



BOARD POLICY MANUAL	
Approval Date <b>March 2015</b>	Replacing <b>All previous documents</b>
Review Date <b>February 2020</b>	Page <b>1 of 3</b>
Policy Section <b>School</b>	Identification <b>SCH-1076</b>

## INTERNATIONAL STUDENT EXTENDED REGISTRATION POLICY TCS-301

Dear Parents and Guardians,

We certainly appreciate having you and your family with us at Trinity Christian School. We hope we have met your expectations and we continue to welcome your input. We would love to have your child(ren) continue to receive Christian education at TCS. Extended registration requires an application requesting enrollment of your child(ren) for 5 or 10 more school months.

### EXTENDED REGISTRATION POLICY

1. Extended registration only involves families who have been at TCS for 10 or more months.
2. A family may request to extend registration by 5 school months or 10 school months.
3. September to January (incl.) is one semester. February to June (incl.) is another semester.
4. TCS will consider your extended registration application request. TCS has the final authority to accept or deny this application.
5. TCS has the final authority to allocate students into classes.
6. ESL will continue, if needed or requested. Grs. 1- 8 students who have not been demitted from ESL will be required to continue. Please note that ESL fees are \$450/student for 10 weeks to a maximum of \$1350/students for 30 weeks.
7. The Principal is prepared to consider your extended registration application provided:
  - a. There are no outstanding issues regarding the current enrollment of your children, your current school payments, Canadian law and customs regulations concerning your stay in Canada, and our school policies;
  - b. There is classroom space in terms of total student and total international student numbers.
  - c. The Extended Registration Deposit is submitted along with the extended registration form by the **due dates**. Post-dated cheques will not be accepted.
8. Extended Registration Deposit (\$1,000 per semester) ;
  - a. This fee is submitted with the extended registration application by the due dates.
  - b. Once paid, no refund will be available. The deposit will be applied to the final tuition payment.
9. Administrative Fee (\$400 per Registration) ;
  1. An Administrative fee is required each time there is an extended registration.
  2. Administrative fee is non-refundable.
10. A Letter of Enrolment will be issued after the Extended Registration Deposit has been paid.



TCS-301

**EXTENDED REGISTRATION APPLICATION**

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 :

**STEP 1:**

**If you plan to extend your registration, please complete STEPS 2, 3 and sign your name.**

**If you do NOT plan to extend your registration, please state the date of departure below and sign your name. Do NOT complete STEPS 2, 3.**

**DATE OF DEPARTURE:**

**For families leaving:** Your signature signifies that you have completed this form and herewith advise TCS of your departure date. You acknowledge that your departure means that your children will no longer be enrolled at Trinity Christian School after that date and that their placement may be taken by others.

**FATHER** \_\_\_\_\_ **and/or MOTHER** \_\_\_\_\_

**and/or GUARDIAN** \_\_\_\_\_ **DATE** \_\_\_\_\_

**STEP 2: Please check the applicable box indicating the length of time that your child(ren) Kindergarten through grade 8 will be enrolled at TCS:**

September to January		February to June	
September to June		February to January	

**STEP 3: EXTENDED REGISTRATION INFORMATION: Please complete this section for your child(ren), Kindergarten through Grade 8, for extended enrollment at TCS.**

<b>NAME (as shown on passport)</b>	<b>Birthdate (m/d/y)</b>	<b>Present Grade</b>	<b>Male or Female</b>	<b>English Name (if applicable)</b>	<b>MEMO</b>

**For families staying:**

Your signature signifies that you agree to abide by all the policies, procedures and handbooks of Trinity Christian School and that you have read and accept the Extended Registration Policy (TCS-301). You also agree to support the Board of Directors and staff in their efforts to provide Christian education for your child. You recognize that TCS will consider your extended registration application and has the final authority to accept or deny this application.

**FATHER:** \_\_\_\_\_ **and/or MOTHER:** \_\_\_\_\_

**and/or GUARDIAN:** \_\_\_\_\_ **Date:** \_\_\_\_\_