

INTERNATIONAL /OUT OF PROVINCE

STUDENT HANDBOOK

2010 - 2011



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INTERNATIONAL / OUT OF PROVINCE STUDENT

APPLICATION AND ACCEPTANCE PROCESS

APPLICATION

Please note that the process of obtaining a Study Permit to study in Canada and the process of being accepted as a student at Steinbach Christian High School can take more than 2 months. The SCHS office is closed for the months of July and August. It is recommended that the application process be started in or earlier April if a September start date is desired.

To Apply To Steinbach Christian High School, You Must Submit The Following Items:

- Completed SCHS Application Form
- Recent Report Card from your current school
- Letter of reference from your current school's Principal
- Recent photograph of yourself
- \$125 Application Fee

ACCEPTANCE

Upon review of the application, the Principal of SCHS will begin the search for a suitable host family.

Once a suitable host family has been confirmed, full payment of tuition and home stay fees will be required. Contact the SCHS Finance Office at pmartens@schs.ca in order to receive instructions regarding payment of tuition and home stay fees.

Once the SCHS Finance Department verifies that the appropriate funds have been received in Canada, SCHS will send you an Acceptance Letter and a receipt showing tuition has been paid. These two items are required to obtain a Study Permit (*Details on how to obtain a Study Permit can be found on the following website:* <http://www.cic.gc.ca/english/study/study.asp>)

You will be required to purchase medical insurance. Policies may be purchased from any insurance company, but if you wish, can be arranged by the SCHS Finance Office through the Great-West Life Assurance Company for approximately \$450 per year.

Upon receiving your Study Permit, please inform SCHS and update us regarding your travel arrangements so that the host family can meet you at the airport and begin this new relationship.

FINANCIAL INFORMATION 2010 – 2011 SCHOOL YEAR

TUITION AND FEES

Tuition (Non-Manitoba Residents) \$9,835.00

Home Residency Fees (per semester fee is \$3000.00) includes cafeteria lunches \$6,000.00

TUITION INCLUDES

- Damage deposits
- Text books
- Science lab fees
- Computer lab fees
- Student council fees (including yearbook)
- Graduation fees
- Required school clothing
- Fees for activity days and field trips, with the exception of fees identified below

TUITION DOES NOT INCLUDE

- Application Fee (*Non-Manitoba Residents*) \$125.00
- Music Tour (*Chamber Choir only*) Tour travel costs determined in November
- Extra costs for sports or field trips (*such as hotel accommodations*) Based on type of trip
- Private voice, piano, guitar lessons (*32 half hour lessons*) \$576.00
- Instrument rental for band students Arranged with Music Department
- Home Residency Program (*10 months for non-Manitoba students*) \$6,000.00
- International Student Insurance (*non-Manitoba students*) approx. \$450.00

INTERNATIONAL STUDENT TUITION PROCESS

Non-Manitoba students must submit payment in full for tuition and Home Residency Program fees prior to acceptance.

Returning Non-Manitoba students must submit 50% of the following year tuition and Home Residency Program fees by end of March.

Arrangements must be made with the Steinbach Christian High School Finance Department for funds transfer.

pmartens@schs.ca

ACCOUNT BALANCES OR CREDITS

Students will be charged for any unreturned locks or textbooks as well as for any damage they have caused during their time at SCHS.

Unpaid account balances must be settled by the end of the school year. Credit balances may be refunded or applied to the next year tuition if the student plans to continue at SCHS.

DISCOUNTS AND INCENTIVES

Family Discount: Families with more than one child enrolled at SCHS qualify for 10% discount per child

REFUNDS

The tuition fee will be refunded equal to every full month remaining in the school year after the student has withdrawn from SCHS. Special fees or charges are not refundable.

The costs for the Home Residency Program will be refunded on the unused portion of the school year.

PRIVACY

Information collected in the application process or through any payment agreements entered into with SCHS is held in the strictest confidence and is used solely for the purpose of providing a quality education for the student. Information is not distributed to other parties without the express written authorization of the parent or guardian.

Parents/guardians may apply in writing to request that information on file be destroyed. This can be done no earlier than two years after the student graduates or departs from SCHS.

DOCUMENTS REQUIRED TO ENTER CANADA

- Valid passport
- Study Permit
- Entry/Visitor Visa (if required)
- Letter of Acceptance from Steinbach Christian High School
- Tuition fee payment receipt.
- Custodianship Documents (if student is under the age of 18)

REQUIREMENTS FOR GRADUATION

An international or non-Manitoba student **may** be able graduate with an official diploma from Steinbach Christian High School.

For example, students with a Form 5 in Hong Kong, coming to Canada for Grade 12 only, are expected to earn six Grade 12 credits at SCHS in order to graduate from SCHS.

- **Entering Grade 12 at SCHS** *Six 40 level credits will be required*
- **Entering Grade 11 at SCHS** *15 credits including six 40 level credits will be required*
- **Entering Grade 10 at SCHS** *24 credits including six 40 level credits will be required*

WHERE IN THE WORLD AM I?

Steinbach is located 45 minutes south east of Winnipeg which is Manitoba's capital city. Manitoba is a province in the centre of Canada.

For more information on Steinbach, Winnipeg and Manitoba, check out these websites:

- <http://www.steinbachonline.com>
- <http://www.mywinnipeg.com>
- <http://www.mymanitoba.com>