



INTERNATIONAL STUDENT POLICY

Policy

Nelson Christian Community School (NCCS) recognizes the value of international students within our school. To this end NCCS will offer opportunities to international students to participate in the learning and social environments in order to promote awareness of and appreciation for other cultures and strengthen the connection between NCCS and other countries.

Regulations

General

- A. School administration and the program administrator will recognize, support and facilitate the arrangement necessary to offer educational services to international students.
- B. International students may apply for admission to educational programs at NCCS through our website or the administrator responsible for the International Education Program.
- C. International students will be integrated into regular courses to the greatest extent possible.
- D. The administrator responsible for the International Program will ensure that all international students under the age of 19 have a notarized guardianship.
- E. NCCS will allow a maximum of 10% of the school population to be from the International Education Program.

International Education Program

- A. The Principal responsible for International Education Programs, or designate, is the administrator responsible for the International Education Program.
- B. Fees for the International Education Program will be set by the Principal of NCCS in conjunction with the Superintendent. These fees must cover the cost of educating the International students in NCCS and provide additional revenue to NCCS. Fees must be paid in advance.
- C. The portion of a student's International fee allocated to the school will be reviewed annually and determined by the Superintendent or designate.
- D. The International Education Program admits and places International students who:
 - i. Are motivated and interested in English academic studies;
 - ii. Provide references from the student's previous education institution;
 - iii. Have Student Authorization from Immigration Canada;
 - iv. Have approved living arrangements;
 - v. Are of average scholastic ability or better.
- E. Accommodation arrangements used by international students while they are in NCCS must satisfy the following guidelines:
 - i. All students must live with a home stay family arranged through the International Education Program;
 - ii. Students who do not comply with the above rule will be dismissed from the program.



- F. The International Education Program will place students with local home stay families, subject to a non-refundable placement fee.
 - i. Students must follow the home stay rules; failure to do so many lead to the removal of the students from the home stay and from the program.
 - ii. All home stay families will undergo a criminal record check prior to the placement of the International Students in the home.
 - iii. The administrator responsible for the International Programs, or designate, will ensure that all home stay sites are examined and are suitable.

Contracts/Commissions

The administrator responsible for International Programs will establish contact with potential agents and, where feasible, an arrangement will be signed. Annual renewal of contracts is based upon agents' performance.

Refund Procedure

The refund procedure is as follows:

- A. All requests for refunds must be made in writing;
- B. A non-refundable processing fee is applied to all applications;
- C. A full refund (less any assessment fees) will be given if Immigration Canada does not approve the Student Authorization application. Refund requests should include a copy of the formal letter of rejection;
- D. Two Thirds (2/3) of the tuition fee will be refunded if the student withdraws prior to the commencement of the program;
- E. One half (1/2) of the tuition fee will be refunded if the student withdraws before one calendar month of the program has elapsed;
- F. No refund of tuition fees will be given if the student withdraws after the first calendar month of the program;
- G. No refund of the tuition fees will be offered if the student is found to be in violation of home stay or school rules (i.e. chronic absenteeism, consuming alcohol or drugs).