



# Abbotsford Christian School 2010/2011 REGISTRATION INFORMATION AND PROCEDURES for International Students

IS REG  
INFO 9-12

## SECONDARY

### Regular Fulltime New International Student Registration

The following documents must be completed and submitted by all new applicants for consideration for admission to Abbotsford Christian School International Student Program.

- Application form (IS APP 9-12)
- Student information sheet (IS INF 9-12)
- Signed Refund Policy
- Course Selection form
- Non-refundable application fee of \$400
- Translated 2 years of school report (photocopy or fax is sufficient for application but student must submit officially translated transcripts when they arrive)

Upon receipt of an application, Abbotsford Christian School may contact the applicant to arrange a time and date for a personal interview with the student and his/her parent or parents. Interviews may be arranged with applicants who meet the requirements of the International Student Program and are eligible for placement within the program.

After the interview, applicants will be notified whether or not they have been accepted.

Once the school has received the tuition payment, the student will be formally admitted and given a letter of acceptance for immigration purposes.

### Financial Commitment

- The full yearly tuition of **\$14,200** (includes medical insurance) is due and payable to Abbotsford Christian School. There is a 10% discount on tuition costs for the second child and 15% for the third child.
- Bank wire transaction option:  
Royal Bank of Canada 33780 South Fraser Way Abbotsford, BC V2S 5M4  
Account #: 00080 003 100 404 3  
Tel: 604-853-2212
- Fax (604-859-2240) bank transaction receipts to school office. Be sure to state name of sender and name of student.
- Please read and understand our refund policy (IS REFUND 9-12) before paying tuition.

### Accommodations

- All international students not living with their parents must live with a homestay family arranged or approved by the school.
- Students living with homestay families must abide by the family rules.

### Custodianship

- All minor children living in Canada without a parent are required to have a legal custodian who is a permanent resident or citizen of Canada. We will send the proper documents (from Citizenship and Immigration Canada) which you are required to fill out.
- Students must submit proof of designated guardian (also necessary for visa application).

### On arriving to school

Students must submit the following:

- Photocopy first page of passport
- Photocopy of study permit
- Photocopy of the page in passport with stamped date of entry into Canada
- Certified and translated school report of 2 years
- Signed application for BC medical (available at school)
- Proof of designated guardian (Citizenship and Immigration Canada forms) if parents are not residing in Canada

Parents living in Canada must submit the following:

- Photocopy first page of passport
- Photocopy of visitor permit
- Photocopy of the page in passport with stamped date of entry into Canada

INTERNATIONAL STUDENT COORDINATOR (K-12)  
Karla Luymes  
email: kluymes@abbotsfordchristian.com  
35011 Old Clayburn Road, Abbotsford B.C. V2S 7L7  
(604) 755-8111 Fax (604) 859-2240

ACS ELEMENTARY SCHOOL (K-5)  
Roy van Eerden - Principal  
email: rvaneerden@abbotsfordchristian.com  
3939 Old Clayburn Road, Abbotsford, B.C. V3G 1J9  
(604) 755-8101 Fax (604) 850-7075

ACS MIDDLE SCHOOL (6-8)  
Tym Berger - Principal  
email: tberger@abbotsfordchristian.com  
35011 Old Clayburn Road, Abbotsford B.C. V2S 7L7  
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email: jsiebenga@abbotsfordchristian.com  
35011 Old Clayburn Road, Abbotsford B.C. V2S 7L7  
(604) 755-8103 Fax (604) 859-2240



# Abbotsford Christian School INTERNATIONAL STUDENT APPLICATION FORM (9-12)

**IS APP 9-12**

The information collected on this form is collected, used and disclosed by Abbotsford Christian School (ACS) in accordance with the Personal Information Privacy Policy for Parents and Students of ACS, a copy of which is available from the school's Privacy Officer.

## SECONDARY

**Please Note:**

- Entire form is to be completed and signed by applicant's parent or representative appointed by parents.
- Please clearly PRINT the following information in ENGLISH.
- Please attach a recent head and shoulders photo if available.

### Family Information

LAST NAME	FIRST NAME	DATE OF BIRTH:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
FIRST LANGUAGE		COUNTRY OF ORIGIN	
HOME COUNTRY ADDRESS			POSTAL CODE
HOME COUNTRY CONTACT NUMBER			EMAIL ADDRESS
FATHER'S NAME & OCCUPATION			CONTACT NUMBER
MOTHER'S NAME & OCCUPATION			CONTACT NUMBER

### For Office Use Only:

Date Received: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Student's Letter: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Admin. Off. Approval: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Notified: \_\_\_\_\_

Start Date: \_\_\_\_\_

Tuition Fee: \_\_\_\_\_

### Canadian Address

HOUSE/APT #	STREET NAME	CITY	PROVINCE	POSTAL CODE	EMAIL ADDRESS
HOME PHONE NUMBER:	CELL PHONE NUMBER:	MOTHER'S WORK NUMBER:	FATHER'S WORK NUMBER:		

### Guardianship

Immigration Canada requires all minors (18 and under) have a guardian in the community.

NAME OF GUARDIAN IF NOT LIVING WITH PARENT IN CANADA (INCLUDE NOTARIZED GUARDIANSHIP LETTER AT TIME OF ACCEPTANCE) CONTACT NUMBER

ADDRESS EMAIL ADDRESS

### Academic Information

List chronologically all previous schools in the last 3 years and provide the mailing addresses. *This will allow us to request school records.*

NAME OF SCHOOL MOST RECENTLY ATTENDED	CONTACT NUMBER
ADDRESS	DATES ATTENDED
NAME OF SCHOOL ATTENDED	CONTACT NUMBER
ADDRESS	DATES ATTENDED

All applicants are required to submit a copy of their last two years of school reports, translated in English.

Request grade placement: \_\_\_\_\_

### Student Profile

How long does the student intend to study at ACS? \_\_\_\_\_

Has the student ever received any learning assistance or special education instruction or counseling?  YES  NO

If yes, please explain: \_\_\_\_\_

Has the student ever repeated a grade or been retained?  YES  NO If yes, which grade: \_\_\_\_\_

How many days of school did the student miss last year? \_\_\_\_\_

Describe any physical, mental (academic) or emotional disabilities (allergies, heart conditions, hearing impaired, speech impediment, nervous condition, autism, depression, any other health issues):  
\_\_\_\_\_

**Homestay Information**

- All International students living in Canada without a parent are required to live with a homestay family arranged by the homestay coordinator. [Students in grade 8 and younger are required to live with parent(s).]
- Will the student require homestay arrangements? Yes \_\_\_\_ No \_\_\_\_ If yes, the student must fill out a homestay student application. If no, please indicate whom the student will be staying with: Name & Address: \_\_\_\_\_  
Relationship to student: \_\_\_\_\_ Contact Number \_\_\_\_\_ email address: \_\_\_\_\_

**Medical Information**

All students must have medical insurance, which will be arranged by the school.

All students will have private interim insurance for the first three months and then will be placed on the BC Medical Services Plan. Medical coverage begins August 1 and ends July 31.

If student is currently attending a school in BC, please provide the BC medical number. \_\_\_\_\_

**Financial Commitment**

The cost of education for one international student to attend Abbotsford Christian School is \$14,200 per school year (*this includes medical insurance*).

- For first time applicants: \$400 (application fee)
- \$14,200 is due immediately at the time of acceptance
- There will be a 10% discount for every second and 15% for every third child attending ACS.

**Method of Payment**

Fees can be paid by personal checks, certified checks or in person by cash.

Bank wire transaction is also possible:

- Royal Bank of Canada 33780 South Fraser Way Abbotsford, BC V2S 5M4
- Account#: 00080 003 100 404 3
- Tel: 1-604-853-2212
- Please fax transaction receipts to school office. **Be sure to state name of sender AND name of student.**
- Fax : 604 859-2240

**Parent/Representative Commitment**

1. I acknowledge that my child will be taught in a Christian environment and from a Christian perspective. I agree to support the school and its values.
2. I agree that attendance at school is important. Absences should be reported to the office by a parent/homestay parent/guardian. Appointments (i.e. consulate, visa, banks, etc.) should be arranged outside of school hours if possible.
3. I agree that in matters of discipline, the student will be subject to the disciplinary action of the staff and administration. The school reserves the right to send students back to the home country at the expense of the parents.
4. I understand the school reserves the right to dismiss any student who does not respect its spiritual standards and cooperate in the education process.
5. I understand that students are expected to attend church.
6. I will inform the international student coordinator if my contact information or the student's guardian information changes.
7. I will not make any changes to the homestay placement. I understand that homestay placement and changes are the responsibility of the international student coordinator.
8. I understand that the school will determine the level of ELL (English Language Learning) support that the student needs. I understand these classes are mandatory.
9. I understand the financial commitment and agree with the refund policy.
10. I have, to the best of my knowledge and ability, answered all questions truthfully and completely.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ACS ELEMENTARY SCHOOL (K-5)  
Roy van Eerden - Principal  
email: rvaneerden@abbotsfordchristian.com  
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INTERNATIONAL STUDENT COORDINATOR (K-12)  
Karla Luymes  
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**Abbotsford Christian School**  
**STUDENT INFORMATION SHEET**  
INTERNATIONAL STUDENTS APPLYING FOR GRADE 9 -12

IS INF 9-12

**SECONDARY**

The following questions are to be answered by the applying student (Grade 9-12)

NAME OF STUDENT :	GRADE ENTERING:
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Why do you want to attend Abbotsford Christian School?

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How do you think you will contribute to the ACS community?

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Do you plan to go on to post-secondary education?  Yes  No  Undecided

What do you enjoy the most?

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What do you find most difficult?

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What extracurricular activities are you involved in?

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List three words your friends would use to describe you:

Do you attend Church on a regular basis?  Yes  No If yes, which church do you attend?

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What does Jesus Christ mean to you?

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Are you willing to abide by the guidelines outlined in the Student Handbook?  Yes  No  
 (see school website: [www.abbotsfordchristian.com](http://www.abbotsfordchristian.com))

I have answered the above questions honestly and completely and have not held back any important information.

Student Signature

Date:

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Revised January 15, 2010





# Abbotsford Christian School 2010/2011 CODE OF CONDUCT INTERNATIONAL STUDENTS

## SECONDARY SCHOOL

Abbotsford Christian School is a Christian learning community. Its guiding principles are based on the Bible. ACS expects its students to live by these guiding principles both inside and outside of school.

We have high expectations for our students and expect them to glorify God in all that they do—from relationships and lifestyle choices to their studies. You will be expected to:

- Respect all students, staff and the ACS facility and grounds.
- Give your best effort. Learning in a different culture and in a second language is difficult work. You must be prepared to work very hard during classes and to spend significant amounts of time outside of class to prepare for tests and to complete homework assignments.
- Attend English Language Learning classes if the school determines this is necessary. These classes are designed to help you in your coursework and to improve your academic English skills. Positive effort and attitude is mandatory.
- Be a part of the ACS community. You will be expected to participate in school events like chapel, activity days, and service projects. We highly encourage students to be involved in extracurricular activities like Drama and Athletics. You will be expected to speak English and be willing to share your culture and understandings with Canadian students.
- Follow the rules highlighted in the ACS Secondary Student Handbook.

Outside of school, you are also expected to live a God-glorifying life. Cigarettes, drugs, and alcohol are prohibited. You are expected to obey the rules of your homestay family.

A student who fails to follow school rules and expectations will be disciplined. If negative student behaviour persists, the student will be suspended and sent home at the expense of the student's parents.

### **STUDENT:**

I agree to follow the above "Code of Conduct" and will accept the consequences if I do not follow the school's rules.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_

### **PARENT:**

I understand and support the above "Code of Conduct" and will accept the consequences if my child does not follow the school's rules.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name \_\_\_\_\_

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email: kluymes@abbotsfordchristian.com  
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# Abbotsford Christian School 2010/2011 FEE SCHEDULE FOR RETURNING INTERNATIONAL STUDENTS

## SECONDARY SCHOOL

TOTAL DUE:		EXPLANATION:															
\$14,200		Tuition for one academic year (September to June) including medical insurance: <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>AMOUNT DUE</th> <th>DUE DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>\$4,500</td> <td>End of February</td> <td>Re-registration</td> </tr> <tr> <td>\$9,000</td> <td>First day of school</td> <td>Tuition</td> </tr> <tr> <td>\$700</td> <td>First day of school</td> <td>Medical Insurance</td> </tr> <tr> <td><b>Total</b></td> <td>\$14,200</td> <td></td> </tr> </tbody> </table> <p><b>Please Note:</b></p> <ol style="list-style-type: none"> <li>If payments are late and separate arrangements have not been made with the school, your child may lose his/her space at ACS.</li> <li>There is a 10% discount on tuition costs for second child and 15% discount for third child.</li> <li>Medical coverage runs from August 1 to July 31.</li> </ol>	AMOUNT DUE	DUE DATE	DESCRIPTION	\$4,500	End of February	Re-registration	\$9,000	First day of school	Tuition	\$700	First day of school	Medical Insurance	<b>Total</b>	\$14,200	
AMOUNT DUE	DUE DATE	DESCRIPTION															
\$4,500	End of February	Re-registration															
\$9,000	First day of school	Tuition															
\$700	First day of school	Medical Insurance															
<b>Total</b>	\$14,200																
		<b>OTHER FEES</b>															
\$250	Upon application	<b>Homestay Placement Fee</b> <ul style="list-style-type: none"> <li>ACS places students with approved homestay families. See Homestay Application form for more information.</li> </ul>															
\$750	First day of each Month	<b>Homestay Monthly Fee</b> This is a monthly fee paid directly to the homestay family. <ul style="list-style-type: none"> <li>Payment is due on the first day of each month unless arranged otherwise with homestay family.</li> <li>Student must be in grade 9 or older in order to live with a homestay family.</li> <li>All other children must live with their parents.</li> </ul>															
\$150	Upon Application	<b>Airport Pick-up Fee</b> <ul style="list-style-type: none"> <li>ACS can make arrangements for pick-up from the airport</li> </ul>															

**Notes:**

- The school will aid those that are applying/renewing Canadian Medical Plan/Study Permits. However, it is the obligation of the parents/guardians to keep these documents valid.

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# Abbotsford Christian School REFUND POLICY FOR INTERNATIONAL STUDENTS

IS REFUND  
9-12

## SECONDARY

### REFUND POLICY FOR INTERNATIONAL STUDENTS

**\$400.00 application fee is a non-refundable, one-time fee for all new applicants covering cost for student assessment and admittance.**

#### Study Permit related withdrawals:

- Full refund only if there is a written request for the refund along with a copy of the rejection letter from the Embassy. This must be received within one month of the refusal.

#### Non-Study Permit related withdrawals:

- If a student withdraws prior to September 1st, ACS will retain 1/3 of the tuition fees. (Note: Notice of withdrawal must be given in writing before September 1st)
- If a student withdraws within the first month of study, 50% of the tuition is refundable.
- No refund if a student withdraws after the first month of study.
- No refund if a student is dismissed from school due to a violation of school rules (see student handbook), or violation of an academic or behavioural contract, or if vital information has been withheld in the application.
- For returning international students:
  - Re-registration and tuition fees must be paid by the specified date to guarantee a place for students for the following year; failure to do so may result in losing placement priorities.
  - If a returning student withdraws before school begins, ACS will retain the re-registration fee.
  - If full tuition payment is not received by due date, the student will be dismissed from school.

#### Permanent Resident Status:

- There is no refund to students who receive Permanent Resident status during the school year.

**I have read the above policy, understand its content and accept its conditions.**

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

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