



BOARD POLICY MANUAL	
Approval Date <b>December 2013</b>	Replacing <b>All previous documents</b>
Review Date <b>February, 2018</b>	Page <b>1 of 5</b>
Policy Section <b>School</b>	Identification <b>SCH-1060</b>

## INTERNATIONAL VISITING STUDENTS POLICY & PROCEDURE - TCS-201

### I. INTERNATIONAL VISITING STUDENT DEFINITION:

An international visiting student is defined as a student who is not a Canadian citizen or permanent resident of Canada currently studying at Trinity Christian School for a short term visit of 2-5 months.

### II. APPLICATION PROCESS:

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

(Photocopies are acceptable.)

- ⤴ Policy Form (TCS-201)
- ⤴ Application Form (TCS-202)
- ⤴ Fee Form (TCS-203)
- ⤴ Statement of Christian Nurture (TCS-105) – Home stay only
- ⤴ Passport
- ⤴ Notarized Guardianship document. – Home stay only
- ⤴ Registration Fee CD\$1000 (non-refundable)

**STEP 2 :** Letter of Acceptance will be issued, upon receipt of all fees and documents confirmed by Boards.

**STEP 3 :** Submit following documents before the first day of school :

- ⤴ Medical Insurance
- ⤴ Immunization Record in English

### 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 I 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.
- ⤴ **ESL:** ESL instruction will be provided for visiting international students.
- ⤴ **Accommodations:**  
Students living apart from parents must reside with either a blood relative or with an unrelated but supportive family unit either of which must provide, safe and Christian nurture.
- ⤴ **School Bus:**  
International students must reside within Trinity's transportation boundaries, if they want to use school bus service. Additional costs may apply if the student resides outside of Trinity's transportation boundaries and bussing is deemed possible.
- ⤴ **Age/Grade Placement:**
  - International students who are living with a host family apart from parents will only be considered for placement in Grade 3-8.

- International Students are placed in age-appropriate grade levels so as to provide the students interactions with same age peers at similar social/emotional development. However, there may be exceptions made due to class sizes and student ability.

**AGREEMENTS**

\_\_\_\_\_ I understand that my child is subject to the authority invested by the board, principal, vice-principal, and classroom teachers in harmony with the bylaws of the Burlington Parental Christian School Society. I understand that my child will be subject to all the school's rules and guidelines while enrolled as a student at Trinity Christian School. I understand that my child must abide by all the laws of Canada. I understand that the unlawful use of drugs will not be tolerated and that alcohol use is also forbidden in all circumstances. I understand that the violation of the above will result in my child's dismissal from the school. I understand that in the case of dismissal, my child will be sent home at the expense of the parents.

\_\_\_\_\_ I understand that my child will be placed in a grade that may not be their grade level in my child's home country.

\_\_\_\_\_ I/We as parents/guardians of the child named in this enrolment form, do hereby authorize the school to take my child to the doctor, clinic or hospital if the need arises and to receive treatment in the case that the parent/guardian/agent cannot transport the child or cannot be contacted.

\_\_\_\_\_ I/We the undersigned do waive and release all claims against the school for the injury, loss, damage, accident, delay or expense resulting from the applicant's participation in the International Student Program at Trinity Christian School.

\_\_\_\_\_ I/We give permission for the child(ren) listed below to compete in competitive school sports and tournaments.

Name(s): \_\_\_\_\_

\_\_\_\_\_ I/We give permission for the child(ren) listed below to be taken off school property on school field trips.

Name(s): \_\_\_\_\_

\_\_\_\_\_ I/We give permission to Trinity Christian School to use pictures of my child(ren) for purposes connected with promoting Trinity Christian School, the right to use the student's name, voice and likeness in writings, photographs, films and recordings of the student while he/she is participating in school activities.

\_\_\_\_\_ I/We give permission for our family contact information (name, address, phone #) to be included in the School directory. I/We understand that his directory is for personal use only and will not be used for business purposes not related to Trinity Christian School.

\_\_\_\_\_ I understand that the school will issue only one anecdotal progress report at the end of the visit.

\_\_\_\_\_ I understand that visiting international students can study only within one semester (5 months). If a visiting international student would like to study more than one semester, he/she must apply for the regular international student program and pay the extra fees.

\_\_\_\_\_ I understand that approval into the International Visiting Student program may not be construed as approval into the regular International Student program.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



TCS-202

**REGISTRATION FORM FOR VISITING**

PARENT INFORMATION	
Family name:	Father's name: (As shown on passport)
	Mother's name: (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-203

**FEE FORM FOR VISITING (2018. SEPT – 2019. JUNE)**

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

Tuition Description	Tuition Fee	Applicable Payment	Total
One child (JK to G8)	\$12,725/family	\$1,275.50 X _____ (#of months at TCS)	
Two children (JK to G8)	\$16,125/family	\$1,612.50X _____ (#of months at TCS)	
Three children (JK to G8)	\$19,525/family	\$1,952.50 X _____ (#of months at TCS)	
Fee Description	Fee		
Registration Fee*	\$1000/family		\$1,000
ESL	\$450/student (8-10 weeks)		
<b>Grand Total</b>			

\* This registration fee is for Visiting Student applications only and expires after a semester if the admission process is not completed.  
 \*\* Canadian bank service charges will be added to any remittance from Korea.

**Refund policy**

- ⤴ Registration Fee (\$1,000) is not refundable.
- ⤴ All fees and tuition except Registration fee (\$1000) will be refunded, if Canadian Embassy does not approve Student Visa. 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 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 Visiting 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