

POLICIES RELATING TO TUITION AND FEES

HOMESTAY POLICIES

- A Homestay fee of \$750 is required on the first of each month.
- No refund of homestay fees will be issued for a partial month
(if a student leaves part way through the month)
- See the International Student and Homestay Family Program - Guideline Handbook

TUITION PAYMENT POLICIES

New students are required to pay the application and administration fees before a Letter of Acceptance is issued. Once a study permit/visa has been obtained, tuition fees must be paid in full prior to school attendance.

Returning International students must pay for the first semester of the following school year by June 15. Full second semester fees must be paid in full by September 15. Students who do not pay their fees by these dates will not be accepted for study at VCS.

Tuition can be paid by cash, credit card (Visa, MasterCard, American Express), or by bank wire transfer. Note: A (2%) processing fee will be applied for credit card transactions.

Students who have accounts in arrears will not be issued report cards or any other documentation for the purpose of continuing studies at VCS.

VCS does not recommend that students begin study in the middle of a term; however, due to delays that may occur in obtaining a study permit/visa, VCS understands that sometimes this is unavoidable. In such situations, tuition for International students that begin study mid-month will be pro-rated (Homestay fees will also be pro-rated in such circumstances).

REFUND POLICIES

Refunds will be provided if the student:

- is unable to obtain a study permit prior to their arrival at VCS
- Students must notify Victory Christian School in writing and provide documentation prior to the start of the term.
- There will be no refunds issued for late arrivals.
- Once students commence study in VCS, no refunds will be issued.
- All refund requests must be made in writing and will be provided to the payee only.

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- When withdrawing a student from Victory Christian School, a 30 day written notice is required.
- A parent or guardian wanting to withdraw their child must first obtain and fill out a Withdrawal Form from the International Program Director.
- Withdrawal of a student is not considered complete until a meeting with the International Program Director and Principal has been completed and the Withdrawal Form is returned to the school office.
- The Application and Administration Fees are non-refundable.

STUDENT HEALTH CARE INSURANCE COVERAGE

All International students must arrange for health care insurance coverage for the duration of their stay in Edmonton. A student must provide a copy of their policy to the International Program Director upon their arrival. Students are solely responsible for all medical and other expenses that exceed the scope of their health care coverage.

**** Remember VCS will notify Canada Immigration of any student who withdraws, is expelled or not in regular attendance at VCS, and the student will be subject to deportation.**

As a private, independent school, VCS reserves the right to withdraw an International student at any time.

Parent's Signature

Date

Agent's Signature

Date

International Program Director's Signature

Date