



BOARD POLICY MANUAL	
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Review Date May 2011	Page 1 of 11
Policy Section School	Identification SCH-1057

INTERNATIONAL STUDENTS POLICY & PROCEDURE

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. ADMISSIONS:

- a) All International Students must provide the school with the following documents: (Photocopies are acceptable.)
- Birth Certificate or other proof of age
 - Passport
 - Valid Student Visa
 - Proof of Valid Health Insurance and completion of Medical Information Form
 - Valid documentation of English Language Proficiency (IELTS, TOEFL) – (if levelling is requested by the school)
 - Guardianship profile
 - Pastor's reference for the host family from a local Christian Church
 - Copy of student's past report cards (translated into English)
 - The family is responsible for applying for passports and visas. Photocopies of these documents must be provided to the school.
- b) Before admissions process is considered to be complete, the following are required:
- Submit full payment of tuition and all other applicable fees.
 - Student and his/her guardian (while living in Canada) must complete a personal interview with two members of the Membership Committee.
 - Acceptance by the board of TCS
 - Students are required to enroll for full-time study only (Sept.-June)

III. ENROLMENT AND ENROLMENT LIMITS:

- Trinity Christian School's Student Admission Policy & Procedure governs all enrolments, including International Students.
- The maximum number of International Students per class is two. This number may represent any percentage of the class.
- The total International Student population of the school is not to exceed 5% of the total school enrolment.
- If class space is limited, preference will be given to Canadian/existing families.
- International Students will not be enrolled if prospective class contains students with high/special needs.

IV. COST:

The Board of Directors will determine the tuition cost of International Students annually. This cost must be paid in full at the beginning of each school year and is set per student. * Payments are non-refundable if the student is withdrawn during the school year.

* Additional fees may also apply.

V. FAITH BACKGROUND:

Guardians / parents of perspective student should demonstrate membership or affiliation with a Christian Church. A local pastor's reference for the "host family" is required in the application process. It is expected that all International Students regularly attend church with their host family.

VI. SUPPORT NETWORK:

a) Parental/Guardian involvement:

Host families of International Students at TCS are required to participate in the G.I.F.T.S program and to support through either their time, talent or treasure the various activities and fundraisers which the school holds annually. If volunteer time is not fulfilled, a fee equal to the school's current G.I.F.T.S levy will apply.

b) Living Arrangements/Accommodations:

Students living apart from their parents must reside with either a blood relative or within a single family home offering a positive Christian nurture. International students must reside within Trinity's transportation boundaries. Additional costs may apply if the student resides outside of Trinity's transportation boundaries and bussing is deemed possible.

TCS will not accept International Students who arrange to live within a group home stay environment, who are represented by an agent or who are without a close Christian support network for the duration of their time in Canada.

c) Age/Grade Placement:

- International students will be considered for children aged from grade 3 - grade 8 only.
- Our general procedure will be to place International Students at the age-appropriate grade levels so that the peer group will be most beneficial to the students' social/emotional interaction and development. However, there may be exceptions made due to class sizes and student ability. International students may be provided with a supplementary ESL program in addition to daily academic grade level tasks.



ADDITIONAL GUIDELINES
AND
SCHOOL'S COMMITMENT

Additional Guidelines:

1. Trinity Christian School provides a day school program only. We do not have boarding facilities at the school.
2. Students will be admitted on a yearly basis. Tuition and associated fees will be pro-rated accordingly.
3. Following the guidelines of the existing *Student Admission Policy & Procedure*, only international students from Christian families will be admitted.
4. International students will only be admitted to classes where there is space and staff to adequately provide for their language and learning needs.
5. Students will be assessed by the Resource teacher to determine their level of English proficiency. They will then be placed in a class as close as possible to their age level.
6. Students admitted will be subject to the school's *Discipline Policy* and must comply with our *Student Code of Conduct*.
7. It is the responsibility of the international student's family to obtain a passport, student visa and medical insurance before beginning their studies at Trinity Christian School.

School's Commitment

The school will assist international students to comfortably integrate within their new school community by:

1. Providing clarification and guidance through the admissions process.
2. Extending a Christian welcome from the school community that will facilitate answers to general questions about moving into the community.
3. Arranging early ESL (language) testing to enable the appropriate placement of the student in the school.
4. Providing regular reports on the progress of those students that have been defined as requiring additional help adjusting as a result of language challenges.
5. Providing an excellent Christian academic education for the international student.



DOCUMENT CHECKLIST FOR FAMILIES

The following documents must be included with the completed enrolment package:

- _____ Completed APPLICATION FOR ENROLMENT form. If applying for enrolment for more than one child, individual applications need to be filled out for each child
- _____ Report cards from previous school, translated into English
- _____ Completed PASTORS' REFERENCE FORM
- _____ Completed STATEMENT OF CHRISTIAN NURTURE form
- _____ Completed MEDICAL INFORMATION form
- _____ Attached standard health form signed by attending physician
- _____ Attached list of immunizations with dates administered
- _____ Photocopy of visa
- _____ Photocopy of passport
- _____ Photocopy of birth certificate
- _____ Administration fee attached to enrolment form



APPLICATION FOR ENROLMENT

FAMILY INFORMATION

Family Name: _____

Name of Father: _____ Occupation: _____

Name of Mother: _____ Occupation: _____

Home Address: _____ Home Phone: _____

_____ Email: _____

_____ Cell: _____

Name of child (as shown on passport) _____ Boy ___ Girl ___

English name (if child will use one) _____

Birth Date _____ (m/d/y) Grade level in home country _____

Emergency Contact Information in Home Country:

Name: _____ Phone _____ Email: _____

Please note: "Guardian" normally refers to the person who will make legal and medical decisions for the child while the child is in Canada.

Name of Guardian(s): _____

Address of Guardian(s): _____

Home Phone: _____ Cell: _____

Email: _____

The school sometimes needs to communicate with the home. Does the guardian speak English?

_____ Yes _____ No

If not, please provide the name, address and phone number of a translator:

Name: _____

Address: _____

Phone: _____

STUDENT INFORMATION

Home Country School Information:

Name of School: _____

Address of School: _____ Phone: _____

Dates attended this school: _____

Name of Principal _____ Email: _____

Academic Information:

*Please attach a copy of the child's most recent report card, translated into English

Does the child have learning difficulties or behavioral differences? Yes____ No____

If yes, please explain:

Does the child need learning enrichment? Yes____ No____

If yes, please explain what type of enrichment they have received:

How fluent is the child in the English language?

Very fluent____ somewhat fluent____ not very fluent____ does not speak English____

Has the child repeated any grades? Yes____ No____

If yes, Grade_____ Year_____

Please list the student's interests and hobbies (i.e. soccer, piano, stamp collecting, etc.)

Any other information you wish the school to know?

Church Information:

Does the child attend church in home country? Yes____ No____

Name of Church: _____

Name of Pastor: _____ Email: _____

FINANCIAL INFORMATION

Fees are determined annually:

Tuition Rate for 2011/12:

Tuition	\$13,500.00
Administration Fee	500.00
Total	\$14,000.00

Please note:

- The administration fee is non-refundable.
- The tuition fee includes bussing.
- ESL Fees are also included.

Payments to be received as follows:

1. Application form must be completed and returned by fax, email or mail.. The \$500.00 Administration Fee is due at this time. This fee is non-refundable. You may choose the following options for payment:

_____ Bank Transfer – Confirmation #:_____

_____ Cheque: all money to be in Canadian funds and made payable to **Trinity Christian School**.

2. The balance of the Tuition is due by August 15. You may choose the following option of payment:

_____ Bank Transfer – Confirmation #:_____

_____ Cheque: all money to be in Canadian funds and made payable to **Trinity Christian School**.

AGREEMENTS

_____ I understand that the Administrative Fee is non-refundable.

_____ 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 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 agree to make full financial payments upon acceptance into the school.

_____ 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.

Date: _____

Signature: _____

BANK TRANSFER INFORMATION

The school will provide information to transfer funds when requested.

For Office use only:

Student Name: _____

Registration complete: _____ Date Received _____

Administration Fee received: _____ Method of Payment: _____

Date received: _____

Other fees received: _____ Method of Payment: _____

Date received: _____

Home Stay placement complete: _____

Name of Home Stay family: _____

Proof of Medical Insurance received: _____

Amount to be refunded: _____

Method of refund (if applicable): _____

Date of refund: _____



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)

_____ Date



MEDICAL INFORMATION

All international students must have a medical examination by a licensed physician before admission to Trinity Christian School. Those students entering Canada on a student visa must follow medical guidelines set out by Citizenship and Immigration Canada. Those students who will be in Canada for less than six months will not need a student visa, and thus may have a medical examination done by a physician of their choice.

Please answer the following:

Student Name: _____

1. Physical condition _____

2. Does your child have any of the following:

Diabetes _____ Hearing Problem _____ Heart Condition _____

Asthma _____ Vision Problem _____ Contact Lenses _____

Epilepsy _____ Allergies _____ Other _____

3. Briefly explain above condition(s):

Please attach the following medical forms to this document:

- A list of immunizations and the dates they were administered.
- A standard health form that indicates the student has undergone a medical examination and is in good health. The attending physician must sign this form, and the form must be translated into English.