



**St. John's International School**  
 395 West Broadway, Vancouver, BC, Canada V5Y 1A7  
 Tel: 604-683-4572 Fax: 604-683-4679

## Custodian Application Form

**Student Information:**

Student's Full Name	Citizenship	Date of Birth (dd/mm/yyyy)	Sex Male      Female
If not applying Homestay with St. John's International School, provide the address where student will reside in Canada:			

**Parents / Guardians Information (preferably from both parents/guardians):**

	Parent / Guardian 1	Parent / Guardian 2
Full Name		
Date of Birth (dd/mm/yyyy)		
Home Address		
Telephone Number		

We, \_\_\_\_\_ and \_\_\_\_\_ (name of parents/guardians), the parents/guardians of the said student, \_\_\_\_\_ (name of student) hereby grant full custodianship to one of the staff at St. John's International School, during the student's stay in Canada while he/she is under the age of majority in the province in which he/she resides.

Signature of Parent/Guardian (1): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian (2): \_\_\_\_\_ Date: \_\_\_\_\_

**Application & Payment Information:**

- Complete the custodian application form and submit it to St. John's International School with the required payment. Applications will be processed after payments are received by the School.
- All custodian applicants must pay for the Custodian Letter fee CAD\$200.00. This fee is non-refundable.
- Payments can be made by bank draft/money order payable to St. John's International School or by wire transfer. (Please check with St. John's International School for bank details.)
- The first four (4) month of monitoring fee will be paid to St. John's International School. The additional months of monitoring fee will be paid directly to the custodian.
- School will send a notarized Custodianship Declaration – Custodian form with the staff officially accepting that responsibility. We will also include a blank Custodianship Declaration – Parent/ Guardian form that the parents will need to complete and have notarized, to officially grant custodianship to the School.

**Please check the box below for the fees you need to pay (Rates below are subject to change without prior notice):**

Non-refundable Custodian Letter Fee CAD\$200.00

First Four (4) Months Monitoring Fee CAD\$600.00

\_\_\_\_\_ Student's Signature

\_\_\_\_\_ Date Signed



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 www.stjohnsis.com

## Custodian Service Information

### Fee Structure of the custodian

Application fee	Notarization	\$200
Custodian fees		\$600 / Semester (4 months)

### Custodian services are including below services

1. Banking, Phone services (One-time service)  
 Offering guidance in opening bank accounts, purchasing pre-paid cell phones, private insurance, applying MSP.
2. Signing parental waivers for school-related functions and activities
3. Academic Support
  - Teachers and Parent meeting
  - Maintain Attendance, Academic performance, Grade, Course registration and planning
  - Communicate with parent or agent – Report card, attendance
  - To assure the student's Medical Insurance coverage and premium payment is up to date
  - To assure the student's Study Permit and Canadian Visa is up to date
4. Accommodation
  - Arrange and change Homestay
  - Host family communication.
5. Extra services with extra fees (\$50/hour)
  - Escort service (Go to clinic or hospital, police station)
  - Airport drop or pick up, Riding Service
  - Library card, Gym access, swimming pool or social service consent.

\* Please note, there is no fee charge for the responsibility of consent, but it will be charged the hours of driving, time to serve based on the request.

All parents must acknowledge above fee structures and services. Parent Custodian document (IMM5645 -PAGE 2 of 2) required by custodian when you agree above condition.

### Cancellation of Custodian Service

Minor international students (under 19 years old in BC) “must be cared for by a responsible adult in Canada.” “Custodianship requires that legal arrangements be made to give the custodian in Canada permission to act in place of a parent” (source: [www.cic.gc.ca](http://www.cic.gc.ca)). Once the documents are signed and notarized, the custodianship is legal and effective until the student turns 19 years of age.

In the event where the student wants to change a custodian, it is the student's responsibility to arrange a new custodian and have the new documents notarized. To officially end the relationship, the student must give a copy of the new custodian document to our school or directly to the current custodian.