

Process Outline & Required Documentation Checklist

Thank you for considering a group booking with the Upper Canada District School Board (UCDSB) International Education Program. The program is administered by the Upper Canada Leger Centre for Education and Training (UCLCET) with the homestay aspect of the program delivered by Canada Homestay International (CHI). Below, please find a description of the process for establishing a Short Term Group program with the UCDSB, along with estimated timelines and a checklist of required documents.

Estimated Timeline (prior to group's arrival)	Process Details
12 weeks or more	Initial discussion between booking agency and UCLCET regarding group details and desires for participation.
Immediately following above	Based on the above discussion, UCLCET will provide a group price quote to the agency, outlining fees per student and aspects of programming that are included in quoted prices.
10 weeks	When the group is prepared to confirm participation, the agency works with group representatives to complete the Group Booking Form to be submitted to UCLCET
8 weeks	Group Booking Form is reviewed by UCLCET and any required changes are negotiated through the agency. A final version of this form is signed by a representative of UCLCET and CHI and returned to the agency. Additionally, a draft schedule of trips and activities is provided by UCLCET to the agency at this time.
7 weeks	Both the booking agency and a group representative will sign the booking form and return to UCLCET, along with the required documents (as outlined below).
6 weeks	If required, UCLCET will work with CHI to provide the agency with a notarized custodianship declaration for the group.
2 weeks	UCLCET works with CHI to match each student with a homestay family. The profile for this family, along with information about the school that each student will be attending, is sent to the agency. Schedule of activities (if requested) will be finalized.
1 week	A skype or phone discussion is conducted between a representative of UCLCET and any chaperones that will be accompanying the group to discuss protocols and expectations.

Required Documents Checklist:

- Complete Group Booking Form
- Group participant list with all of the following requested information provided for each student (this list **must** be submitted in the same Excel spreadsheet formatting provided by UCLCET).
- Each student must submit:
 - o Homestay application (with student letter and photo)
 - o Student participation agreement form (signed)
 - o Field Trip authorization form (signed)
 - o Photocopy of first page of passport
- CHI Parental Consent to Custodianship form (Signed and notarized unless custodianship arrangements have been made through the booking agency)
- Chaperones must also submit a Homestay Application and a signed Chaperone Participation Agreement at the same time student application documents are submitted.

Please submit all forms to international@uclc.ca