



INTERNATIONAL STUDENT STEPS TO ENROLMENT

I. Please complete the following forms:

1. **International Student Enrolment Form.** Please include the following:
 - a. A photocopy of the student's birth certificate, visa and passport.
 - b. If applying for enrolment for more than one child, individual enrolment documents must be submitted for each child.
 - c. Original plus officially translated copies of transcripts and/or report cards for the past two years.
 - d. A photocopy of the student's medical insurance.
 - e. This form must be signed by the parent(s) or guardian(s) of the child.
2. **Statement of Christian Faith and Nurture Form.** The family must provide confirmation of their active Christian faith. They must also confirm that their child will be in a Christian home during their enrolment at LCES.
3. **Medical Information Form.** All international students must have a medical exam completed by a qualified physician who must fill in this form (or attach the physician's own form to this document). PLEASE NOTE- The doctor's form must be translated into English.
4. **Statements of Agreement Form.** Please carefully read this form and initial each statement. Then the parent(s)/guardian(s) are asked to sign at the bottom and place the date.

II. Other items to note:

5. Tuition fees and any additional fees must be paid in full prior to the student starting classes. The \$500 Administration Fee must be included with the Enrolment Form and is non-refundable. See the **Tuition Fees** document.
6. After receipt of all required information, the LCES Board will make a decision with regard to acceptance at the school. Upon acceptance to LCES, a letter of acceptance will be sent.
7. The family is responsible for applying for passports and visas, and must provide the school with copies of these documents.
8. LCES provides a day school program only. We do not have boarding facilities at the school. However, the school can provide names of families who are willing to be a Home Stay Family.
9. First preference will be given to students who wish to enroll on a yearly or half-yearly basis. Tuition and associated fees will be pro-rated accordingly.
10. International students will only be admitted to classes where there is space and staff to adequately provide for their language and learning needs.
11. Students will be assessed by the Resource teacher to determine their level of English proficiency. They will then be placed in a class as close as possible to their age level.
12. Students admitted to LCES will be subject to the regular discipline policy and must comply with the code of student conduct as any other student at the school.
13. It is the responsibility of the international student's family to obtain a passport and student visa before beginning their studies at LCES.

III. School's Commitment:

The School will assist international students to comfortably integrate within their new school community by:

14. Providing clarification and guidance through the admissions process.
15. Extending a Christian welcome from the school community that will facilitate answers to general questions about moving into the community.
16. Arranging early ESL (language) testing to enable the appropriate placement of the student in the school.
17. Providing regular reports on the progress of those students that have been defined as requiring additional help adjusting as a result of language challenges.
18. Providing the same quality education for the international student as all other students at the school.