

... to equip our students for lives of Christian Faith and Service



International Student Enrolment Application


WOODLAND
CHRISTIAN HIGH SCHOOL

Home of the
CAVALIERS

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VISION, MISSION AND CORE VALUES

Mission and Vision Statement

The Mission and Vision of Woodland Christian High School is...

to equip our students for lives of Christian Faith and Service.

Core Values

As a community we value...

- *God's Word, the Bible*
- *Learning rooted in Christian faith*
- *Ongoing commitment to know God better*
- *Living the principles of trust, cooperation, and love*
- *Development of the individual gifts of our students*
- *Excellence in teaching and learning*
- *Stewardship of God's gifts*
- *Spiritually committed, professional teachers*



ADMISSION PROCEDURE

The purpose of this procedure is to ensure that:

- *All applications for admission are dealt with justly, equitably and promptly.*
 - *All applicants for admission understand and support the unique Christian character of this school as described in its documents.*
1. The principal* will acquaint the (new) parents/guardians with the school's basis, purpose, policies, and programs by providing them with a copy of the Admission Policy, Information Handbook and an Application Package.
 2. Parents/Guardians registering students at the school for the first time will submit a completed Application Package, a Course Selection Sheet for the appropriate grade and a \$500.00 non-refundable registration deposit which will be deducted from the tuition fees for the year if the application for admission is accepted. If the application is rejected by the school the deposit will be returned. Current transcripts and/or proof of academic standing will be required for all transfer students.
 3. Parents/Guardians who have students registered at the school will re-register for a new school year by submitting an updated Student Information Form and a Course Selection sheet for the appropriate grade(s). New students from such families will also sign the Student Agreement Form.
 4. The principal* may interview parents/guardians who are new to the school. This interview will confirm that the parents/guardians understand and accept the vision, mission, goals and policies of the school and that the school is able to provide a program of study appropriate to the needs and aspirations of the student and the parents/guardians. This interview will also establish the student's willingness to attend the school.
 5. Parents are expected to contact the Business Administrator, (648-2114 ext. 139) for necessary financial information, e.g. tuition rates, tuition reductions, Tuition Assistance Fund, or the tuition payment policy, and to indicate their willingness to accept the financial responsibility for tuition and other fees.
 6. The principal may, if necessary, with the permission of the parents/guardians, contact the principal of the school formerly attended by the student to clarify any academic issues that may arise in the course of the application process.
 7. The principal will make a recommendation to the Board of Directors for the acceptance or rejection of the application for admission. The Board of Directors reserves the right to deny any application for admission if in its judgment such an admission would not be in the best interests of the school or the student(s) for whom the application is being made.
 8. When decision on the application has been made, the principal will contact the applicant to welcome them to the school community or to inform the applicant that the application has been rejected.
 9. Acceptance of the application will be based on the following factors:
 - a) The availability of an appropriate program and staffing to meet the needs of the student. There may be some instances where the school lacks the resources to serve the student (e.g. Students with exceptional needs, those not able to speak English, or those with exceptional behavioral issues)
 - b) The willingness of the parents/guardians and student(s) to support the school's policies and programs as evidenced by their signature on the Student Enrolment Agreement and the Student Agreement Form included with the Application for Admission.
 - c) The availability of space in the classes required by the student.
 - d) The acceptance by the parents/guardians of the responsibility for paying tuition and other fees.
 - e) The availability of adequate information from the student's previous school to enable the principal to make an informed decision about the student's placement.
 - f) The principal's determination that the student will be able to participate constructively in a structured program of Christian studies.
 10. If an admission is based on false or misleading information, the Board of Directors, upon the recommendation of the principal, reserves the right to withdraw the approval of the application at any time.
 11. If the applicants wish to challenge the decision of the principal on the rejection of an application for admission or on the grade or program placement of a student, they may appeal in writing to an Admissions Appeal Committee consisting of two members of the Board of Directors, one vice-principal and the principal. The decision of this committee will be final.
 12. Applicants who are not residents of Canada will be asked to provide proof of their citizenship or immigrant status in Canada.
 13. International students will be asked to complete the International Student Application form and adhere to the International Tuition Policy.

* Reference to principal may also refer to a designate, or Admissions Officer.



APPLICATION FOR INTERNATIONAL STUDENT ADMISSION

Personal Information:

School Year 20 ____ - 20 ____ Please Check: Semester 1 & 2 ____ Semester 1 only ____ Semester 2 only ____
Application for Grade: 9 ____ 10 ____ 11 ____ 12 ____ Date of Application: _____
DD/MONTH/YYYY

Please note, in our experience with International students we suggest that it is necessary to have 2 years of full time study in Canada before entering university. Applications for Grade 12 will be accepted on a case by case basis with an expectation of proficiency in English. All non-English students will be required to have language assessments performed upon arrival at school to verify accurate placement.

Full Name: _____ Supporting Documents: Passport, Student Visa, or Photo ID
Family Given Middle (Photocopy or Scanned copy is acceptable)

Address: _____ Postal Code: _____ Country: _____
Street Address City Province

Email: _____ Phone: _____

Date of Birth: _____ Gender Male Female First Language: _____
DD/MONTH/YYYY

Country of Birth: _____ Immigration Status: Study Permit Landed Immigrant _____

Anticipated Date of Entry into Canada: _____
DD/MONTH/YYYY

Do you have an agent or representative assisting you? No Yes – If yes, please complete the following:

Name: _____ Relationship: _____
Address: _____ Phone: _____ Email: _____
Postal Code: _____

Do you have a guardian in Canada? No Yes – If yes, please complete the following:

Name: _____ Relationship: _____
Address: _____ Phone: _____ Email: _____
Postal Code: _____

Home Stay Needed? Yes - Applicant must send a completed Student Profile form upon acceptance and receipt of Study Permit.
All non-family homestays are subject to the approval of school officials and must meet a set of minimum expectations upon inspection.

Home Stay Information:

Woodland Christian High School expects students to live with supportive Christian Families. Students are expected to arrange their own home stay. If necessary, and in a limited manner, Woodland may be willing to assist in this process. All non-family homestays are subject to the approval of school officials and must meet a set of minimum expectations upon inspection.

Name: _____
Street _____
City/Province _____ Postal Code _____
Phone _____ Email _____
Relationship to Student (uncle/aunt, friend of family etc.) _____
Church that you attend *name and city* _____

Please provide proof of Health Insurance while in Canada? Policy #/Health Care Provider: _____

I would like to make arrangements to purchase Health Insurance through the school in addition to my tuition.



Family Information:

	<i>Father</i>	<i>Mother</i>
Parent/Guardian: _____	_____ (surname, given)	_____ (surname, given)
Address: _____	_____ (street)	same <input type="checkbox"/>
_____ (city/postal code)	_____ (city/postal code)	same <input type="checkbox"/>
Home Phone: _____	_____	same <input type="checkbox"/>
Cell Phone: _____	_____	same <input type="checkbox"/>
E-Mail: _____	_____	same <input type="checkbox"/>
Occupation: _____	_____	_____

Do you attend church? No Yes – If yes, please complete the following:

Church Affiliation: _____ Members? Yes ___ No ___
(Church Name/City) (Denomination)

Past Schooling Information:

Name of school last attended: _____ School email: _____

School Address: _____ Last Grade/Level Completed: _____

List Special Interests or Activities involved in at school: _____

Personal Assessment of English Proficiency: (Rate yourself as **E** - xcellent, **G** - ood, **S** - atisfactory, **N** - eeds Improvement)

Speaking: _____ Writing: _____ Reading: _____ Listening: _____

Please submit academic performance records or transcripts for current or last school year attended. Transcript/Report Cards Attached

Special Considerations or Concerns: (Check and explain all that apply.)

- Individualized Education Plan/Special Academic Needs?
- Allergies: _____
- Physical Needs: _____
- Other: _____

Special Interests or Abilities: (e.g. sports, musical instruments, hobbies, etc.)

Academic Plans:

What do you want to do or study after graduating high school?



References:

List a current teacher or principal and one other person (e.g. your pastor, coach) whom the school may contact for reference.

Principal/Teacher _____ Phone _____ Email _____

Other _____ Phone _____ Email _____

Commitment:

Student Statement

I acknowledge that attending Woodland Christian High School is a privilege and I agree to abide by school policies relating to attendance and behaviour, to be diligent in my studies, and to do whatever I can to contribute to the well-being of this Christian community of learning.

Signed _____ Date _____

Parent Statement

As parents we desire to have our child/ren receive a Christian education at Woodland Christian High School, and we agree that our child/ren will be educated in a manner consistent with the purpose of this school. We accept the financial responsibilities for tuition and other fees. We are aware of the school's policies on enrollment and discipline.

Signed _____ Date _____

Statement by Guardian (or Home Stay Parent if also acting as Guardian)

I/We agree to support the student and be ready to counsel together with the Woodland staff to help the student achieve academic success consistent with the purpose and goals of Woodland Christian High School.

Signed _____ Date _____

Application Checklist:

- Completed & Signed Application Form
- Copy of Passport, Student Visa, or other Photo ID
- Copies of Transcript and/or Report Cards
- Proof of Health Insurance or Request
- Homestay Information or Request
- Letters of Reference (optional)
- Tuition Deposit (minimum of 2 months)



TUITION PAYMENT POLICY

INTERNATIONAL STUDENT TUITION

For an International Student (typically a student whose home address is outside of Canada and is in Canada on a student visa) the tuition amount will be based on the current per family basic tuition, but on a per student basis.

2019-2020 International Student Rate : \$17,355 (CAD)

The rates for the following year will be calculated using the current rate plus 3%. These rates will be posted on our public website the fall of every school year.

An Application for Admission Form must be completed and accepted by administration and a minimum of two months (2/10) tuition to be paid* before a “Letter of Acceptance” is issued, which is to be presented to the Immigration authorities for a student visa.

The balance of the tuition will be paid before the start of the new school year. All other payment arrangements are to be prearranged... e.g. monthly payments may be considered but only by preauthorized payments (electronic debit).

If a student visa application is refused, a refund of the deposit may be issued provided the school receives a proof from the Canadian authorities verifying the visa application refusal. A \$500 administrative fee will be withheld on all refunds.

We will notify the Canadian authorities if an International Student leaves Woodland before the program completion date as indicated on the Letter of Acceptance.

*2 month = \$3,470

