



BRITISH COLUMBIA CHRISTIAN ACADEMY REGISTRATION PROCEDURES

- ❑ Students wishing to apply to B.C.C.A. must fill out and submit an International Program Student Application to the school.
- ❑ Copies of report cards (transcripts) from the student's current or former school must be translated into **English by an official translator.**
- ❑ **Submit a copy of IEP or any other learning support/diagnostic reports translated into English (if applicable)**
- ❑ An interview with the principal will be arranged after a review of the application (if the student is in Canada at the time). Upon acceptance, tuition fees, student fees and registration fees must be paid in full.
- ❑ Students must have a legal guardian in Canada if they are not staying with their parents. Custodianship forms are available in the office. These forms must be "Notarized" by a lawyer or a public notary to make them legal. B.C.C.A. must have a copy to be kept in the student's file.
- ❑ International students must have a current Student Visa to study in Canada. Tuition fees must be paid in full **before** the school can issue a "letter of acceptance" for the student to obtain a Visa. Payment of fees reserves a space in the school for that student for the year and assures Immigration Canada that the applicant is indeed a student in Canada. If applicant is unable to obtain a student visa, the tuition will be refunded in full.
- ❑ Students should buy their uniform from the uniform supplier: Neat Uniforms, 1050 Boundary Road in Burnaby. Uniforms can also be ordered online at www.neatuniforms.ca. The phone number is: 1800-668-8261 or 604-205-7560. If students must wait while their uniform is made, girls may wear a black skirt and white blouse, and boys may wear black pants and white shirt. Gym (P.E.) strip is purchased through the school. Check with the office to determine times.
- ❑ Students in Elementary grades (K-7) ages 5-12 will receive ESL instruction on a "Pull out" basis. Students in the High School grades (8-12) ages 13-19 will be placed in the ESL class and integrated into regular classes as their English skills improve.

REFUND POLICY FOR TUITION FEES:

All requests for refunds must be made in writing to British Columbia Christian Academy. Refund requests include the original Letter of Acceptance issued by British Columbia Christian Academy as well as relevant supporting documentation (e.g. letter from Citizenship and Immigration Canada).

FULL REFUND less application fee will be given if Canadian Immigration does not approve a student Study Permit. To obtain a refund, written requests should be received within six months of the date of refusal. Requests must include the formal letter of refusal from Canadian Immigration and the original Letter of Acceptance issued by British Columbia Christian Academy.

½ REFUND will be given when a student withdraws or becomes a landed immigrant or permanent resident prior to the commencement of their program, which is the first day of their attendance at British Columbia Christian Academy.

NO REFUND will be granted to a:

- Student who withdraws or becomes a landed immigrant after the commencement of their program.
- Student who is dismissed from the program due to a breach of the law, policy or regulation as determined by the Government of Canada, the Police, BCCA.
- Student whose parent obtains a working visa after the commencement of the program.
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MEDICAL COVERAGE FOR INTERNATIONAL STUDENTS

- **All International students are required to pay for medical coverage as a condition of their acceptance in British Columbia Christian Academy.**
- **All International students must report with their passport and Study Permit to the BCCA office upon arrival to apply for this coverage.**



Kindergarten — Grade 12 INTERNATIONAL PROGRAM FEE SCHEDULE & REGISTRATION PROCEDURES 2016-2017

FEE SCHEDULE:

- REGISTRATION FEE: \$250.00

- STUDENT/ACTIVITY FEE:

Grade	Fees	Grade	Fees	Grade	Fees
K	90.00	5	150.00	8-10	325.00
1-3	100.00	6	220.00	11	340.00
4	150.00	7	295.00	12	390.00

- TUITION: Rates are subject to change (Fees for 2016-2017 will be announced late January 2017)

1st child in family: \$14,500.00

Each Sibling: \$12,500.00 (Only siblings in the same family are eligible for a discount)

- TEXT BOOK DEPOSIT: High School and Intermediate students are required to give a \$200 cheque deposit, dated June 01, 2015, as a textbook deposit. Cheque is returned when textbooks are returned in proper condition. (Not required for Primary school students).
- COMPULSORY MEDICAL PLAN: \$840.00 (As of September 2006 all students are required to get their medical insurance through BCCA)
- HOMESTAY ADMINISTRATION FEE: \$650.00 (If applicable) Please see below for explanation of this fee
- HOMESTAY SECURITY DEPOSIT: \$850.00 (If applicable)
- MONTHLY HOMESTAY FEE: \$850.00 (If applicable — paid directly to the Homestay Host Family)

REFUND POLICY (For full details please see BCCA Refund Policies document)

The registration fee is non-refundable. Tuition fee refunds will only be given if the student applies to Canada Immigration for a Student Authorization within three weeks of the date the Letter of Acceptance is issued; and is refused a Student Authorization to attend British Columbia Christian Academy. Documented evidence is required. **No refund will be given to a student who voluntarily withdraws from the school, or becomes a landed immigrant during the school year.** Refunds for Homestay Fees will be governed by the terms of the Long-Term Homestay Agreement, which must be signed by the Homestay Student and his/her Guardian, as well as the Host Family.

LIVING EXPENSES--Each student should have approximately \$3000.00 Canadian funds per year to cover miscellaneous expenses, such as school uniform, school supplies, personal clothing/toiletries, restaurant meals, personal entertainment, etc.

ACCOMMODATION (Homestay)

Each homestay family provided by the school is carefully screened and reviewed by the Homestay Coordinator.

The Homestay Administration Fee of \$650 (Canadian Funds) consists of:

- a one-time Homestay Placement Fee: \$150 (If the school finds homestay for the student)
- an annual Homestay Coordinator Service Fee: \$500, providing ...

- regular monthly interviews with the Homestay Student
- regular monthly interviews with the Host Family
- regular written communication with the student's family overseas to report on their child's well-being and progress in school and adjustment to life in Canada.

Monthly Homestay Fees: The cost of room and board with a family is \$800 per month and is payable directly to the Host Family at the beginning of the school year and on the first day of each month of the student's stay. The payment of a Security Deposit equal to one month's Homestay Fee (\$800) is due at the beginning of the school year along with the Homestay Administration Fee (\$650), and is payable to BCCA. The Security Deposit will be used toward the final month's room and board, minus any damages or unpaid bills charged to the student during his/her stay with the Host Family. Please note that the monthly fee is a flat rate and must be paid even if the student returns home during Christmas and Spring vacations.