

International Student Program School Transfer Request Form

Today's Date (Example: JAN-01-2024): _____

OFFICE USE ONLY

ISP Student Number:

STUDENT INFORMATION

Legal Last Name: _____ Legal First Name: _____
 Birthdate (MM/DD/YYYY): _____ Student's Email: _____
 Current BSD School: _____ Current Grade (this school year): _____

SCHOOL TRANSFER REQUEST INFORMATION

Start Date: **February** (new student only) _____ (year) **September** _____ (year)

Requested Burnaby School Name: _____

Reason for Transfer Request: _____

Please provide home address in Burnaby for **Start Date** of the school year (listed as above):

Address: _____ City _____ Postal Code: _____

PARENT/CUSTODIAN INFORMATION

I, as the parent custodian of the above student, acknowledge that:

1. **this request will only be considered if tuition has been paid in full;**
2. **there is no guarantee this request will be approved;**
3. **current students requesting a transfer for the following September, will be notified of a decision in April.**

Legal Last Name: _____ Legal First Name: _____

Email: _____ Phone number: _____ Relationship to student: _____

Parent/Custodian's Signature: _____ Date: _____

Please email completed form to international@burnabyschools.ca.

OFFICE USE ONLY – Do not complete

NEW STUDENT	RETURNING STUDENT (Current Student)
Start Date: <input type="checkbox"/> February (new student only) _____ (year) <input type="checkbox"/> September _____ (year)	Start Date: <input type="checkbox"/> September _____ (year)
Student Paid School Fees? <input type="checkbox"/> Yes – Paid <input type="checkbox"/> No – UNPAID	Student Paid School Fees? <input type="checkbox"/> Yes – Paid <input type="checkbox"/> No – UNPAID
<input type="checkbox"/> Updated Database and added memo (re: approval)	<input type="checkbox"/> Updated Database and added memo (re: approval)
<input checked="" type="checkbox"/> Notify Charles of transfer to review for timetabling	<input checked="" type="checkbox"/> Notify Charles of transfer to review for timetabling
<input type="checkbox"/> Informed student/parent/custodian of school change (provided new LOA and receipt with new school name)	<input type="checkbox"/> Informed student/parent/custodian of school changed (provided new LOA, receipt with new school name and school transfer instruction)
<input type="checkbox"/> Emailed to notify both new and current schools	<input type="checkbox"/> Emailed to notify both new and current schools
<input type="checkbox"/> Emailed to Langara Homestay regarding change of homestay	<input type="checkbox"/> ISAs contacted to arrange for course selection
<input type="checkbox"/> Updated School Transfer Request List (excel)	<input type="checkbox"/> Emailed to Langara Homestay regarding change of homestay
<input type="checkbox"/> Uploaded notification emails and approved school transfer form	<input type="checkbox"/> Updated School Transfer Request List (excel)
<input type="checkbox"/> Change G4 labels	<input type="checkbox"/> Uploaded notification emails and approved school transfer form
<input type="checkbox"/> Notify Orientation Specialist / Welcome Centre	

Name of International Student Assistant (ISA) submitting request: _____ Date: _____

International Education Administrator Approval: _____ Date: _____