

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

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 I: 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
- A Notarized Guardianship document. Homestay only
- Copy of past report cards (translated into English)
- A 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
- A 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.
- A 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.

 Students are demitted from the ESL program at the recommendation of the ESL teacher and with approval from the classroom teacher and principal. A demitted student must be able to function independently and meet the expectations of the class without any specific accommodations.

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 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.

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 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 tournamen	ts.
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 wit 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.	ונ

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



TCS-102

APPLICATION FOR ENROLMENT

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 :			

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



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		
	Total		

I) 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

TCS-103

- A 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.
- A If registration is cancelled on or after the first day of school, there is no refund.
- A Fees may not be transferred to the next term or school year once paid for the current term or year.
- A 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