

## International Student Program Withdrawal Form

Today's Date (Example: JAN-01-2019): \_\_\_\_\_

Date of Withdrawal (MMM-DD-YYYY): \_\_\_\_\_

**OFFICE USE ONLY**

ISP Student Number:

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### STUDENT INFORMATION

Legal Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_

Birthdate (MMM/DD/YYYY): \_\_\_\_\_ Current BSD School: \_\_\_\_\_

Student's Email: \_\_\_\_\_

### REASON FOR WITHDRAWAL

- Returning to/Remaining in Home Country

If returning home, what is the date of your departure from Canada?  
(MMM/DD/YYYY) \_\_\_\_\_

What is the reason? \_\_\_\_\_

- Moving outside of Burnaby

Moving to: \_\_\_\_\_

Date of Move (MMM/DD/YYYY): \_\_\_\_\_

- Transferring to Another School

Reason for transfer: \_\_\_\_\_

Name of New School: \_\_\_\_\_

- Change of Immigration Status

*If continuing in a Burnaby school, please attach district letter confirming change of status.*

- Other (Please explain): \_\_\_\_\_

**\*\*\* IMPORTANT NOTICE \*\*\***

Students withdrawing from the International Student Program will be removed from our medical insurance plan and their Study Permit will no longer be valid. If you are remaining in Canada, it is the parents' responsibility to ensure that the student meets immigration requirements and obtains suitable medical insurance. To arrange for medical insurance, contact the Medical Services Plan of British Columbia at (250) 386-7171.

Student Legal Name: \_\_\_\_\_ Parent/Custodian Legal Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent/Custodian Signature: \_\_\_\_\_

Please submit this form with all required documents to  
[international.refund@burnabyschools.ca](mailto:international.refund@burnabyschools.ca).

### FOR OFFICE USE ONLY

The following have been notified:

- Secondary: VP-Intl + SISOP + ISA + Medical + Langara Homestay

Emailed By: \_\_\_\_\_ Date: \_\_\_\_\_

- Elementary: Principal + Secretary + Medical + Elementary Placement

Emailed By: \_\_\_\_\_ Date: \_\_\_\_\_

Updated: October 2023

### PROCEDURES/DOCUMENTS (check if apply):

- Refund Request Required?
- Updated TN database
- Issued Letter to CIC
- Uploaded Sent Notification Email to School
- Status Changed (re: permit): All family's passports, permits and Letter from BSD
- Status Changed (re: PR): All family's passports, landing papers with Canadian custom officer's signature and date