



LESTER B. PEARSON SCHOOL BOARD
International Career Programs

EDUCATION *b* EYOND BORDERS

**WELCOME
BIENVENUE**



**International Programs
Student handbook**

Lester B. Pearson International Programs Department
1925 Brookdale
Dorval, QC
H9P2Y7

Revised January 2017

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International Vocational/Career Staff

School Board Head Office: 514-422-3000

Lester B. Pearson International Programs Department
1925 Brookdale
Dorval, QC
H9P 2Y7

Board Level Director Steven Colpitts
Coordinator Cindy Zhang
Admin Tech Line Legault Fisher
Admin Assistant TBA

Verdun Adult and Career Centre (VACC): 514-798-8787 ext. 4

International Registrar's Office
6050 boulevard Champlain B-112
Verdun, QC
H4H 1A5

Vocational Manager Barry Kagan
Registrar Supervisor Samantha Parr
Registrar Officer Christopher Thomson
Registrar Officer Jaime Maniatis
International Voc. Supervisor Gianluca Muia
Office Support Kataryna Bianchi
Office Support Francis Chechile

Receptionist Cassandra Wilken

John Killingbeck Pavillion: 514-798-8787 ext. 3

International Programs
150 Seigniory
Pointe Claire, Qc
H9R 4R5

Registrar Officer Xing Wang
Registrar Officer Yi Liu

Receptionist Christy Cuya

Directory: Who do I call for help?

Students are asked to contact the Registrar Agent responsible for their country of origin for all inquiries regarding their status as an international student.

To reach your registrar officer directly, please call 514-422-3000 and use the extension below:

Samantha Ext. 29712 Sparr02@lbpsb.qc.ca	Chris Ext. 29713 Cthomson04@lbpsb.qc.ca	Jaime Ext. 29714 dmaniatis@lbpsb.qc.ca	Xing 29912 Xwang17@lbpsb.qc.ca OR Yi 29914 Yliu20@lbpsb.qc.ca
Maldives Mauritius Egypt	South Korea ASEAN (Indonesia, Malaysia, the Philippines, Singapore, Thailand, Cambodia, Vietnam)	South America Europe USA Australia Middle East Israel India Sri Lanka Pakistan	China Taiwan Hong Kong Macau Mongolia Japan

To reach other members of the team:

International Vocational Manager	Barry Kagan Bkagan02@lbpsb.qc.ca	514-422-3000 ext. 29704
International Vocational Supervisor	Gianluca Muia gmuia@lbpsb.qc.ca	514-422-3000 ext. 29711
Receptionist (International)	Cassandra Wilken Cwilken02@lbpsb.qc.ca	514-422-3000 ext. 29700

Please note that all inquiries or issues are required to proceed through the following order:

1. Registrar officer of your country
2. Gianluca Muia (**International Vocational Supervisor**)
3. Barry Kagan (International Vocational Manager)

**If your inquiry or issue is still not resolved after following this protocol, please forward your inquiry to the Board Level Director of the Program. Please note that the office of the director will follow up to make sure that the protocol was indeed followed.*

For all academic inquiries or issues pertaining to the delivery of the program, please see the Centre Director of your program.

Career Centres

GORDON ROBERTSON CENTRE

(G.R.C.)

240 Beaurepaire Drive
Beaconsfield, QC
H9W 6G4

PEARSON ADULT AND CAREER CENTRE

(P.A.C.C VOCATIONAL)

8310 George Street
LaSalle, QC
H8P 1E5

WEST ISLAND CAREER CENTRE

(W.I.C.C.)

13700 Pierrefonds Blvd
Pierrefonds, QC
H9A 1A7

PEARSON ELECTROTECHNOLOGY CENTRE

(P.E.C.)

5000 Rene-Huguet Street
Lachine, QC
H8T 1M7

SOURCES ADULT AND CAREER CENTRE

(S.A.C.C.)

5080 Sources Boulevard
Pierrefonds, QC
H8Y 3E4

VERDUN ADULT AND CAREER CENTRE

(V.A.C.C.)

6050 boulevard Champlain,
Verdun, QC
H4H 1A5

Lester B. Pearson S.B. Holidays

Christmas.....	December 25 th
New Year's Day	January 1 st
Christmas Break	TBD
March Break	TBD
Good Friday(Easter)	TBD
Easter Monday.....	TBD
Dollard Day	TBD
St. Jean Baptiste.....	June 24 th
Canada Day.....	July 1
Summer Break	TBD
Labor Day	TBD
Thanksgiving.....	TBD

* Please consult the centre calendar for exact dates

Request for letters

Letter requests should be addressed by email to the registrar officer assigned to your country or to the link below. Please allow 5 to 7 business days. The first letter is free of charge however, a charge of 10\$ will be applied for each subsequent letter requested.

***A student portal is under construction. Once in operation, all requests will be made through the portal.**

Student fees

Payment must be done prior to starting classes.

Student fees must be up to date in order to start or continue classes. Student fees are indicated on the attached document submitted with your letter of acceptance.

Change of personal information

It is the responsibility of the student to advise the school board of their current address and contact information. Should you need to change your address or contact information, please fill in the appropriate form available on the Lester B. Pearson School Board website or student portal (when available).

Email

Students will be issued a personal lbpearson.ca email address. Students are responsible for checking their email regularly. Once your email address is issued by the school board, you are requested to use the lbpearson.ca email for all school related communication. This email will allow you to use the student portal.

Emergency information

Students are required to update the appropriate form in case of any changes through the portal.

Student immediate release consent form

Students are required to complete the appropriate release form for media purposes

Code of conduct

Students are required to follow the school code of conduct. All LBPSB employees, students and community are expected to adhere to the Safe and Caring School Policy.

All school board policies are available on the school board website.

Attendance

As an international student, it is expected that you attend classes in order to uphold the full-time status of your Canadian study permit. Absences will only be tolerated in the event that a valid reason has been submitted to the Centre Director.

Consequently, students are to follow the centre attendance procedures.

Please note that the school board or centre may require documentation in order to validate absences.

Any student required to be absent for an extended period of time must get prior permission from their Centre Director. Failure to comply with this directive may put your status at risk.

Prolonged absences without justification will result in the student being removed from the program.

Students who withdraw from a program with the intention of rejoining the same program may only do so after following/agreeing to the conditions below:

- ✓ Submit in writing your intention with a return date for approval
- ✓ Submit a re-entry fee of \$1500 CAD
- ✓ Re-entry is subject to space availability
- ✓ Centre Director's study plan or program plan for your re-entry
- ✓ Student is responsible to renew all outdated documents and resubmit to complete their program

A student who is absent for more than 12 months (1 year) will be considered withdrawn from the program and will need to re-apply, repay and re-do all components of the program.

A student with an extended absence without proper justification will be penalize and will be required to pay a re-entry fee upon their return should their return be within a reasonable amount of time.

Evaluation of student learning and performance

Students are evaluated as per the standards and procedures of the centre in which they are attending and according to the program requirements as established by the Ministry of Education.

Payment method

Only wire transfers, money order or debit transactions are accepted for tuition payments.

No cash, credit cards or personal checks are accepted for tuition payments.

A maximum of \$200 in cash or credit is accepted for non-tuition payments.

Insurance

All students will be insured automatically unless they can provide proof of belonging to another private insurance.

(Please note that all new registering students will have to take the compulsory group insurance as of July 1st, 2017)

LBPSB International Student Language Pre-requisite

All programs require functional English skills. Students are encouraged to take English classes prior to starting their program or additional classes if they are experiencing difficulties.

Some programs require functional French skills. Students are encouraged to take French classes prior to starting their program or additional classes if they are experiencing difficulties.

Note that a student may be asked to suspend their program if their language skills in English and/or French (if needed for the program) are lacking and interfering with their progress.

What is a Student ID card and when will I receive one?

A Student ID card acts as proof of a student's enrollment at the Lester B. Pearson. It is required to be on a student's person at all times while attending classes and during examinations. Students will be issued their Student ID from their respective Centre in which their program is being held at the beginning of their program. It is the responsibility of the student to inform themselves of the dates each Centre will be issuing their students their ID cards.

**In the event that a student misplaces or damages their ID card, there will be a \$5.00 CAD charge to have a new one printed.*

What are the necessary steps to register for the Lester B. Pearson International Career Programs?

Students are required to follow a series of steps in order to assure they have the proper documentation to become an international student at Lester B. Pearson International Career Programs (LBPICP). We would like to highlight the importance of the documentation listed below for international students looking to pursue their education in the province of Quebec. Without the following valid documents, international students who are studying at a school in the province of Quebec **will not** be recognized as such by the Quebec government and will not be granted acceptance into the school.

The following list helps outline the order in which students are advised to proceed through their application process. Please note that the following requirements are those of the school board explicitly. Any questions or concerns about immigration procedure are to be addressed by the student through organizations outside of the school board. Students who find themselves with any remaining questions by the end of this booklet are urged to contact us or visit the website.

1. Complete and submit the application package

Students are to assure they have read and understood all relevant policies and agreements included in the application package. A student's signature attests to such an understanding and the school board assumes no responsibility for the repercussions of a breached contract by a student. Students are advised to contact the registrar in the event that they require any clarifications relating to the application form and its process.

2. Students must apply for a C.A.Q (Quebec Acceptance Certificate) indicating the level of study as “Diplôme d’études professionnelles”.

3. Students must apply for a Canadian Study Permit and a Canadian Student Visa.

Please note: Students studying in the province of Quebec require a valid C.A.Q in order to apply for their study permit.

4. Students who have completed their high school education in a country/ city not recognized by Education Internationale, must apply for a Comparative Evaluation¹.

Please note that students are required to have obtained at the very minimum a High School level education in order to be eligible to apply for any vocational programs.

What is a Comparative Evaluation and why do I need one?

The Quebec Ministry of Education (MELS) has implemented new admission requirements for international students who will be partaking in vocational training. Diplomas from a variety of countries and cities around the world have now been pre-approved by a cooperative organization working with Quebec school boards called Éducation Internationale. The pre-approval process attests that the level of high school education from these countries* is equivalent to that of Canada. The list of approved countries will continue to be updated to include a wider variety of areas so please ensure you verify with the registrar if you are uncertain of whether you apply.

Students originating from a country that is not pre-approved must apply for a Comparative Evaluation. The student’s transcripts and diploma must go through the process of attestation by the Quebec government before they will be entered into the government’s student database. The following website provides students with the information needed to apply for a comparative evaluation:

<http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html>

¹ If you are unsure of whether or not your country/city qualifies, you are urged to contact your Registrar Officer.

What is a C.A.Q and how do I get one?

C.A.Q stands for “Quebec Acceptance Certificate” and it is a mandatory document for all international students studying in the province of Quebec. It can be equated to the Quebec version of a Canadian study permit. It must be applied for, and must be received before a student can apply for their Canadian study permit. The C.A.Q allows for international students to be recognized by the Quebec Government as being enrolled as a student in an educational institution.

In order to file an application to obtain a C.A.Q, a student is invited to visit the following website:

<http://www.immigration-quebec.gouv.qc.ca/en/electronic-services/caq-electronic/index.html>

It is important to note that the level of study must be indicated as “**Diplome d’études professionnelle**”. In the event that students require further information on how to apply for a C.A.Q they are invited to contact the registrar’s office at (514) 798- 8787 ext. # 4 with any questions or concerns.

What is a Canadian study permit and why do I need one?

A Canadian study permit is a document that is issued by Citizenship and Immigration Canada (CIC) that authorizes international students to study in Canada.

It is a mandatory document for any international student who wishes to study in Canada and it is also a compulsory document in order for students to be registered with the Quebec Ministry of Education. Please note that for students who are enrolled in a vocational program, your study permit’s level of study must be indicated as “**Any Post-Secondary**”.

If your study permit is going to expire it is imperative that you contact the registrar no later than **two (2)** months prior to the expiration date listed on your current study permit. This is to ensure all necessary documents needed to re-apply have been issued by Lester B. Pearson. Students who failed to acquire the proper documents from the school beforehand will run the risk of having to restore their status as a student with the Canadian government.

Study Permit applications must be submitted by the student directly to Citizenship and Immigration Canada.

The LBPSB does not process study permit applications nor renewals.

***Please note that students will need a valid C.A.Q in order to apply for or extend their study permit.*

Is Lester B. Pearson International Career Programs registered as a Designated Learning Institution (DLI)?

Lester B. Pearson International Career Programs is proud to offer international students the opportunity to partake in a vocational education at a designated learning institution. In the province of Quebec, any institution who offers post-secondary vocational training programs to students is considered to be a Designated Learning Institution. It is important for students to note that LBPSB International Career Programs has not been assigned a DLI number even though they are designated. As a result, students will not be subject to provide a DLI number on their study permit application form when planning to attend LBPSB. For further explanations, please visit the link below:

<http://www.cic.gc.ca/english/resources/tools/temp/students/quebec.asp>

What is a Birth Certificate Attestation?

This document is required to be completed by all international students who do not hold a valid birth certificate from their home country. It is a document that attests to the details of a student's identity and lineage. Please note that it is imperative for students to abide by the strict guidelines required in order to fill out the form correctly (i.e. if a student only has a first and middle name they are to print both names in the "legal name" and "given name" fields). In the event that a student requires help filling out the attestation, they are asked to please make an appointment with a staff member. Please note that students may be asked to re-submit the form if it does not conform to the School's specifications.

Where can I find information about Immigration and applying for a Work Permit?

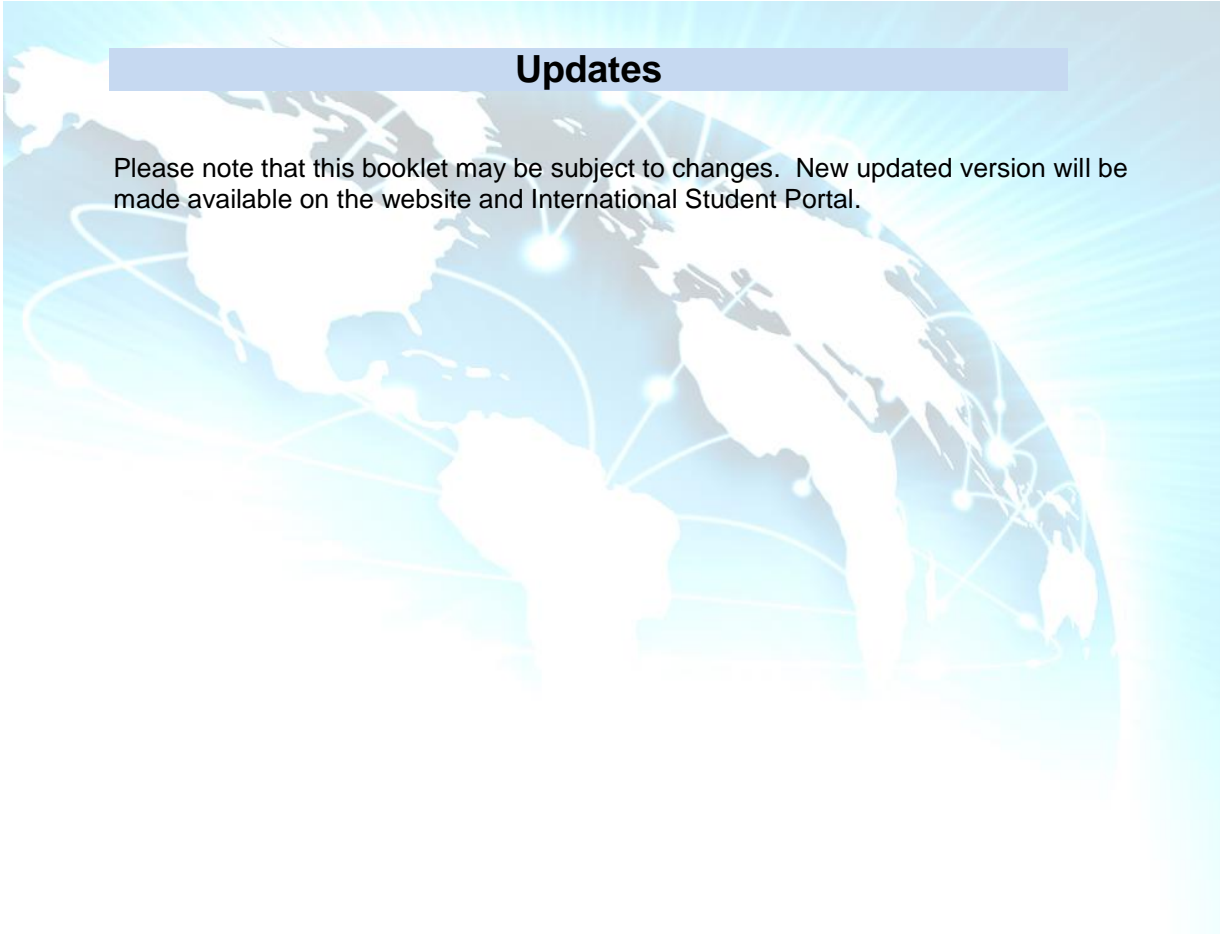
Lester B. Pearson International Career Programs is a public educational institution under the Quebec Ministry of Education. As a result, the School is able to provide students who are found to be in good academic standing the necessary documentation in order to apply for off-campus work permits. It is important to note that the ultimate decision on whether a student's application to work is approved or denied rests with Immigration Canada, and not with the School itself.

For students who find themselves with questions and concerns about Immigration, the School is able to refer students to an authorized immigration lawyer who can offer advice

and counsel for a nominal fee.

What is an OPUS Card and how do I apply for one?

An OPUS card is the Montreal Public Transport system's monthly re-chargeable pass to ride the city's public transportation system. Students under the age of **twenty five (25)** are offered a discounted rate and they may apply for a student OPUS card by filling out and submitting the OPUS form that is available at the registrar's office.



Updates

Please note that this booklet may be subject to changes. New updated version will be made available on the website and International Student Portal.

NOTES

