodian

clearly communicating expectations/rules to all international students, their natural & homestay parents

conducting an assessment of the students' English or French language ability before or after their arrival

supporting the transition of international students to post-secondary institutions

AGENCY RELATIONSHIPS

CAPS-I members working with agents shall adhere to the following practices by:

having a method for screening prospective agents

having an agent profile form to collect information about prospective and current agents

utilizing a formal agency contract/agreement outlining commissions/referral fees, rules and expectations

developing and managing agent relationships so they are mutually beneficial

maintaining good communication and providing accurate information such as fees/deadlines

Please initial below as confirmation of compliance:

1. 100% publicly-funded school/district/division. ____
2. Offering a program of general public education for international students. ____
3. Published tuition fees and any other applicable fees with a clear definition of program scope, length, and resulting certification. ____
4. Published refund policy. ____
5. Established homestay placement and supervision program responsible to a designated school, district or division administrator. ____
6. School, district, division or program personnel authorized to evaluate applicant credentials and to permit admission based on established selection criteria. ____
7. Designation of an international program staff person with sufficient authority to represent the school, district, division or program on matters of international education, and to exercise appropriate supervision of student education programs and behaviour in the community. ____
8. Student admission and renewal procedures that are in compliance with IRCC policies and procedures. ____
9. Ethical recruitment and marketing practices. ____

I confirm that the information provided above is a complete and accurate representation of our school board, district, division or program's International Student Program offering at present.

Completed by:

Date: _____