



MACLACHLAN
COLLEGE



GUARDIANSHIP INFORMATION PACKAGE

2020/2021 SCHOOL YEAR



MacLachlan College requires that each international student living in Canada without a parent have a local Canadian Guardian while attending school. The Guardian provides a necessary support system for the student and acts as a contact for the school. The Guardian must be English speaking, a Canadian Citizen or Permanent Resident over the age of 21 and must reside in Ontario.

If you do not have a Guardian, MacLachlan College has retained the professional services of International Student Guardianship Canada (ISGC). This service is mandatory for all students participating in the ISGC Homestay Program.

ISGC assists our international families in a variety of capacities.

EXPECTATION OF A ISGC GUARDIAN

Minor children who are less than 18 years of age and come to Canada to study without a parent or legal guardian must be cared for by a responsible adult in Canada. This person is known as a Guardian. In some cases, a Guardian may also be needed for minor children between 18 years of age and the age of majority in the province or territory of the educational institution where they intend to study. This will be at the discretion of an immigration officer. An immigration officer must be satisfied that adequate arrangements have been made for the care and support of minor children who travel to Canada to study.

Guardianship requires that legal arrangements be made to give the Guardian in Canada permission to act in place of a parent. Two notarized documents are required. A notarized document is a document that has been certified by a notary.

The first notarized document must be signed by the parents or legal guardians of the minor child in the child's country of origin. The second notarized document must be signed by the Guardian in Canada. *Note: the second notarized document will be provided by ISGC.*

The care and responsibility that ISGC can offer as a Guardian is vast; once the Guardianship form has been notarized this document allows ISGC to assist with the following:

Medical Emergencies:

The guardian is able to sign documents at any Health Care Centre on behalf of parents. In cases where the natural parents cannot be reached, ISGC can make the decision and provided necessary support to the student and give permission for health care professionals to conduct the proper care of the patient.

In addition, hospitals and health care facilities require the Guardian to sign on behalf of the parents and in some cases provide the actual legal document as proof of Guardianship.

Immigration:

A legal Guardian is available to assist students who are retained with a customs officer at the airport during travel. ISGC is required to travel to the airport with the notarized Guardianship letter of the student and present it to the customs officer in order to solve the situation and have the student released. In addition, the Guardian is available to assist students to apply for the following legal documents that require a Guardianship Letter and are able to check the status of all applications in process:

- **Canadian Study Permit** - ISGC assists families from inside of Canada to apply for the Canadian Study Permit in order for students to enter Canada for study
- **Renewal/Extension of Study Permit/Visas**
- **Travel Visas** - Students are able to travel on school trips or other countries with our assistance; ISGC processes all applications and makes arrangements for all Embassy/Consulate appointments
- **Passport renewal/replacement** - As a Guardian, ISGC is able to apply and pick up the passport on behalf of the student without the student being present (in most cases)

ISGC is responsible for:

- Acting in place of parents in every day events as well as emergencies
- Assisting minors traveling alone to/from Canada
- Temporary legal custody of child and all that entails

Permission Forms:

As a Guardian to students, ISGC is available to sign permission forms, school trip requests and health forms on behalf of natural parents. For International parents this is a great help as they often cannot be reached if a form is due immediately at the school.

Long Weekends/Holidays:

A Guardian should be informed of students' plans at all times. Guardians are responsible for students during long weekends and holidays and arrangements are to be made to ensure the student has somewhere to stay if they are not traveling to their home country.

A Guardian is aware at all times if the student will be staying with a friend, going on a trip with the school or staying with their host family arranged by ISGC in case of an emergency.

Emergencies:

When a student is away from the school, ISGC is available 24-hours for assistance in all emergency situations as well as non-emergency situations. An ISGC representative is available at all times to each student to ensure their happiness and comfort as well as safety.

Suspension/Expulsion:

If a student is suspended or expelled from school, the Guardian is to be informed along with natural parents so that the Guardian can arrange to assist the school in dealing with the situation immediately. ISGC will arrange all transportation and a place for the student to stay until he/she returns home or to the school.

Legal Issues:

As a Guardian, ISGC can offer assistance for students that have any trouble with the law in Canada. Students who have been detained, charged or arrested can be released into the care of the Guardian if parents are not available. Students who are charged with a criminal act are

released to the Guardian who is responsible to ensure that rules from the police and courts are followed.

ISGC GUARDIANSHIP PACKAGE - \$1,700 CAD + H.S.T (13%) (SUBJECT TO CHANGE)

This fee is paid directly to International Student Guardianship Canada (ISGC)

This service is mandatory for all International students attending MacLachlan College who are participating in the ISGC Homestay Program

24-Hour Emergency Number available for:

- Natural parents & agents
- Students & school representatives
- Homestay families & housemasters

Note: For any of the following emergencies an ISGC representative will be available at all times to assist with injury, hospitalization, critical illness, loss of passport, detainment by Immigration

Notarized Guardianship Letter (courier & notary fees are additional costs):

- Use in initial Study Permit/Canadian Visa Application
- Allows ISGC to act in legal and medical emergencies
- Allows ISGC to deal with Immigration issues
- Guardianship monitoring & support throughout school year

Study Permit or TRV Renewals (1 application included):

- Applications processed from within Canada

Note: Additional fees may be required for government applications, couriers, and/or transportation

Note: ISGC will assist your child to renew his/her Study Permit or Canadian Visa. ISGC will collect the necessary documents, process the applications with an Immigration Consultant & arrange couriers for each application. Students/Parents are responsible to send required documents to ISGC in a timely manner.

Note: ISGC is in no way connected with Citizen & Immigration Canada (CIC) and cannot expedite the application process or influence a CIC officer's decision.

Passport Renewals:

- Applications processed

Contact with student on regular basis:

- Monitor success & well-being of student by telephone and/or email on a bi-weekly basis
- School visits
- Friendly & reliable contact for students in need
- Assistance with personal purchases/requests

Communication with schools:

- Completion of School Trip/Permission Forms on behalf of natural parents
- Report student absences
- Availability to school administration and teachers, advisors and guidance counselors regarding the overall success of your child
- Coordination with school to co-validate and authorize school transcripts if required
- Confirm student re-enrollment

Homestay/Transportation Arrangements:

- Homestay support for student during school year
- 24-hour monitoring and emergency service for students living in Homestay
- Airport “Meet & Greet” upon arrival by ISGC (additional fees apply for car service)
- Airport Transfers arranged / Flight bookings (additional fees apply for car service)
- Flight status monitoring / Unaccompanied Minor (UM) services available for students under 16 years old (if required) (additional fees apply)

ADDITIONAL ISGC SERVICES

ISGC can arrange the following items on an as need basis. Parents/Agents will be consulted and quoted a cost prior to services rendered in all occasions.

Immigration Applications

Government application fees/Courier fees

Travel Visa for school/personal trips

ISGC Application fee, Consulate or Embassy Fees, Courier fees & transportation fees (if required)

Translation of Documents

Price based on length of document

Homestay Accommodations

Price based on length of stay

Transportation

School Bus, Public bus, Train, Taxi, Private Car

Government Documents

As specified by Canadian Government, Embassy or Consulate

Personal Purchases

Toiletries, winter clothing, school supplies & sports equipment

Parent request for student loans

Monies lent to student in case of emergencies

Bank Wire/Courier fees

Bank fees - \$30.00/transaction and Courier costs based on destination country

For more information about ISGC services please contact info@isguardianshipcanada.com