



Vocational Diploma Application Package

courses beginning on July 1, 2025

Thank you for choosing the Lester B. Pearson School Board for your studies.

To facilitate your application process please take note of the following:

- Incomplete application packages may cause delays in processing. Please ensure that the required document check-list is complete before submitting your application.
- In order for the LBPSB to issue the letter of acceptance, we must receive the application and administration fees. This will also secure a space for you on our intake list. See the payment structure on page 9 for more information.
- When applying for your Study Permit:
 - Make sure that your request is for the province of Quebec and includes the DLI of your respective vocational centre.
 - You must apply for the **co-op work permit** at the same time.
- Program material fees/school fees are not included in the tuition or administrative fees and vary according to program.
- Please note that some programs require functional French speaking skills (specifically those that interacts with patients or clients). See price list for specific requirements.
- Language Requirements: See page 8 for details.

If you have any questions, please contact us at: ipd@lbpsb.qc.ca



Required Documents



LESTER B. PEARSON SCHOOL BOARD
International Programs

- Application Form** – Signed and dated by the student
- Attendance Agreement** – Signed and dated by the student
- studyinsured™ Health Insurance Agreement Form** – Signed and dated by the student
- Refund, Deferral and Cancellation Policy** – Signed and dated by the student
- Language Information** – Signed and dated by the student and proof of English requirement IELTS or equivalent
- Payment Structure** – Signed and dated by the student
- A copy of the **valid passport** with signature
- High School Transcripts** (final year only) and the matching High School Diploma (**original language copy**)
- High School Transcripts** (final year only) and the matching High School Diploma (**translated and notarized in English or French**)
 - *Students are asked to submit any other documentation pertaining to **Higher Education degrees or diplomas** (within or outside of Canada)*
- Student's Birth Certificate** – (**original language copy**) – Indicating the parent's names and place of birth
- Student's Birth Certificate** – (**translated and notarized in English or French**)
- Payment of \$1,500** (application and administration fees)

Additional Required Documents

- Valid copy of the CAQ (Quebec Acceptance Certificate) to be provided at least 30 days prior to the start of the program. Level of study must be indicated as "**Diplôme d'études Professionnelles**"
- Valid copy of the Canadian Study Permit to be provided at least 30 days prior to the start of the program
- Original CO-OP Work Permit to be submitted to your vocational centre

Students are also required to provide the **original** copies of **all** above mentioned documents on the first day of class. The administration will take photocopies and return the documents.

Please be sure to send this complete application package (including this checklist) along with all required documents to your registrar or ipd@lbpsb.qc.ca.

International Programs Office
6050 boulevard Champlain, Office: B-105,
Verdun, QC, H4H 1A5
Tel: 514.798.8787



Application Form



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1. Representing Agent <i>(if applicable)</i>	
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2. Applicant Information

Family Name	Given Name	Middle Name
Date of Birth (mm/dd/yyyy)	Gender	
City of Birth	Province	Country
Home Tel #	Mobile Tel #	
E-mail Address		

3. Mailing Address

No.	Street Name	Apt/Unit (if applicable)	City
Province	Country	Postal Code	

4. Residential Address *(if different from mailing address)*

No.	Street Name	Apt/Unit (if applicable)	City
Province	Country	Postal Code	



Application Form



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5. Program Options

- Please indicate more than one option in case your first choice is not available. If the requested program/intake is not available, you will be offered the next available intake.
- Please consult with your LBPSB registrar to confirm program availability, intake dates and schedules.
- **Note:** Some programs are scheduled in the evening

1st Choice

Program Name	Centre	Intake Date: Month/Year
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2nd Choice

Program Name	Centre	Intake Date: Month/Year
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3rd Choice

Program Name	Centre	Intake Date: Month/Year
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6. Processing Stream Option

SDS (Student Direct Stream)

Non-SDS

Please note that the SDS is only available for certain countries. Please consult with IRCC (Immigration, Refugees and Citizenship Canada). One year tuition will be required to obtain a Letter of Acceptance.

7. Do you currently have:

- a valid CAQ (level: Diplôme d'études Professionnelles) Yes No
 - a Study Permit Yes No
 - a Co-op Permit Yes No
- If **YES**, please submit along with your application package.

Registrar Office/Admission

(514) 798-8787

ipd@lbpsb.qc.ca

www.lbpsb.qc.ca/international

I declare that I have answered all required questions in this application fully and truthfully.

Student's Signature

Date (mm/dd/yyyy)

Print Name



Confirmation Student Accommodation opportunity

To support your transition to life in Canada, you are automatically registered for housing at the 4Stay student residence for your first three months. This arrangement provides a comfortable and supportive environment as you settle in and focus on your studies. Additionally, this will give you the opportunity to meet many of our new students, as they will also be residing there. It will help you build connections, access campus resources easily, and enjoy the convenience of being close to everything you need.

Once confirmed, 4Stay will issue a proof of residence, which is required by Immigration upon your arrival in Canada. The residence is conveniently located at 150 Ave. Seignory, Pointe-Claire, QC, H9R 4R5 and offers the following:

- Fully furnished rooms equipped for comfort and convenience.
- All-inclusive amenities such as Wi-Fi, utilities, and laundry facilities.
- Access to a gym and recreational spaces to support a balanced lifestyle.
- Catered meals provided on-site, ensuring nutritious dining options.
- 24/7 access to an on-site student supervisor for support and assistance.
- Proximity to public transportation for easy access to downtown Montreal and surrounding areas.

For more details, visit: lbpsbdorm.4stay.com.

The package is offered at \$800/month, including your meals, billed directly by 4Stay. You'll also have the flexibility to extend your stay or arrange alternative accommodations at any time.

If you already have alternative residential plans, you may opt out by ticking the box below.

4Stay is there to assist you every step of the way and look forward to welcoming you to our vibrant student community!

I understand that my information will be shared with 4Stay for contact and invoicing purposes.

Student's Signature

Date (mm/dd/yyyy)

Print Name

If you do not wish to take advantage of this package, please notify us by selecting the opt-out option below.

I wish to opt out of this offer.



Attendance Agreement



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ATTENDANCE AGREEMENT

I acknowledge and understand that it is necessary to maintain **regular and consistent** attendance in all my classes.

I understand that **attendance is a mandatory** part of my studies at the Lester B. Pearson School Board.

I recognize that regular attendance will allow me to maintain the status of a student "**in good standing**".

Any failure to abide by this agreement may result in the student losing the privilege to attend subsequent classes, as well as write any exams or the necessary retakes associated with their program.

Any leave of absence requests must be directed to the Centre and approval is at the discretion of the Centre Administration.

Student's Signature

Date (mm/dd/yyyy)

Print Name

Health Insurance Agreement Form

INSURANCE AGREEMENT

Health insurance being a legal requirement for the duration of my studies in Quebec, I declare and confirm the following:

- I authorize the school board to take all necessary steps on my behalf and to provide all information required to obtain the coverage offered by the studyinsured™ medical insurance program named Explore Canada and Stay Healthy at School Program. A full description of the program is available at the following address: www.studyinsured.com/lbpsbvoc;

I further acknowledge the following:

- That I am informed that insurance coverage will begin on the first day of the month of your admission date and will end on the scheduled end date of the study program;
- That I am aware that any request for insurance coverage outside of the period indicated above must be made directly through the studyinsured™ website (www.studyinsured.com/lbpsbvoc) and that I am responsible for the cost thereof;
- That it is my responsibility to review the exclusions and other limitations of the coverage offered by the insurance program identified above, to determine whether the protection offered is sufficient in light of my particular situation, and to acquire on my own any additional medical insurance protection that I may deem useful or necessary;
- That all claims must be made directly to StudyInsured in accordance with the procedure provided on their website;
- That the LBPSB is neither an insurer nor an insurance broker; that LBPSB is only involved in communicating to StudyInsured the information provided by the student and that, consequently, it cannot be held responsible for any decision that studyinsured™ may take with regard to my claims.

If you have any questions regarding this StudyInsured Health Insurance Application Form, please contact your responsible registrar or email ipd@lbpsb.qc.ca.

I have carefully read the above information, understand its meaning and agree to abide by its terms.

Student's Signature

Date (mm/dd/yyyy)

Print Name



The Lester B. Pearson School Board is an English school board that offers programs in English. Students are expected to have functional English skills to succeed in the programs. Achievement results must be submitted to LBPSB one month prior to the start of your program.

Students who need to improve their language skills can enroll in a pathway program with one of our approved pathway partners.

Accepted English Language Proficiency Tests	
IELTS (Academic)	International English Language Testing System Minimum overall score of 6.0 (Minimum score of 5.5 in any band).
DUOLINGO	DUOLINGO Full English Online test Minimum score of 80.
PTE (Academic)	Pearson Test of English Minimum overall score of 60.
TOEFL	Test of English as a Foreign Language Minimum overall score of 83.
CAEL	Canadian Academic English Language Minimum overall score of 60.
CELPIP	Canadian English Language Proficiency Index Program Minimum score of 7.0 or higher for each ability.

Please note that some programs (specifically those that interact with patients or clients) **require a B2 level of French**. Although French classes can be taken at the same time as your program, some programs do require it as a prerequisite.

If you have any questions/concerns, please contact your registrar or ipd@lbpsb.qc.ca.

Student's Signature

Date (mm/dd/yyyy)

Print Name



Payment Structure



All Programs		
Amount	Type of Fee	Notes
\$1,500	<ul style="list-style-type: none"> • Application Fee: \$250 • Administration Fee: \$1,250 	<ul style="list-style-type: none"> • Must be paid with application. • Confirms your registration request. • Letter of acceptance will be issued only upon full payment.
Tuition	<ul style="list-style-type: none"> • Tuition fees 	<ul style="list-style-type: none"> • Installments must be paid as per the letter of acceptance.

I understand that failure to submit payments on schedule will result in (but not limited to): late fee charges and interest fees, hold on student account, removal from program, etc.

I understand that if I need to be reintegrated back into my vocational program, the current school year tuition will be applicable.

I understand that **Program Material Fees/School Fees** are not included in the tuition or administrative fees and that these fees are paid directly to the vocational centre.

Make your payments directly to the Lester B. Pearson School Board as indicated on the invoice. We are not responsible for any payments made to recruiters.

Tuitions fees in effect are those stated on the Price List of the school year corresponding to the start date of your class/program.

Student's Signature

Date (mm/dd/yyyy)

Print Name



Refund, Deferral and Cancellation Policy



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All refund requests must be made by submitting the official refund request form to:

ipdefunds@lbpsb.qc.ca

1. If a Visa Application is refused prior to the start of class by the Canadian or Quebec Government, a refund request form must be submitted accompanied by the government refusal letter. A full refund will be granted except for the \$250 application fee.

The above provision does not apply if a student has started in a program by holding a valid CAQ and Study Permit and his/her renewal application(s) are refused during the study period.

2. In the event of a withdrawal due to medical reasons, refund requests will be reviewed on a case by case basis upon submission of medical reports.
3. In the event the school board cancels or delays the start of a program, students will have the choice to wait for the next available intake or will be granted a full refund except for the \$250 application fee.
4. Apart from the exceptions listed above, all fees paid are non-refundable.

Please note:

- The school board reserves the right to refuse any application at its sole discretion.
- Students who wish to **defer intakes** must do so a minimum of one month prior to the start of class. Applicants may defer their admission up to a maximum of two (2) times. Subsequent deferrals will be considered new applications, and a new full administrative fee will apply.

I have carefully read the above information and completely understand the meaning of this agreement and commit to abide by these terms.

Student's Signature

Date (mm/dd/yyyy)

Print Name