

Calvin Christian School

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International Education Program Admissions Process

Steps for Admission

1. Family inquires about admission and requests all admission forms be sent.
2. Family fills out admission forms including all necessary documents (see checklist on Application Form) along with \$200.00 non-refundable application fee made payable in U.S. dollars to Calvin Christian School.
3. Calvin Christian School (CCS) will determine the eligibility of student and notify the applicant by letter informing them of their status.
4. An interview is arranged either face-to-face or by phone with student and parent/guardian, which includes discussion of possible living arrangements with a resident family if a Homestay is not desired.
5. After the interview the School informs the family of their acceptance or non-acceptance. If accepted, the School then sends an official Letter of Acceptance, Registration Form, and details of the Homestay arrangements (if needed), to the family.
6. The family returns to the School the completed Registration Form and the Full Tuition (made payable in U.S dollars to Calvin Christian School) informing the School of their intention to enroll their student. If a Homestay is needed then that fee is also required in full at this time.
7. Upon receipt of the completed Registration Form and Full Tuition the school fills out an I-20 form and sends it to the family.
8. The family takes the I-20 to the consulate and applies for an F-1 visa and if issued, can now enter the U.S. as a student at Calvin Christian School. Arrangements must be made at this time for Medical insurance and the Medical Insurance Form should be sent to the school.
9. All International students must plan to **arrive in the United States at least 10 days prior** to school opening.
10. If a student is not living with his/her parents the school reserves the right to determine the family with whom the student will stay. No student will be permitted to live in an apartment or live on their own since not only is he/she in America to study but also to integrate into American society and culture.

(Over)

Refund Policy

In the event a student authorization or visa cannot be obtained or the student decides not to attend or leaves the International Education Program at Calvin Christian, it is agreed that only a portion of the paid tuition fee will be refunded. In all cases, the application fee will be retained to cover administrative expenses.

The following refund policy will apply for each school year for which a student is registered:

1. If the student authorization is not approved (original copy of rejection letter from the Embassy required) then a full refund, except the application fee, will be given.
2. If the student withdraws prior to the first day of school two-thirds ($2/3$) of the full tuition is refundable.
3. If the student withdraws after less than one month of school attendance one-half ($1/2$) of the full tuition is refundable.
4. After one month of school attendance there will be no refund of the full tuition.
5. For Homestay costs, the month during which the student withdraws (no matter how few days) will not be refunded, but any subsequent months will be refunded fully.