

Application Process International Students

Thank you for your interest in Jarvis Community Christian School.

The following documents must be completed and submitted by all new applicants for consideration for admission:

CHECKLIST

- Signed Student Participation Agreement
- Signed Refund Policy (part of the Student Participation Agreement .5)
- Signed Homestay Contract and Waiver of Liability
- Copy of Passport
- Copy of Immunization Records
- Copy of School Records from the past two years
- Signed International Student Emergency Form
- Signed International Education Admissions Policy & Program Fee Schedule

If you have any questions regarding enrolment, please contact Mr. Sam Lee, JCCS International Agent at lsr5677@daum.net or the school office at info@jdcs.ca

Website: www.jarvisccs.com

Student Participation Agreement

Jarvis Community Christian School wishes to provide a challenging program for students studying in our school. Our prayer is that students will grow in their faith and find out what it means to live in a global community. There are, however, certain expectations of our students who are enrolled in our program. These expectations include important obligations on the part of each student that is accepted to study at Jarvis Community Christian School. Each student and the guardian and/or parents of each student that is accepted into our program must read the following statement and must, by signing it, agree to be bound by and to honour its terms.

1. **Law, Rules and Regulations**

I agree that I will abide by all the laws of Canada, the Code of Conduct, as outlined in the Student Handbook of Jarvis Community Christian School. In particular, 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 violation of the above will result in my dismissal from the school. I understand that in the case of dismissal, I will be sent home at my parent's expense and that there will be no refund on tuition paid.

2. **Parents Residing with their Children**

I understand, as the parent of my child/ren enrolled in the International Student Program at Jarvis Community Christian School, that according to Provincial/Federal laws all children under the age of 18 must live with a responsible adult. I understand that if I wish to visit my home country without my child/ren, I will inform Jarvis Community Christian School of my plans and will arrange for a responsible adult to live with my child/ren while I am away.

3. **Attendance**

I understand and accept the obligation to attend all classes in the educational program provided to me. I agree that all absences must be explained by a note from my parent/homestay parent and that unexplained absences may lead to my dismissal from the program.

4. **Travel**

I agree that I will not make overnight trips unless I am accompanied and supervised by an adult. I agree that Jarvis Community Christian School will be informed of all such travel arrangements.

5. **Refund Policy**

In the event that I am unable to obtain a Student Authorization or decide not to attend or leave the International Education Program, I agree that only a portion of the paid tuition fee will be refunded. In all cases, the registration fee will be retained to cover administrative expenses. The following refund policy will apply for each school year for which a student is registered.

- a. Full refund, except the Registration fee, if the Student Authorization application is not approved (Original copy of rejection letter from the Embassy is required).
- b. If the student withdraws prior to date of enrolment, two-thirds of the tuition is refundable.
- c. If the student withdraws within one month of admittance, one half of the tuition is refundable.
- d. No refund on fees after one month of attendance at school.

6. **Medical Authority and Release**

We, as parents/guardians of the undersigned student, do hereby authorize the staff of Jarvis Community Christian School to consent to any x-ray examinations, anaesthetics, medical or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is rendered under the general supervision of any licensed physician or surgeon, whether such treatment or diagnosis is rendered at the office of said physician or surgeon or at the hospital.

It is understood that this authorization is not given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of Jarvis Community Christian School to give specific consent to any and all such diagnoses, treatment or hospital care which the aforesaid mentioned physician or surgeon in the exercise of his/her best judgment may deem advisable.

It is understood that we, as parents/guardians of the undersigned student, are to provide adequate medical insurance to cover all costs of any medical treatment required. In the event that any costs incurred are not covered under the medical insurance plan, we, as parents/guardians of the undersigned student, agree to pay for all such expenses.

7. **General Release**

We, the undersigned, do waive and release all claims against Jarvis Community Christian School for the injury, loss, damage, accident, delay or expense resulting from the applicant's participation in the International Education Program. We also release Jarvis Community Christian School and agree to indemnify them, 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 the International Education Program.

We understand that Jarvis Community Christian School is not responsible for any loss or injury suffered by the applicant during periods of travel. If the applicant becomes ill or incapacitated, Jarvis Community Christian School may take such actions as it considers necessary, including securing medical treatment and transporting the applicant home at his or her own expense. We release Jarvis Community Christian School from all liability related to such actions. We understand that the applicant's participation in the International Education Program may be terminated at the discretion of the principal without any refund of fees, and that the applicant may be sent home at his or her own expense if he or she does not adhere to the guidelines and rules of Jarvis Community Christian School as set out by the Code of Conduct, Student Handbook and participation agreement. This agreement with Jarvis Community Christian School cannot be modified or interpreted except in writing by the Jarvis Community Christian School office.

I have read the above and agree to fulfill all my obligations as set out. I also agree to both the medical release authorization and to the agreement and general release clause.

Name of Student

Student's Signature

Date

I/we the parents/guardians of the student signing above have read all the above including both the medical release authorization and the agreement and general release clause and I/we agree that we will use our best efforts to ensure that our child honors all the obligations set out and I/we agree to be bound by the release and authorizations.

Name of Parent/Guardian

Parent/Guardian Signature

Date

Name of Parent/Guardian

Parent/Guardian Signature

Date

Witness

Date

Homestay Contract

I/We, the Homestay Family, understand that the responsibilities for hosting a Jarvis Community Christian School Student in my/our home include providing the following: a room (a private room unless otherwise requested by the student), a breakfast, sack lunch, evening meal, and arrangements for transportation to and from school. I/We will endeavor to provide a loving, Christian environment for the Homestay Student.

I/We, the Homestay Family, will endeavor to be patient and understanding with the international Homestay Student that we host in our home. I/We will respect the cultural background of my/our Homestay Student. I/We will strive to communicate with the Homestay Student and work toward the resolving of any misunderstandings or conflicts that may arise. If we cannot resolve the misunderstanding, we will notify JCCS (or its agent or representative) for mediation. If the conflict proves to irreconcilable and the Homestay Student moves out, I/we will refund all Homestay fees for any remaining days that have been paid in advance.

I/We, the Homestay Family, will alert Jarvis Community Christian School (or its agent or representative) if problems arise with the Homestay student. I/We will communicate with Jarvis Community Christian School (or its agent or representative) if the Homestay student decides to move out of the Homestay or is talking about doing so.

Waiver of Liability

I/We, the undersigned, agree to the above contract with the Homestay Student and Jarvis Community Christian School. We hereby release Jarvis Community Christian School from any and all current and future claims, charges, costs, and/or causes of action for loss of property, personal injury, illness, accident or death sustained by any member of the Homestay family or their guests, incurred as a result of any action taken by the Homestay Student.

Although Jarvis Community Christian School facilitates the contact between students and housing providers, any housing agreement or related services shall be between the student and the housing provider and not between either party and Jarvis Community Christian School. Jarvis Community Christian School is not liable to either party in regards to the obligations of any housing agreement or related services.

Date: _____

Homestay Signatures: _____

Parent / Guardian Signatures: _____

Health Insurance for International Students

Per decision by the JCCS Board of Directors March 21, 2015, all international students are required to purchase Canadian-based health insurance provided through the school's preferred carrier. This insurance covers health services, prescription medications and dental.

The purposes are to ensure that all JCCS international students are insured to a sufficient level for their protection while they live in Canada, and to ensure that the school is not exposed to any liability related to insufficient coverage.

Details on the insurance provider are provided by the school office.

International Student Emergency Form

Student Info

Student Name _____ Current Grade _____

Date of Birth _____

Medical Alerts/Allergies _____

Canadian Contact Info

Guardian Name _____ Guardian Name _____

Emergency Contact _____ Phone (Cell) _____

Overseas Contacts

Father _____ Phone (Cell) _____

Email _____

Mother _____ Phone (Cell) _____

Email _____

Guardian _____ Phone (Cell) _____

Email _____

Parent Signature

Date

International Education Admissions Policy And Program Fee Schedule

The Jarvis Community Christian School International Educational Program will consider International students if they are living with a parent, or have an approved local home environment that is Christian and understands and is supportive of the school's program. If a student is not living with his/her parents, the school reserves the right to determine the family with whom the students will stay. No student will be permitted to live in a suite or live on their own since not only is he/she in Canada to study, but also to integrate into Canadian society and culture.

Program Costs

Registration Fees (non-refundable) – \$1,685.00

Tuition – \$14,350.00

Admissions Process

1. Complete the admissions form accompanied with non-refundable registration fee and include necessary documentation (see Document Checklist for New Applications).
2. Upon acceptance, full tuition fee is required before a **Letter of Acceptance** can be issued.
3. An interview may be required with the homestay family.

Refund Policy

1. Full refund (except the registration fee) will be issued if the student via is not approved (original copy of rejection letter from the Embassy is required).
2. If the student withdraws prior to the date of enrollment, two-thirds of the tuition is refundable.
3. If the student withdraws within one month of admittance one half of the tuition is refundable.
4. No refund of tuition after one month of attendance at school.

Enrollment

1. All enrollments, including International students are governed by the Student Admissions Policy. Refer to that document for full details.
2. All International Students must sign the Student Participation Agreement.
3. Our general procedure will be to place International students at the age-appropriate grade levels so that the peer group will be most beneficial to the students' social/emotional interaction and development. However, there may be exceptions made due to class sizes and student ability.
4. Students will be admitted on a yearly or half-yearly basis. Tuition and associated fees will be prorated accordingly. The registration fee will not be pro-rated.

Class and School International Enrollment Limits

1. The maximum number of International students per class is four. This number may represent any percentage of the class. International students will only be admitted to classes where there is space and staff to adequately provide for their language and learning needs. Preference will be given to students enrolled for a full year.
2. The total international student population of the school is not to exceed 10% of the total enrollment. More would overload our resources, time and curriculum and would change the make-up of the school. It takes time to assimilate International students socially.

Name of Parent/Guardian

Parent/Guardian Signature

Date

Name of Parent/Guardian

Parent/Guardian Signature

Date