



| BOARD POLICY MANUAL                 |  |
|-------------------------------------|--|
| Approval Date<br><b>April 2013</b>  | Replacing<br><b>All previous documents</b> |
| Review Date<br><b>February 2018</b> | Page<br><b>1 of 11</b>                     |
| Policy Section<br><b>School</b>     | Identification<br><b>SCH-1057</b>          |

## INTERNATIONAL STUDENTS POLICY & PROCEDURE - TCS-101

### I. INTERNATIONAL STUDENT DEFINITION:

A student who is not a Canadian citizen or permanent resident of Canada currently studying with a legitimate student visa from their home country.

### II. APPLICATION PROCESS:

**STEP 1:** All International Students must provide the school with the following documents:

(Photocopies are acceptable.)

- ⤴ Policy Form (TCS-101)
- ⤴ Application Form (TCS-102)
- ⤴ Fee Form (TCS-103)
- ⤴ Pastor's reference (TCS-104)
- ⤴ Passport
- ⤴ Notarized Guardianship document. - Homestay only
- ⤴ Copy of past report cards (translated into English)
- ⤴ Registration Fee CD\$1000 (non-refundable)

**STEP 2 :** Submit full payment of tuition and all other applicable fees within three weeks, after application is accepted. If not received within three weeks, application will be cancelled without refund.

**STEP 3 :** Letter of Acceptance will be issued, upon receipt of all fees and full payment of tuition.

**STEP 4 :** Submit following documents before the first day of school :

- ⤴ Student Visa
- ⤴ Medical Insurance
- ⤴ Immunization Record in English
- ⤴ Statement of Christian Nurture (TCS-105) – Home stay only

### III. POLICIES:

- ⤴ Trinity Christian School's **Student Admission Policy & Procedure** governs all enrolments, including International Students.
- ⤴ Students admitted will be subject to the school's **Discipline Policy** and must comply with the school's **Student Code of Conduct**.
- ⤴ Following the guidelines of the existing **Student Admission Policy & Procedure**, only international students from Christian families will be admitted.
- ⤴ It is the responsibility of the international student's family to obtain a passport, student visa and medical insurance prior to commencing studies at Trinity Christian School.
- ⤴ The maximum number of International Students not to exceed **three** who require ESL and **five in total** in any given classroom.
- ⤴ Unless the valid and true documents in Step 4 are submitted, students will not be permitted to attend school until valid document(s) are received by the school office.
- ⤴ Each year, by June, The Board of Directors will determine the tuition cost of International Students.
- ⤴ In the first year, International Students are required to apply for admittance for the full school year. In the second and subsequent years, students may register by term or by school year.
- ⤴ **ESL :**
  - International students may be provided with a supplementary ESL program in addition to daily academic grade level tasks.
  - Students will be assessed by the ESL Educational Coordinator to determine English proficiency and/or need for ESL classes.





TCS-102

**APPLICATION FOR ENROLMENT**

| PARENT INFORMATION |  |
|--------------------|--|
| Family name:       | Father's name:<br>(As shown on passport) |
|                    | Mother's name:<br>(As shown on passport) |
| Address :          |  |
| Cell :             | Email :                                  |
| Name of Church :   | Name of Pastor :                         |

| STUDENT INFORMATION         |                   |       |        |              |
|-----------------------------|-------------------|-------|--------|--------------|
| Name (As shown on passport) | Birth date(m/d/y) | Grade | Gender | English name |
|                             |                   |       |        |              |
|                             |                   |       |        |              |
|                             |                   |       |        |              |
|                             |                   |       |        |              |

| GUARDIAN INFORMATION |         |
|----------------------|---------|
| Name :               | Cell :  |
|                      | Email : |
| Address :            |         |

1. Your child(ren) have learning difficulties or behavioral differences? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain :

2. Your child(ren) have special medical conditions or allergies? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain:

3. Any other information you wish the school to know? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain :

I confirm that the information stated above and all documents submitted with this form are true. I understand that the school has authority to suspend my child(ren) for providing false information in the application forms and documents without refund.

Parent's Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



TCS-103

**APPLICABLE FEES as of APRIL 2018**

| STUDENT INFORMATION         |                   |       |        |              |
|-----------------------------|-------------------|-------|--------|--------------|
| Name (As shown on passport) | Birth date(y/m/d) | Grade | Gender | English name |
|                             |                   |       |        |              |
|                             |                   |       |        |              |
|                             |                   |       |        |              |

| Tuition Description         | Tuition Fee              | Applicable Payment | Remarks                        |
|-----------------------------|--------------------------|--------------------|--------------------------------|
| One child (JK to G8)        | \$12,725/family          |                    |                                |
| Two children (JK to G8)     | \$16,125/family          |                    |                                |
| Three children (JK to G8)   | \$19,525/family          |                    |                                |
| Fee Description             | Fee                      |                    |                                |
| Registration Fee            | \$1000/family            |                    |                                |
| School Development Fund     | \$2,000/family           |                    | Only first year                |
| Capital Contribution Cheque | \$1,500/family/year      |                    | Only first year                |
| ESL                         | \$450/student (10 weeks) |                    | Max. \$1350/student (30 weeks) |
| G.I.F.T.S                   | \$1000/family/year       |                    |                                |
|                             |                          |                    |                                |
|                             | <b>Total</b>             |                    |                                |

- 1) **Registration Fee** : Family rate.
- 2) **School Development Fund (SDF)** : One time **family fee** paid only in the first year.
- 3) **Capital Contribution Cheque (CCC)** : One time **family fee** paid only in the first year.
- 4) **ESL** : Mandatory if student is not demitted by assessment test. The assessment test will be held within the first week of the student(s) arrival (Sept. or Feb.) with ongoing assessments. The ESL program includes individual assessments, materials (including appropriate texts and workbooks) and instructional support of approximately 3 hours per week.
- 5) **G.I.F.T.S** : Mandatory program for every family including the host family. Each family, including host family, is required to complete 20 hours/ year of volunteer activities. If this requirement is not met, a fee of \$1000 is applied.
- 6) Canadian bank service charges will be added to any remittance from Korea.

**Refund policy**

- ⋆ Registration Fee (\$1000) and 50% of SDF are not refundable.
- ⋆ All fees and tuition except Registration fee (\$1000) will be refunded, if Canadian Embassy does not approve Student Visa due to documented health concerns. The original reject document must be submitted to the school office.
- ⋆ If registration is cancelled before the start of school, all fees will be refunded, except 50% of tuition, 50% of SDF and registration fee.
- ⋆ If registration is cancelled on or after the first day of school, there is no refund.
- ⋆ Fees may not be transferred to the next term or school year once paid for the current term or year.
- ⋆ There are no refunds for days in which the International Student did not attend school.

I have read, fully understand and agree to all policies and conditions mentioned above.

\_\_\_\_\_  
Parent's Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



---

**TCS-105**

**STATEMENT OF CHRISTIAN NURTURE**

Trinity Christian School partners with the home and the church in educating the child. In order to thrive at school, children must live in a nurturing environment, where Biblical truths that are taught by the church are re-enforced in the home. Since international students will often not be living with their own parents, the school wishes to ensure that their living environment is conducive to learning and to growing in the Christian discipleship.

Please fill in the following:

\_\_\_\_\_ will be living with the following family:  
Child(ren)'s name

\_\_\_\_\_  
Name of family

We promise to provide this child a home with Christian nurture as taught by both the church and the school.

\_\_\_\_\_ Signed by Parents(s) or Guardian(s)

I confirm that the host family identified above is (are) member(s) of our church and have attended church regularly.

\_\_\_\_\_  
Signed by Pastor

\_\_\_\_\_  
Pastor's name (Printed)

\_\_\_\_\_  
Name of Church

\_\_\_\_\_  
Date