

International Student Program and Policy (outside of China or Korea) 2011 - 2012

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Overview of the Admission Process

Complete the Registration Package including the following documentation:

- a. Signed Financial Responsibility Form (FORM 1)
- b. Registration Forms (FORM 2)
- c. Copy of Picture Page of Passport
- d. Transcripts for the past 2 years of education officially translated into English
- e. Completed Pastoral Reference form
- f. \$500 Registration Fee

g. Mail all documents to:

Unity Christian High School
25 Burton Ave.,
Barrie, ON
L4N 2R3

Upon receipt of an application (made up of documentation a-f above), Unity Christian High School **will contact the applicant and arrange a time and date for a face-to-face interview between Unity (or its designate) and the applicant and his/her parent or parents (or their designate).** Interviews will be arranged with those applicants who meet the requirements of the International Student Program and Policy and are eligible for placement within the program.

After the Interview, applicants must submit the remaining documents, and then will be notified whether or not they have been accepted. These remaining documents are:

- a. Payment of the first year's tuition fee (see pg. 2) is paid in full. (Full tuition fee is refunded, except for the application fee of \$500.00 in the event that the *Student Visa* is denied),
- b. Proof of acceptance into Canada, such as a *Student Visa*,
- c. Proof of health coverage (available through the school at \$50.00/month),
- d. Proof of guardianship, if applicable,
- e. Proof of immunization (local health department expectations).

Upon acceptance, full payment of all tuition costs in Canadian funds, will be required before an *Official Letter of Acceptance* will be issued.



Unity Christian High School

1. Tuition and Other Fees 2011-2012

Registration Fee (non-refundable): \$500.00

Tuition Fees:

Full-Time: First child: International Student Rate: \$16,500.00
Second Child: 50% of the International Student rate.
Third Child: 50% of the International Student Rate.

Families with two Christian schools: Unity's two-school rate + the difference between the International rate and the one-school rate.

Band Fee (where applicable): \$120.00

Activity Fee: \$50.00

Fees include:

- (September) grade 9 retreat,
- mid-year grades 10 and 11 retreats
- sports and activity team travel,
- other student activities,
- textbook rental,
- student awards,
- T-shirts for the PE class,
- graphing calculators for Mathematics classes.

2. Tuition Refund Policy

- Full refund except the \$500.00 CDN Registration Fee, if the *Student Visa* is not approved. (Original copy of rejection letter from the Embassy is required)
- If the student withdraws prior to the date of enrolment, 2/3 of the Tuition is refundable.
- If the student withdraws within one month of admittance, 1/2 of the Tuition is refundable.
- No refund on fees after one month of attendance at school

3. Financial Responsibility Agreement (FORM 1)

To Unity Christian High School, Barrie:

RE: _____
(name of student)

Birthdate: _____
year/month/day

As the parent/guardian of the above named student, I/we accept full responsibility for all costs for the 2010/11 school year.

Sincerely,

Parent/Guardian Signature

Date

English Name (Printed)



Unity Christian High School

“He is before all things, and in Him all things hold together.”
Colossians 1:17

4. Registration Form (FORM 2)

a. Student Information

Surname (family name) **Given Names** (shown on passport)

Sex (*circle one*) Male / Female **Birth Date:** _____ **Application for Grade** _____

Permanent Mailing Address:

Street: _____

City: _____ Country: _____

Phone: _____ Fax: _____ E-mail: _____

- _____ my child will be residing with his/her parents
- _____ my child will be residing with a blood relative
- _____ my child will be place with a Christian homestay.

If this is your first child attending Unity Christian High School, please state briefly your reasons for registering your child:

For Office Use Only

Date Received _____ **Financial Responsibility Agreement** _____

Passport and /or Student Authorization _____ **Interview Date** _____

Report Card Transcripts _____ **Prepaid Tuition** _____

Pastor’s Reference _____ **Letter of Acceptance Issued** _____

Registration Fee (\$500) _____ **Registration Complete** _____

b. Family Information

Father's Name: _____ Occupation: _____

Mother's Name: _____ Occupation: _____

c. Address (if different than permanent)

Street: _____

City: _____ Country _____

Phone: _____ Fax: _____ E-mail _____

d. Emergency Contact Person (if available) responsible for student while living in Barrie

Name: _____ Relationship: _____

Address: _____

Phone: _____ Fax: _____

e. Medical Information

Physical Condition: _____

Is your child able to participate in a full Physical Education Program? _____

*Please note: A doctor's certificate is required for exemption from PE class, as this is a compulsory subject in grade 9, and in grade 11 or 12.

Does your child have any of the following:

Diabetes _____ Hearing Problem _____ Heart Condition _____

Asthma _____ Vision Problem _____ Contact Lenses _____

Epilepsy _____ Allergies _____ Other _____

Briefly explain above condition (s): _____

Medical Insurance Number of Canadian Insurance _____ (this insurance is available through Unity Christian High School at \$50.00 CDN/month)

Family Doctor (if available) _____

f. Academic Information

1. List the last 2 schools attended, starting with the most recent:

School	Grade	Location	Dates of Attendance
_____	_____	_____	_____
_____	_____	_____	_____

2. Has the student repeated grades? Yes ____ No ____ If yes, Grade ____ Year _____

3. Does the student have any academic problems? Yes ____ No ____ If yes, please supply details (this will help establish whether, and how we can meet the student's needs.) _____

4. Please attach all original plus officially translated **copies of transcripts** and/ or **report cards** for the past **two years**.

5. Does the student have, or has she/he experienced any social problems? (Explain)

6. Please list student's interests and hobbies (e.g.; soccer, piano, stamp-collecting etc.)

7. Is there anything else you wish to convey to the school?

(Parent's Signature) _____ Date _____

(Parent's Signature) _____ Date _____



Promise of Relationship for International Students
UNITY Christian High School
2011-2012

This one-time Promise of Relationship is required before a student is admitted to Unity Christian High School, and remains effective for the entire enrolment period of the student.

UNITY Christian High School is a nurturing educational community that can equip students well when staff and students covenant together to create a joyful, purposeful atmosphere. The school agrees to provide an excellent program of instruction, a safe environment, appropriate discipline and sufficient information, all of which will educate and involve the whole student to the glory of God. In order to for Unity to achieve this, International students, regardless of age, must participate according to the following conditions:

1. It is agreed that the student will obey the laws of Canada and the province of Ontario, and to follow the rules, guidelines and policies of Unity Christian High School.
2. It is agreed that the student will be educated in a manner consistent with the beliefs and objectives of Unity Christian High School which are summarized in the Student Handbook.
3. It is agreed that the student will participate in and attend all compulsory courses and devotional activities as outlined by Unity Christian High School.
4. It is agreed that, as parents, we will cooperate with the principal of Unity in the appropriate program planning of our child. This includes consent for our child to participate in all educational excursions or trips conducted as part of the educational program.
5. The student must follow all school regulations regarding attendance, course responsibilities and behaviour as they pertain to the school. The student must attend school on a daily basis. A written note from a custodian/parent or doctor should be submitted to the school when absent.
6. It is understood that the student will only reside at the Unity's approved home-stay.
7. The student and family acknowledge that based on the information in the application, Unity has the right to make educational decisions, including placement and program selections in the best interest of the student with the available resources.
8. The student and family understand and agree that inaccuracies in the application or failure to abide by the above conditions may result in immediate dismissal from Unity without refund of any portion of the fees. If it determined by Unity that the student' educational needs are greater than disclosed in the application, Unity can send the student home at the parents' expense.

I have read and understood and agree to follow the rules and guidelines as outlined above.

I have read and understood and agree to follow the rules and guidelines as outlined above.

(signature of student)

(signature of parent)

(day/month/year)

(day/month/year)

General Release and Waiver

1. We, the undersigned, do waive and release all claims against Unity Christian High School for the injury, loss, damage, accident, delay or expense resulting from the applicant’s participation in Unity’s International Student programs. We also release Unity and agree o indemnify it, with regard to any financial obligations or liabilities that the applicant may personally incur, or any damage or injury to the person or property of others that the applicant may cause while participating in Unity’s International Student programs.

2. We understand that Unity is not responsible for any loss or injury suffered by the applicant during periods of travel or study. If the applicant becomes ill or incapacitated, Unity may take such actions as it considers necessary, including securing medical treatment and transporting the applicant home at his/her expense. We release Unity from all liability related to such actions. We understand that the applicant’s participation in the program may be terminated at the discretion of the International Student Coordinator without any refund of the tuition fee, and that the applicant may be sent home at his/her expense if he/she does not adhere to the school’s rules, standards and instructions as set forth in the school’s handbook and the Promise of Relationship in this package.

3. We understand the refund policy of Unity Christian High School.

I have read and understood and agree to follow the rules and guidelines as outlined above.

I have read and understood and agree to follow the rules and guidelines as outlined above.

(signature of student)

(signature of parent)

(day/month/year)

(day/month/year)

5. DOCUMENT CHECKLIST (documents to be submitted for consideration for enrolment)

Signed **Financial Responsibility Agreement (FORM 1)**.

Completed **Registration Form (FORM 2)**.

Copy of Picture page **Passport**.

Transcripts for the past 2 years of education officially translated into English.

Completed **Pastoral Reference Form (FORM 3)**

\$500.00 CND Registration Fee (non-refundable) payable to Unity Christian High School

Upon acceptance and issuance of Letter of Conditional Acceptance, the full Tuition Deposit is required (see Tuition Refund Policy, section 2). The remaining documentation must then be submitted.



Unity Christian High School

6. International Student Admissions Policy

1. “International students” are generally identified as students having the following:

- a. students whose first language is not English,
- b. students who require additional assistance to fully participate in an English-speaking school,
- c. students who are in Canada on a *Student Visa*.

The graduation of a student out of this International classification will be made by the teachers and principal at the end of each school year. Any such changes in classification are done at the end of a given school year. This allows for an accurate count of the number of International students to be enrolled and the number of new International student positions that are available for the next term. International student positions are accepted on a first come basis, provided they meet all other admission criteria. Once the maximum International student enrolment has been reached, students will be placed on a waiting list if requested.

2. Unity Christian High School provides enrolment opportunities to families with children who are in need of ESL. The school will consider International students if they have a local home environment that understands and is supportive of the school’s program. All enrolments will generally be accepted only in September and January, unless it is a transfer from another Christian school involving a family move, or other exceptional circumstances. This will enable teachers and students to settle in, stay on the task in curriculum and build classroom climates without group dynamics changing frequently. This may mean that private tutoring or special English education will be required in the interim for families who miss the September or January deadlines.

3. Students must live in a Christian home environment (homestay). The school reserves the right to determine the family with whom the students will stay. No students will be permitted to live in a suite or live on his/her own since not only is he/she in Canada to study but also to integrate into Canadian society and culture. If a student is living with someone other than his/her parent/parents, the principal or designate will need to interview the family and ensure that the home stay environment is consistent with the school’s vision and enrolment policies.

4. Different countries have different grade/class systems; a grade nine overseas may not be a grade nine in Canada. Therefore our general procedure will be to place the student in the age-appropriate level so that the peer group will be most beneficial to the social and emotional interaction and development. However, there may be some exceptions due to class sizes and student needs or abilities.

5. Unity Christian High School will enrol up to 10% International students of the grade level.

6. The school will make the final determination of the number of ESL hours of instruction the student may need.

7. Out of respect for the teachers and other students, International students are requested to try and speak English while at school. It is recognized that the nature, desire and need to speak their native language on the playground exists and occurrence of speaking in their native language will happen. These occurrences will not be disciplined, but will be increasingly discouraged after the first year at Unity Christian High School.

8. The school cannot be held liable for any mishap that could occur to the above student(s) on school property or on any class trip that may be planned during that time. No medical costs, insurance costs or any other costs associated with any possible accident involving the above student(s) will be the responsibility of the Unity Christian High School. However, Unity Christian High School attempts to provide a safe school environment at all times.

9. English Support: The Lord has created humans with a wonderful ability to communicate and the ability to use this gift to glorify Him. Our goal at Unity Christian High School is to enable new students to discover and develop the ability to communicate in English and come to appreciate the structure and principles of the English Language. As students grow in their knowledge of English they will be able to share with others in the classroom and thereby enrich the whole student body by diversity of their experiences.

The school, after an assessment, determines the level of support each student requires. These support programs should be viewed as opportunities to build on skills and to become proficient in academic English.

It is our aim to enable students to be competent communicators and to help them achieve the academic goals to which they aspire.

Course Descriptions:

a. ESL Plus and Program Support

Where there are sufficient numbers of International Students (c.4-6), students who need this support will be given instruction in small groups in reading, writing, speaking and listening skills during the school day by Unity staff (3 –5 blocks per week). Students will have access to small-group and tutorial support designed to assist students with skills development, subject-specific content mastery and homework completion.

b. ESL Plus (After school program)

In small groups, students in the ESL Plus Program will be given instruction in reading, writing, speaking and listening skills. As well as small group and one-on-one tutorial times, students will also have access to computer programs to aid them in learning necessary English skills.



Unity Christian High School

7. International Student Admission Protocol

1. The request for application received by the school office. The school will:
 - a. Obtain basic information: name, age, and grade level,
 - b. Obtain name of parents and whether one or both plan to live with the child.

2. The principal assesses support needed to accommodate the request. The principal will:
 - a. Meet with staff to receive input,
 - b. Determine if population limits have been reached.

3. Principal meets with liaison or parents of the prospective student(s). They will together:
 - a. Review International Student Program and Policy,
 - b. Have liaison or parents forward the International Student Program and Policy (FORMS 1 and 2) to the family of the student(s).

4. International Student Program and Policy forms are returned.
 - a. International Student Program and Policy forms are reviewed by the principal. The elements required are:
 1. Signed Financial Responsibility Form (FORM 1)
 2. Registration Forms (FORM 2)
 3. Picture Page of Passport
 4. Transcripts for the past 2 years of education officially translated into English
 5. Completed Pastoral Reference form (FORM 3)
 6. \$500 Registration Fee
 - b. Board gives conditional approval (conditional on the student obtaining a *Student Visa*) of the applicant based on the principal's recommendation.
 - c. The office issues a letter of conditional acceptance into Unity Christian High School to the liaison and/or parent(s) who will forward the correspondence to the family.

4. Family forwards the remaining required documentation and tuition payment to the school:
 - a. Payment of the first year's tuition fee (see pg. 2) is paid in full. (Full tuition fee is refunded, except for the application fee of \$500.00 in the event that the *Student Visa* is denied),
 - b. Proof of acceptance into Canada, such as a *Student Visa*,
 - c. Proof of health coverage (available through the school at \$50.00/month),
 - d. Proof of guardianship, if applicable,
 - e. Proof of immunization (local health department expectations).

5. Principal ensures that all support services are in place, such as:
 - a. ESL services are confirmed,
 - b. Classroom teachers have necessary resources,
 - c. Principal makes recommendation to the board.

6. The school office issues Official Letter of Acceptance:
 - a. Family is notified of the student's acceptance into Unity Christian High School,
 - b. First date of school attendance is determined.

7. Family response:
 - a. Family acknowledges the acceptance of their child

8. (Student arrives in Canada)
 - a. Student reports to the school for the first day of classes
 - b. Student is welcomed by the principal and introduced to the classroom teachers.

8. International Student Re-enrolment Protocol

1. Family indicates an interest in re-enrolling their child
 - a. Family is sent a re-enrolment form
 - b. Family is sent an updated schedule of tuition and related fees

2. Family responds to re-enrolment
 - a. Re-enrolment form is completed and returned to the school
 - b. A \$500.00 non-refundable re-enrolment fee is paid
 - c. Family is issued necessary documentation to renew the student visa

3. First day of school
 - a. Tuition is paid in full
 - b. Fees are paid in full
 - c. Proof of private health insurance is presented (or a Canadian Health Card)



Unity Christian High School

25 Burton Ave., Barrie, ON L4N 2R3
Phone (705) 792-6915 Fax (705) 792-2389
www.unitychristianhigh.ca

Peter Bulthuis, principal
Email : pbulthuis@unitychristianhigh.ca

Pastoral Reference (FORM 3)

PARENTS: Please have your pastor complete the lower part of this form, as part of your application.

FATHER'S NAME: _____

MOTHER'S NAME: _____

We attend: _____ church

Regularly: _____ Occasionally: _____

Dear Pastor:

Your name has been given as a reference by the above, who are seeking to enroll their child(ren) at Unity Christian High School. We would appreciate your cooperation in taking a few minutes to answer these questions.

1. How long have you known this family? _____

2. Are the parents members of your church? _____

3. How often do they attend worship services?
Regularly____ Usually____ Occasionally____ Rarely____

4. Are the parents active in church ministries? Please specify _____

5. How do you expect the child(ren) will benefit from attending Unity Christian High School?

6. Additional comments: _____

Date: _____

Pastor's Name: _____ Pastor's Signature: _____
(please print)

Pastor's Church _____ Phone Number _____

The completed form may be mailed or faxed to the school.