INTERNATIONAL STUDENT GUARDIANSHIP CANADA

Supporting International Students In Canada

ISGC Guardianship Program for Private Boarding

2026-2027 School Year

International boarding students must have a legal guardian while attending school in Canada. The guardian is an additional support system for the student and acts as a local contact for your child's school. International Student Guardianship Canada (ISGC) offers professional guardianship services that include emergency, immigration, academic, travel, and disciplinary support.

ISGC Guardianship

Professional Guardianship Services

The key to a successful experience in Canada is having a reliable and caring support network. ISGC staff work as a team to ensure we are always available, and our students are well supported throughout their school year.

ISGC IS HERE TO HELP

Emergency Contact | **Local Support** | **Dedicated Team**

Why do I need to appoint a guardian for my child?

Immigration, Refugees and Citizenship Canada (IRCC) requires all applicants under the age of 18 who are applying for an initial Canadian Study Permit or renewal to provide a Notarized Custodianship Declaration as part of their Student Permit and Visa application. The guardian remains on file with the Canadian Government as your child's local representative. This original document must be completed and notarized by the Guardian/ Custodian as well as natural parents.

ISGC will provide the necessary instructions to complete the parent portion of the document; however, you can view a sample here: www.cic.gc.ca/English/pdf/pub/custodian-parent.pdf

A guardian plays an important role in your child's safety and well-being, while providing you with the peace of mind that you have a local contact in place while your child is studying in Canada.

Guardianship for Your Child

International Student Guardianship Canada (ISGC) assists international families with a variety of student services. ISGC is a professional, full-service agency with many years of experience caring for international students. We provide prompt, friendly service to your child while maintaining contact with parents and schools to better understand their needs.

ISGC Guardianship Program:

$1900.00 CAD + tax (13%)

Recommended for all students who do not have their own local guardian in Canada.

ISGC Application Fee (New Students Only)

$100.00 CAD + tax (13%)

ISGC's Guardianship Program for Private Boarding Schools includes:

1. 24-hour Emergency Line
2. Notarized Custodianship Declaration
3. Student Welcome Meeting in September
4. Guaranteed Coordination of Homestay, Trips, and Transportation
5. Permission Forms & Leave Approvals
6. Immigration Document Expiration Monitoring
7. Academic Support & Tutoring Coordination
8. Immunization Follow-up
9. Disciplinary Monitoring and Support
10. School Visits & Check-ins
11. Attendance at Graduation & Closing Ceremonies in June
12. Language Support to Parents & Students

Guardianship coverage is valid from September 1 – June 30 each year.

Pricing effective September 1, 2020, and subject to change.

To further explain this program, please see the following details:

1. 24-HOUR EMERGENCY STUDENT LINE

ISGC will be available to assist students, parents, educational consultants, school administration, teachers, advisors and residence teams with the following emergencies:

- injury or critical illness, hospital visits
- loss of passport
- suspension / expulsion
- family emergencies & emergency travel
- detainment by immigration or law enforcement

Our team-based approach means that we are never unavailable, never on vacation, and never sick. Emergency situations require constant vigilance and attention and that is what we provide.

The ISGC Emergency phone number is 1-647-338-4232. Please ensure that your child has this number at all times.

2. NOTARIZED CUSTODIANSHIP DECLARATION

ISGC uses the official recognized Custodianship Declaration document provided by Immigration, Refugees, and Citizenship Canada (IRCC). ISGC is required to notarize page 1 and provide a copy to natural parents. Natural parents are required to notarize page 2 and provide a copy to ISGC.

The Notarized Custodianship Declaration (CDec):

- is a required document for Canadian Study Permit and Canadian Visa (TRV) applications
- allows ISGC to act in legal, medical, immigration and school emergencies
- allows ISGC to assist with immigration issues when students enter/exit Canada (as required)
- allows ISGC to complete school permission forms (for low-risk activities)

For more information from IRCC, please visit: www.cic.gc.ca/English/pdf/pub/custodian-parent.pdf

3. STUDENT WELCOME MEETING IN SEPTEMBER

ISGC staff will welcome new students in person. This is a wonderful time to meet our team and understand how our program works. If parents are available for the Welcome Meeting, we would be pleased to have them attend. We will also arrange for a New Student Webinar over the summer to meet students and parents virtually to answer questions.

4. GUARANTEED COORDINATION OF HOMESTAY, TRIPS, AND TRANSPORTATION

ISGC guarantees the availability and coordination of short-term homestay, long weekend trips or an appropriate equivalent for school holidays (Thanksgiving, November Break, Family Day Weekend, Easter Weekend, and May Break) and transportation for students under our guardianship program. These school break programs and transportation services are available upon request for long weekends, travel, suspensions, and airport arrivals and departures.

*Accommodation, trip, and transfer service fees will apply. Parents and students must notify ISGC of their homestay needs **two (2) weeks prior** to any requested homestay dates.*

Short Term Homestay

- Students stay with vetted Canadian host families
- Includes: 3 meals per day, proper supervision, English-speaking environment, Wi-Fi, private room, access to local amenities via public transportation, and transfer coordination to and from school

ISGC Trips

- Fully chaperoned by ISGC staff and a structured itinerary
- Students make friends from many other private schools
- Trip Examples: Toronto, Montreal, Yukon, Winter Ski Resort, Walt Disney World, Camping Experience

Transportation

We are available to coordinate either individual or group transportation for your child any time.

- Private airport transfers ("Meet & Greet" and full check-in services included)
- Unaccompanied Minor (UM) service by request
- Bus, train & airline bookings

5. PERMISSION FORMS & LEAVE APPROVALS

Schools regularly require signed permission forms for activities outside the normal curriculum or off campus. Boarding schools also require approval for weekend leave requests. Your child's ISGC guardian will provide approvals for activities and events that seem reasonable and do not come with unusual risks.

Your child's ISGC guardian will also approve leave requests for students provided that certain criteria are fulfilled. For example, students must provide ISGC with addresses, phones numbers and information regarding adult supervision in order for a request to be approved. When in doubt, ISGC will contact the natural parents to discuss the outing or provide reasoning why a leave request was approved or denied.

6. IMMIGRATION DOCUMENT EXPIRATION MONITORING

Students must maintain legal status in Canada at all times. While under ISGC's guardianship (September to June), ISGC will monitor Canadian Study Permit and Canadian Visa (TRV) expiration dates and notify students of these upcoming dates.

Through our experienced and registered immigration consultant, ISGC offers a full suite of immigration support services for initial and renewal applications which can be discussed at any time.

Students and parents must provide copies of their child's immigration documents to ISGC upon arrival to Canada to ensure accurate monitoring and file-keeping.

7. ACADEMIC SUPPORT & TUTORING COORDINATION

ISGC is available to facilitate the arrangement of tutoring or academic assistance during the school year. Students and parents with concerns about academic progress or questions about resources for improving academic performance can contact ISGC to discuss available solutions and approaches to academic excellence at any time.

ISGC maintains regular contact with your child's school. As we receive updates and information regarding your child's progress in school we will ensure they are passed on to parents and/or agents. Parents with questions or concerns can always reach out to ISGC and we will contact school administrators and teachers to advocate on a student's behalf.

8. IMMUNIZATION FOLLOW-UP

Canada's provincial governments require that all international students maintain up-to-date immunizations at all times for illnesses such as tetanus, diphtheria, pertussis, polio, measles, mumps, rubella, chicken pox, meningitis, hepatitis b, and human papillomavirus (HPV). Students that do not have the required immunizations will be suspended from school. ISGC and your child's school health department will work together to facilitate the updating of immunization records for the protection of your child and the entire school.

Student immunization records (in English) must be provided to the school or ISGC before or upon arrival to Canada.

9. DISCIPLINARY MONITORING AND SUPPORT

If a disciplinary issue occurs at school, such as a suspension or expulsion, ISGC will support your child in a number of different ways, from attending disciplinary meetings as needed to managing the practical issues resulting from a school's disciplinary action (i.e., coordinating alternative accommodation or transportation).

ISGC will coordinate short term homestay arrangements for suspended or expelled students. When students are required to leave both campus and their residence due to a disciplinary issue and require ISGC homestay service, parents are required to cover the costs of the homestay service as well as transportation to and from school.

10. SCHOOL VISITS & CHECK-INS

ISGC staff will conduct student meetings at least once per school term. We find these meetings helpful for students to disclose any challenges they are having. While we host group meetings with students for a variety of reasons, our most important function is regular check-ins via email, phone, or video call to ensure students have everything they need to succeed at school and to follow up on upcoming plans and events, such as school breaks or immigration support.

When it comes to overall well-being and physical or mental health, students and parents should never hesitate to contact us if they have any concerns or questions or require support.

11. ATTENDANCE AT GRADUATION & CLOSING CEREMONIES IN JUNE

High school graduation is an important time, but it is not always feasible for international parents to attend. ISGC staff attend the graduation & closing ceremonies of all students within our guardianship program, school permitting. It is a wonderful moment, and we always try to capture a few pictures before students run off to celebrate!

12. LANGUAGE SUPPORT TO PARENTS & STUDENTS

ISGC maintains several languages on staff and through our partners including English, Chinese, Spanish, Russian, Ukrainian, Korean, Japanese, German, and Turkish to help us communicate with parents and students when needed.

If you have any questions about the ISGC Guardianship Program, please contact ISGC at 1-416-792-3585 or info@isguardianshipcanada.com.