

GROUP BOOKING FORM

The goal of the International Program at the Upper Canada District School Board (UCDSB) is to provide exceptional service and unforgettable experiences and memories for students and chaperones, while living with a Canadian family and attending one of our world class public schools. In providing this exceptional service, the UCDSB assigns administration duties related to its International Program to the Upper Canada Leger Centre for Education and Training (UCLCET). To ensure that we meet and exceed the expectations of our partner agencies, the home school/chaperones, participating students, and parents/guardians, this booking form must be completed and agreed upon by the agency representative, home school/group, UCLCET and Canada Homestay International (CHI). Incomplete or inaccurate forms may compromise the quality of the program and may result in additional fees.

Please return this form to UCLCET by email to international@uclc.ca. Unless otherwise agreed, booking forms must be initially submitted at least 12 weeks prior to the group's arrival, and agreed upon by all parties at least 8 weeks in advance of arrival.

Agency Information

Name of Agency:	Agency Location (Country):
Phone Number:	Contact Person:
Skype:	Email Address:
Invoice Contact:	Mailing Address:

Group Profile

Name of Home Group/School:				Nationality:	
Number of Participants:	Male:	Female:	Ages of Students:	Number of chaperone(s) accompanying group to Canada:	
Regional Request by City/Town (in order of preference): *request cannot always be guaranteed					
1. _____		2. _____			
3. _____					
Dates of Booking	Arrival Date:			Departure Date:	
Flight Details	Airport & Flight #:			Airport o& Flight #:	
Trips Requested:					
<input type="radio"/> Montreal (day trip) <input type="radio"/> Ottawa (day trip) <input type="radio"/> Toronto/ Niagara Falls, 2 days/1 night <input type="radio"/> Toronto/ Niagara Falls, 3 days/2 nights					
<input type="radio"/> Local Activities (specify number) ___ <input type="radio"/> Other: (please specify) _____					
Special Booking Requests: (e.g. Specific trip activity, or academic requirement?)					

Term and Conditions:

- Students will be placed in a local school of the Upper Canada District School Board (UCDSB) and attend regular classes at the school unless otherwise agreed upon.
- Courses/subjects studied will be assigned based on availability at the school and specific course requests cannot be guaranteed. Course changes may or may not be permitted upon arrival at the school.
- Groups must arrive to and depart from the International Airport in either Ottawa or Montreal unless otherwise agreed and stated in this form. If the group arrives after 7 p.m. or departs before 11 a.m., additional fees for hotel stay may be incurred at the cost of the agency, school, or student/parents.
- Trips may be booked during regular school days unless otherwise stated and agreed upon in this form.
- This booking form must be completed and signed by a representative of the Agency, School Group, Upper Canada Leger Centre for Education and Training (UCLCET) and Canada Homestay International (CHI) to be valid.
- Any changes to the above booking form must be communicated to and approved by all parties at least 30 days prior to the arrival of the group.
- Students may be double placed with a single homestay family unless otherwise stated and agreed upon in this form.
- Homestay matching requests must be negotiated and agreed upon in advance. The only guaranteed request will respect medical concerns (e.g. allergies to food or animals) noted on the student application.
- Homestay profiles will be sent to the Agency at least 14 days in advance of arrival, unless otherwise communicated to the Agency at least 21 days in advance of arrival.
- If a student is unable to continue to participate in the program due to dismissal, extreme medical or family reasons, fees will be prorated for the time the student participated in the program and the student will be responsible for the cost of their return flight home. Otherwise, no refunds will be granted.

Chaperone Guidelines:

- Program participation fees will be waived for one chaperone for a group of 10 fee-paying students. Participation fees may be waived for additional chaperones as negotiated and agreed upon.
- Chaperones for the group are required to have at least intermediate-level English language skills and to provide support to UCLCET and CHI by liaising with group participants, home school representatives and natural parents. They are also expected to travel to Canada with the students, and help supervise any group excursions, while adhering to the rules of the tour operator.
- The chaperone is responsible for the cost of his/her own transportation for the duration of their stay unless otherwise negotiated. We advise, and can assist with arrangements, for chaperones to rent a car, to facilitate travel to schools when visiting students.
- Chaperones must complete and sign a participation agreement and partake in a Skype or telephone interview with a representative of the UCLCET prior to the group's arrival.

<p>Agency Representative Name: _____ Signature: _____ Date: _____</p>	<p>Home Group/School Representative Name: _____ Signature: _____ Date: _____</p>
<p>Upper Canada Leger Centre Representative Name: _____ Signature: _____ Date: _____</p>	<p>Canada Homestay International Representative Name: _____ Signature: _____ Date: _____</p>

Thank you for booking with the UCDSB International Education Program!