



Board Policy

APPROVAL DATE

October 2011

REPLACING

All Previous Documents

REVIEW DATE PAGE

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POLICY SECTION

School

IDENTIFICATION

SCH-1021

International Students Policy and Procedure

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. ADMISSIONS

A) All International Students must provide the school with the following documents: (Photocopies are acceptable.)

- ☐ Birth Certificate or other proof of age.
- ☐ Passport.
- ☐ Valid Student Visa.
- ☐ Proof of Valid Health Insurance and completion of Medical Information Form.
- ☐ Valid documentation of English Language Proficiency (IELTS, TOEFL) —
(if leveling is requested by the school).
- ☐ Guardianship profile.
- ☐ Copy of student's past report cards (translated into English).
- ☐ The family is responsible for applying for passports and visas.



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PHOTOCOPIES OF THESE DOCUMENTS MUST BE PROVIDED TO THE SCHOOL

B) Before admissions process is considered to be complete, the following are required:

- ☐ Submit full payment of tuition and all other applicable fees.
- ☐ Student and his/her guardian (while living in Canada) must complete a personal interview with two members of the Membership Committee.
- ☐ Acceptance by the board of MCS.
- ☐ Students are required to enroll for full-time study only (Sept.–June)

III. ENROLLMENT AND ENROLLMENT LIMITS

- ☐ Milton Christian School's Student Admission Policy & Procedure governs all enrollments, including International Students.
- ☐ The maximum number of International Students per class is two. This number may represent any percentage of the class.
- ☐ The total International Student population of the school is not to exceed 5% of the total school enrollment.
- ☐ If class space is limited, preference will be given to Canadian/existing families. International Students will not be enrolled if prospective class contains students with high/special needs.

IV. COST

The Board of Directors will determine the tuition cost of International Students annually. This cost must be paid in full at the beginning of each school year and is set per student.

* Payments are non-refundable if the student is withdrawn during the school year.

* Additional fees may also apply.





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V. SUPPORT NETWORK

A) Age/Grade Placement

- ❑ International students will be considered for children aged from grade 3 – grade 8 only.
- ❑ 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. International students may be provided with a supplementary ESL program in addition to daily academic grade level tasks.

Additional Guidelines

1. Milton Christian School provides a day school program only.
We do not have boarding facilities at the school.
2. Students will be admitted on a yearly basis. Tuition and associated fees will be prorated accordingly.
3. Following the guidelines of the existing ***Student Admission Policy & Procedure***, only international students from Christian families will be admitted.
4. International students will only be admitted to classes where there is space and staff to adequately provide for their language and learning needs.
5. Students will be assessed by the Resource teacher to determine their level of English proficiency. They will then be placed in a class as close as possible to their age level.
6. Students admitted will be subject to the school's ***Discipline Policy*** and must comply with our ***Student Code of Conduct***.
7. It is the responsibility of the international student's family to obtain a passport, student visa and medical insurance before beginning their studies at Milton Christian School.





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SCHOOL'S COMMITMENT

The school will assist international students to comfortably integrate within their new school community by:

1. Providing clarification and guidance through the admissions process.
2. Extending a Christian welcome from the school community that will facilitate answers to general questions about moving into the community.
3. Arranging early ESL (language) testing to enable the appropriate placement of the student in the school.
4. Providing regular reports on the progress of those students that have been defined as requiring additional help adjusting as a result of language challenges.
5. Providing an excellent Christian academic education for the international student.

