International
Student Handbook
Horizon College and Seminary is incorporated in the province of Saskatchewan under the Societies Act, for the purpose of the education and training of men and women for vocational ministry and other forms of Christian service, and to award certificates, diplomas and degrees towards the fulfillment of these purposes.
# Table of Contents

- Welcome .................................................................................. 5
- General Information ................................................................. 6
- Mission Statement .................................................................... 6
- Statement of Faith ..................................................................... 6
- Accreditation and Affiliation ..................................................... 7
- Student Learning Outcomes ..................................................... 8
- International Student Orientation ............................................. 8
- Coming to Saskatchewan/Canada ............................................. 9
  - Saskatchewan ...................................................................... 9
  - When to Arrive ...................................................................... 9
- Work Options ........................................................................... 10
  - On Campus ........................................................................... 10
  - Off-Campus .......................................................................... 10
  - Post-Graduation .................................................................... 10
  - Spouse Work ......................................................................... 10
- Housing .................................................................................... 10
  - Housing Options .................................................................... 11
  - Housing Problems .................................................................. 11
  - Home/Tenant Insurance ....................................................... 11
  - Utilities .................................................................................. 11
- Post Office ................................................................................ 12
- Transportation ......................................................................... 12
  - Driving in Saskatchewan ....................................................... 12
  - Public Transportation and Taxis ........................................... 12
- Your Health .............................................................................. 13
  - Saskatchewan Health ............................................................ 13
  - Hospitals and Clinics .............................................................. 13
  - Mental Health Supports ....................................................... 13
- Money and Banking in Canada ................................................. 14
  - Currency ................................................................................. 14
- Tuition and Fees ........................................................................ 15
  - Tuition Refund Policy ............................................................ 15
- Changing your Address ........................................................... 16
- Provide Your Study Permit ....................................................... 16
- Life in the Classroom ............................................................... 17
- Academic & Life Skills ............................................................. 18
  - Tutoring ................................................................................ 18
- English as a Second Language ................................................ 19
- Immigration Matters ............................................................... 19
  - Citizenship & Immigration Canada (CIC) ............................ 19
- Community Connections ........................................................ 20
- Climate and Weather ............................................................... 21
  - Adaptation ............................................................................ 22
    - Culture Shock ...................................................................... 22
    - Feeling Lonely? .................................................................... 22
    - Personal Hygiene ................................................................. 22
    - Dry Skin? ............................................................................ 22
- Foreign Credential Recognition Policy ................................... 23
- International Student Program Designation .......................... 24
  - Revocation Process ............................................................... 24
    - 24-25
- Record Retention Policy ........................................................... 25
- International Student Advisor Information ............................ 26
- Student Advocate Information ................................................ 26
Welcome to Horizon College and Seminary in beautiful Saskatoon, Saskatchewan. Our school has a rich history of providing outstanding Christian higher education to students from all over the world; all united by the desire to learn more about Jesus Christ and serve him better.

Our dedicated staff is committed to investing in your success as an international student, and you will find that the academic, spiritual, and social opportunities at Horizon will make your study abroad an unforgettable experience.

Rob Lindemann
VP of Academics
International Student Advisor
rlindemann@horizon.edu
Mission Statement

To Prepare leaders for Christian life and ministry.

Statement of Faith

We believe the Holy Scriptures to be the divinely inspired, infallible, inerrant and authoritative Word of God.

We believe there is one God, eternally existent in the three Persons of the Holy Trinity.

We believe in the virgin birth of the Lord Jesus Christ, His unqualified deity, His sinless humanity and perfect life, His all-sufficient atoning death, His bodily resurrection, His ascension to the Father’s right hand, and His personal return at His second advent.

We believe that justification is a judicial act of God on the believer’s behalf solely on the merits of Christ, and that regeneration by the power of the Holy Spirit is essential for personal salvation.

We believe in the present day reality of the baptism in the Holy Spirit according to Acts 2:4; the gifts of the Holy Spirit and the Lord’s supernatural healing of the body.

We believe in the Lordship of Christ over the Church, the ordinances of Christian baptism by immersion for believers and the Lord’s Supper.

We believe in the imminent, personal return of Jesus Christ and in the eternal blessedness of the redeemed in heaven.
## Accreditation and Affiliation

<table>
<thead>
<tr>
<th>Affiliation</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>We are an accredited member of the Association for Biblical Higher Education.</td>
<td><img src="https://example.com/abhe_logo.png" alt="ABHE Logo" /></td>
</tr>
<tr>
<td>We are an accredited ministerial training college of the Pentecostal Assemblies of Canada.</td>
<td><img src="https://example.com/paoapdc_logo.png" alt="PAOC APDC Logo" /></td>
</tr>
<tr>
<td>We are an affiliated college of the University of Saskatchewan.</td>
<td><img src="https://example.com/uofs_logo.png" alt="University of Saskatchewan Logo" /></td>
</tr>
<tr>
<td>We are associated with the Lutheran Theological Seminary (Saskatoon, SK) for graduate programs.</td>
<td><img src="https://example.com/lutsk_logo.png" alt="Lutheran Theological Seminary Logo" /></td>
</tr>
<tr>
<td>We are associated with Providence Theological Seminary (Otterburne, MB) for graduate programs.</td>
<td><img src="https://example.com/potsm_logo.png" alt="Providence Theological Seminary Logo" /></td>
</tr>
<tr>
<td>We are a constituent member of the Evangelical Fellowship of Canada.</td>
<td><img src="https://example.com/efc_logo.png" alt="EFC Logo" /></td>
</tr>
<tr>
<td>We are a member of Christian Higher Education Canada</td>
<td><img src="https://example.com/chec_logo.png" alt="CHEC Logo" /></td>
</tr>
<tr>
<td>We are a member of the Saskatchewan Association of Theological Colleges</td>
<td></td>
</tr>
<tr>
<td>We are a participating institution in the Canada Student Loan Program.</td>
<td></td>
</tr>
<tr>
<td>We are the Theological College of the Manitoba and Northwestern Ontario and Saskatchewan Districts</td>
<td><img src="https://example.com/tmnoonos_logo.png" alt="TCMNO&amp;S Logo" /></td>
</tr>
</tbody>
</table>
**Student Learning Outcomes**

1. Students will demonstrate biblical literacy, especially in interpreting the Bible faithfully and relevantly.
2. Students will experience and model a healthy relationship with Christ, evidenced by growth in Christ-like character and godly relationships.
3. Students will demonstrate confidence in the historic doctrines of the Christian faith and be able to articulate Christian identity as expressed in Evangelical and Pentecostal traditions.
4. Students will demonstrate proficiency in the core competencies of Christian ministry.
5. Students will apply essential academic skills to life and ministry including English grammar/composition, reading comprehension, logic and reasoning, time management, personal discipline, and the use of technology.

**International Student Orientation**

Part one of your orientation will involve a 3-day Introductory session from your International Student Advisor (ISA). On your first day you’ll meet the Academic Dean and they will introduce you to your program and the school. The program orientation will involve tours and lectures about what you can expect being a student at Horizon College & Seminary (HCS). They will include information on available resources, program expectations and academic policies. Part of your orientation will be to the program. There will be lots of information that will be shared with you—perhaps initially, an overwhelming amount. Don’t try and remember everything, but do remember there are lots of people who will answer your questions. Gather the information for reference and remember some of the people, especially your International Student Advisor and Academic Dean as they’ll be able to help you assimilate all of information in the coming weeks.

Part two will involve an introductory session from your International Student Advisor (ISA) who will share some specific information to aid you in your studies as an international student at Horizon. Some of this information will include where and how you as a student can access academic and life skills counselling, as well as tutoring. You can schedule regular meetings with your ISA throughout the year, as the ISA will serve as your Faculty Advisor. During this meeting you will enroll for your program and desired courses. Your ISA is here to answer your questions and help you join our educational community. Part three will encompass a week of welcome activities organized by Horizon and your Student Council. There will be a range of activities designed to help new students meet one another and get to know the campus a bit better. There will be a Ministry Fair where you’ll have the opportunity to meet many of the people who provide supports to students studying at Horizon.
Saskatchewan

Saskatchewan is known as ‘The Land of the Living Skies’ and known for it’s down to earth people. Saskatchewan’s economy is truly innovative and the quality of life is incredible. Saskatchewan became a province in 1905 and currently has 1.1 million residents.

The following provides some suggestions for making the transition to Canada. It is important to follow the rules set by Citizenship and Immigration Canada (CIC) while in Canada.

Here are a few general recommendations:

- Do not let your Study Permit expire. Start the renewal process at least two to three months BEFORE the expiry date.
- Keep your passport valid. Your immigration documents cannot be renewed if your passport has expired.
- If you are planning to work while you are studying or after, you must have a social insurance number (SIN) to work in Canada. To find out how to get a SIN, visit the Service Canada website.
- If you work, you will need to file an income tax return every year.
- The only individuals who can legally give you immigration advice are labour lawyers and ICCRC Certified Immigration Consultants. It is not required that you employ a lawyer or immigration consultant, however, you may find their services useful. HCS cannot recommend any professional, you can find contact information through Google.

When to Arrive

Students living in Horizon’s residence will need to arrive before Orientation and Registration week begins (dates on our Fall information webpage). In residence students will need to contact our Administrative Assistant (assistant@horizon.edu) to arrange a move in time.

It is recommended that students, who will not be living in residence, arrive at least four weeks prior to Orientation and Registration week. We strongly recommend pre-arranged housing in order to make your transition go smoothly. There will be other things that you will need to arrange once you arrive and these will take time to put into place.

Here are a few things:

- Housing (if you have not pre-arranged). NOTE: Housing can be very difficult to find on short notice.
- Buying furniture, food, and other things for your home
- Opening a bank account
- Arranging for your Saskatchewan Health card
- Finding your way around Saskatoon, using taxis or public transit.
Work Options

On Campus

International Students are permitted to work on campus at HCS if you are a full-time student and have a valid study permit. However, there is currently no available positions of employment.

Off Campus

International students may be eligible to work off campus if they meet the conditions set out by Citizenship and Immigration Canada on their Work Off-Campus page.

Post-Graduation

International students enrolled in a certificate, diploma, or degree program at HCS may be eligible to work after graduation. A Post-Graduation Work Permit is required.

Work for Spouse

There may also be options for spouses of a full-time student to work. Please visit CIC for more information.

Housing

Our residence is reserved for Horizon College & Seminary students and Christian residents of a college age.

Our recently renovated residences are attached to the college, furnished with beds, dressers, desks, chairs, bookshelves, and closet space. Each residence has access to laundry facilities, a prayer chapel, and a lounge with a TV and sofas.

All rooms are single occupancy. Students prepare their own meals in a community kitchen. We are located beside two grocery stores (one is open 24 hours), and students receive individual fridge and freezer units to store food.

Public areas at the college include a dining room, student life centre, chapel, and library.

Horizon is a short walk from the University of Saskatchewan and a short bus ride from SIAST. Christian students looking for reasonable rent are welcome to make Horizon their home.

Rooms are available on a first come, first served basis, so please apply early! Please review the College Residence Rental Agreement located in Appendix A of the Undergrad Handbook or here online.
Housing

Off Campus Options

If you are a family or the residence is full you will need to find housing off campus. Some places to look for available housing are listed:

- www.kijiji.ca/b-apartments-condos/saskatoon/c37l1700197
- www.gottarent.com/sk/saskatoon/
- http://www.mainst.biz/apartments/saskatoon
- www.saskatoon.rentspot.com/

Housing Problems

It is advised that all students renting property enter into a signed contract or rental agreement prior to agreeing to live in any property. If you run into any problems with your landlord regarding the terms of your lease or the condition of your apartment, consult any or all of the following places to be sure of your rights and responsibilities.

Tenant Insurance

It is recommended that you purchase a home/tenant insurance which covers you against specific dangers to your possessions, in case of theft, fire, smoke, or water damage etc. It also includes legal liability for unintentional property damage to the premises or their contents.

The cost of home/tenant insurance varies according to the total value you wish to insure, as well as other factors such as the location of your apartment.

The minimum period of coverage is normally twelve months.

To gain insurance options, searching the internet for: ‘Saskatchewan Home and Tenant Insurance’

Utilities

Depending on your housing, you may need to arrange for utilities (electricity, natural gas, telephone etc.). Check the Saskatchewan Immigration website for information on how to arrange for utility hook-ups.

Remember—The voltage system in Canada is 110 volts, 60 hertz. If you are planning to bring some of your own electrical appliances to Canada, you might need to buy a voltage transformer/converter so that your appliances will work.
Post Office

Canada has a government postal service. Stamps for letters inside Canada cost $0.63 (plus GST), while stamps for the U.S. cost $1.10 (plus GST) and overseas $1.83 (plus GST). All prices are subject to change.

Canada Post Offices many other services as well. For further information and to find the nearest location see the Canada Post website.

Transportation

Driving in Saskatchewan

The Saskatchewan Government Insurance (SGI) issues both government photo ID as well as driver’s licenses.

If you currently have a driver’s license from another country, you simply have to pass a driven test which can be organized through SGI.

If you do not currently hold a driver’s license from another country, you will have to enroll in a private driving school. These schools will give you 6 hours of classroom time and 6 hours of driving time. They provide the car. Prior to entering driving school you will have to first pass a written exam which will give you a learner’s permit. You can do this through SGI.

To find the nearest SGI outlet, check here.

Public Transportation

Saskatoon has a public transit system which provides bus service for the entire city. The bus fare for 2014-15 is $3.10 one way (price subject to change). Monthly bus passes can be purchased as well. For a list of vendors, click here.

More information on public transportation can be found here.

Taxis

As a regular means of transportation, taxis are very expensive. Each cab will indicate their price on their meters located up front beside the drivers. Cabs can be booked by phone. Saskatoon cab companies are as follows:

Comfort Cabs: 306.664.6464

Radio Cabs: 306.242.1221

United Group: 306.244.3767
Your Health

Saskatchewan Health

As an international student temporarily residing in Saskatchewan to further your education, you may be eligible for Saskatchewan health coverage. You must apply for a Saskatchewan health services card. You must provide proof of full-time enrollment at an accredited educational institute and a valid Study Permit issued by Citizenship and Immigration Canada. To begin your application, see I want to apply for a health services card.

Health Professionals in Saskatoon

To access the nearest Chiropractor, Doctor, Dentist, and/or Optometrist. Search the internet for the appropriate service in Saskatoon. For a list of medical clinics please go to: www.Saskatoonhealth.ca

Hospitals and Clinics

Saskatoon has three major hospitals and 10 walk-in medi-clinic facilities:

Royal University Hospital: 103 Hospital Drive, main switchboard: 306.655.1000
Saskatoon City Hospital: 701 Queen Street, main switchboard: 306.655.8000
St. Paul’s Hospital: 1702—20th Street, main switchboard: 306.655.5000

Medi-clinics: Walk-in facilities at various locations in Saskatoon

Mental Health Services:

Your mental health affects all aspects of your life: social, physical, spiritual, economic, and mental. If at any time you need help or would like access to more resources to aid you in your transition into a new country and environment, the following services are available.

Note that for some of these services there is a cost, which will vary dependent on which service you choose.

Saskatoon Christian Counselling: 617 3rd Avenue North, 306.244.9890
Theravive: Christian Counselling Services location and telephone vary dependent on which counsellor you choose
Canadian Mental Health Association: Saskatoon Branch: 1301 Avenue P North, 306.384.9333
Money and Banking in Canada

One of the first things to do upon arrival in Saskatoon is to open a bank account. It is unwise to carry or keep large amounts of cash in your living quarters or on your person. When choosing a bank, for convenience should be considered. A bank employee will explain the different types of accounts and help you choose which one suits you best. You may need to bring your passport, a letter of enrolment from Horizon, your Saskatchewan Health Card, your study permit.

Currency

The basic unit of Canadian currency is based on the dollar system. Each coin has its value in cents marked on one side (1 cent = 1/100 dollar).

Nickel ($0.05 or 1/20 dollar), Dime ($0.10 or 1/10 dollar), Quarter ($0.25 or 1/4 dollar), Loonie($1.00), Twoonie($2.00) are the coins available in Canada. Paper currency is found in units of $5, $10, $20, $50, and $100, each marked in numerals and words and each with a distinct colour.

Any financial banking institution or foreign exchange bureau will exchange currency. Some establishments will charge a fee, please make sure to inquire regarding these fees.
Tuition and Fees

Tuition
Tuition per credit hour $200.00
Ministry Development Tuition $100.00 per semester
Audit fee, per course $100.00
Distance Education surcharge $105.00 (non-refundable)
Thesis Fee $100.00

Miscellaneous Fees
Student fee, full-time $435.00/semester
Leadership Summit fee $125.00 (required)
Textbooks, per semester (approx.) $500.00
Internship Fee $100.00
Graduation Fee $125.00 (includes grad banquet ticket)
Security Key Deposit (refundable) $30.00
Exam Rescheduling Fee $50.00
NSF Fee $15.00 (per transaction)
Parking stall (electrified) $25/month
Day student parking (electrified) $10.00 / month

Tuition Refund Policy

Tuition Refunds
A student who finds it necessary to withdraw after registration is entitled to a refund based on the following scale: 100% refund prior to start of class only. See Academic Calendar in the Undergrad Handbook for specific dates.

1. Module refunds:
   - By end of 1st day: 80%
   - By end of 2nd day: 50%
   - After 2nd day: 0

2. 6 week term refunds:
   - By end of 1st week: 80%
   - By end of 2nd week: 50%
   - After 2nd week: 0

3. Semester refunds:
   - By end of 2nd week: 80%
   - By end of 3rd week: 50%
   - After 3rd week: 0

4. AE refunds:
   - By end of 2nd week: 80%
   - By end of 3rd week: 50%
   - After 3rd week: 0
Changing Your Address

It is important to keep your address and phone number updated with the office so that we may reach you with important information or in case of an emergency. Please notify the office whenever you move.

Providing Your Study Permit

All International students are required to provide a copy of their Study Permit to Registration when they first arrive on campus and EACH TIME they renew their immigration documents.

NOTE: Failure to provide copies of your immigration documents may result in your being discontinued from your program. If you require any assistance in obtaining/renewing/replacing documents, please see your ISA. The Federal Government requires you to have a valid study permit while studying a program that is longer than six months. Do not let your study permit expire as this could result in discontinuations from the program and potentially a request from CIC to leave the country.
Classroom courtesy helps build good relations between the student and the instructor. Here are a few suggestions:

- Be on time for classes and appointments

- In the first class the instructors will give you a handout describing the course requirements. If you miss the first class, be sure to see the instructor so that you know what is expected of you.

- Call your instructors, Mr., Mrs., Ms., Dr (if applicable), followed by their family name, unless you are given permission to call them by their first name.

- If you have a special name you would like instructors to use, you may tell them so. Otherwise, you will generally be called by your first name.

- On the first day of classes instructors usually tell students their office hours so students may meet with them to ask questions about class work. Don’t be shy to ask your instructors for information and guidance.

- If you wish to ask questions in a class, raise your hand.

- If you wish to record a lecture in order to help you to understand the subject, check with the instructor before bringing a recording device to class.

- If you are late for class, enter quietly without knocking and sit where you will not disturb anyone. If you are very late, explain after class.

- If for some reason you must leave early, tell the instructor before the class begins.

- If you are absent from class, either send a note, email, or call the instructor and leave a message. Be sure to catch up on what you missed.

- If you are unable to keep an appointment with an instructor, call before the appointed time and excuse yourself.

- You will be expected to attend classes regularly, complete all the assignments and readings and take all the exams.
Academic and Life Skills

As an International student you will learn vital Academic skills in your first year course: English Literature & Composition. Academic basics and topics such as academic honesty and plagiarism will be addressed in this course.

During Orientation International students will also experience a library orientation with additional sessions available to those who sign up for them.

Further Academic Advising is available through the International Student Advisor. See page26 for contact info.

Life Skills such as cooking, time management, budgeting, and city orientation will be touched on during Orientation Week. Information about what supplies are needed for our kitchen and living in residence are provided here on our website.

Tutoring

Tutoring and Writing help is available through Learning Commons at the U of S at the Murray Library free of charge. To access this help you will need to bring your student ID card (issued from the Registrar’s Office) and the material you need tutoring help with.

Tutoring complements but does not replace writing instruction in your courses, and tutors cannot edit, proofread, or ghostwrite your essay.

You may receive drop-in help twice for any given assignment, and can use the service at any stage of the writing process.

For more information: http://www.usask.ca/ulc/writing
English as a Second Language

Within Saskatoon there are several resources for those who speak English as a second language. For more information please see the below websites:

- Saskatoon Open Door Society
- Saskatoon Libraries
- University of Saskatchewan
- Saskatchewan Polytechnic

There are also many churches within Saskatoon that host ESL classes. A few suggestions:

- Elim Church: 306.374.1700
- Erindale Alliance Church: 306.249.3393
- Emmanuel Baptist Church: 306.477.1234

Immigration

Citizenship & Immigration Canada (CIC)

The CIC site is the authoritative source of information for immigration matters in Canada. You will find all needed information for work-while-you-study, getting a study permit, extending or renewing your study permit, as well as work after you graduate.

If you have any questions regarding these matters or need help, please visit the CIC Help Centre or call the CIC Call Centre.

Immigration information specific to Saskatchewan may be found at the Saskatchewan Canada Immigration website.

Www.cic.gc.ca/English/study/index.asp
Www.cic.gc.ca/francais/etudier/index.asp
Community Connections

Here are a few resources for those who are new to Saskatoon. You may also speak to Horizon’s International Student Advisor or Horizon’s Dean of Students regarding any questions about our community and they will be willing to help.

- Newcomer Information Centre: http://www.nicstoon.org
- Saskatoon Open Door Society: http://www.sods.sk.ca/

As an international student you may find it comforting to meet with other internationals students who will understand what you are experiencing. Support groups are available through the Saskatoon Open Door Society.

Climate and Weather

The climate in Saskatchewan can widely vary from –40 degrees Celsius in the winter to +35 degrees Celsius in the summer. For more information about Canadian weather you can visit Environment Canada and the Weather Network. Being prepared for the temperature changes is a must. International students will need proper clothing for each season. In the winter, students will need:

- A good winter coat
- Boots
- Mitts (or gloves)
- A toque (knitted hat)
- A scarf

The cold winters can be a bit shocking for those who come from warmer temperatures, but proper clothing will help students be more comfortable. For more details on how to dress see the Saskatchewan Immigration website, which has a lot of valuable information to help students adapt. Despite the cold, there are many winter activities, sports, and events for students to enjoy.
Adaptation

Culture Shock

The decision to study abroad is a hard decision full of uncertainties, challenges, and surprises. The first year away from home can be difficult, coping with homesickness and/or culture shock. Culture shock which refers to the feeling when one is experiencing a new cultural environment different from what they are used to, can show itself in several ways. The timeline in which an individual experiences culture shock will vary from person to person. For more information on what to expect see the CIC webpage, Adapt to a new culture. Recognizing the symptoms of culture shock can help students begin to cope and adapt. For more coping strategies see the Canadian government’s travel guide.

Feeling Lonely?

To combat loneliness, stay in touch with your family and friends and reach out to the school community that surrounds you. Get involved as a volunteer or in school activities. Explore the cultural differences that you experience. Don’t be afraid to ask questions and talk to your peers to help you avoid misunderstandings and help you feel more comfortable. The staff and faculty at Horizon are willing to help if you need it.

Personal Hygiene

Some international students may not be accustomed to certain personal hygiene habits that are common in Canada. For example the frequency in which one baths may be different from that of a typical Canadian. Typically in Canada, people bath at least every second day and use a deodorant to keep body odors to a minimum. Most pharmacies, grocery stores, and even some convenience stores stock inexpensive deodorants and other personal hygiene products. Good personal hygiene can aid in gaining and keeping new friendships.

Dry Skin?

Canadian winters can be very dry, a combination of the cold air, heated buildings, and possibly frequent showers can cause skin to become extremely dry. To remedy dry skin, make sure to stay are well hydrated and apply moisturizers or baby oil to skin frequently. Humidifiers can be purchased at department stores to aid in the humidity levels in homes or by placing containers of water above heat registers (make sure the container is glass or metal to prevent it from melting).
Foreign Credential Recognition Policy

Horizon College and Seminary requires that the academic records of applicants who have completed post-secondary education outside of Canada and/or the United States be assessed for Canadian equivalency. HCS requires a course by course or comprehensive assessment to be completed at the time of application.

Foreign Credential Recognition Procedure

The international student is responsible to have their academic records assessed and for the fees related. This service is provided through the Government of Saskatchewan’s agreement with IQAS (Edmonton http://work.alberta.ca/immigration/international-qualifications-assessment-service.html ).

IQAS will assess transcripts and send HCS a report on the findings.

Transcripts will be required to be translated into English. The cost of translation services is the responsibility of the student.
International Student Program Designation: Revocation Process

In the case that Horizon College & Seminary (HCS) voluntarily or involuntarily have the International Student Program (ISP) Designation revoked, the following process would guide our communication with the Ministry of Advanced Education and with the international students enrolled at that time.

1. Contact the Ministry of Advanced Education.

   Should HCS choose to withdraw the ISP Designation, HCS will immediately contact the Ministry of Advanced Education to communicate the decision and adhere to the set revocation process, ensuring sufficient services to the enrolled international students.

   Should HCS have its ISP Designation revoked by the Ministry of Advanced Education, HCS will adhere to the set revocation process, ensuring sufficient services to the enrolled international students.

2. Role of the International Student Advisor.

   The International Student Advisor serves as the contact between HCS Academic Office and the Ministry of Advanced Education in addition to the Academic Office and enrolled international students. The Advisor will be responsible to correspond with the Ministry through the revocation process. The Advisor will guarantee clear communication between HCS, the Ministry and international students, while HCS student services and other staff will contribute to the care of the international students needs during the revocation process.

3. Role of International Students.

   The enrolled international students will be represented within the consultation process with the Academic Office in the case the ISP Designation revocation be considered (voluntary or involuntary). They will be given opportunity to identify their needs and desires as alternate arrangements and institutions are considered.


   After consultations with international students, discussion with the Ministry of Advanced Education and a final decision by the Academic Office confirming the ISP Designation revocation, the International Student Advisor will inform all enrolled international students of HCS’ ISP Designation revocation. The following information will be communicated:

   - When the revocation takes effect
   - Consultation guidelines for international student to communicate student needs
   - Revocation timeline, including how long students remain at HCS.
   - Assistance HCS will provide for international students during the transfer process.

Continued...
5. Assist International Students to find Alternate Approved Institutions.

After consultations identifying student needs, the Advisor will ensure that students are able to identify alternate institutions offering suitable programs and that these institutions are contacted by HCS to determine their ability to host the displaced international students.

6. Transfer Processes, Refunds, and Student Records

A. In the case of an ISP Designation revocation, HCS will provide official transcripts necessary for affected students to transfer to alternate approved institutions at no charge.

B. The Advisor will support the affected international students until they are no longer HCS students and have transferred to an alternate approved institution or have declared their intention to leave Canada.

C. All financial credits on student accounts will be refunded in full after the appropriate fees have been charged for the services rendered per tuition and fees schedules. This includes all funds deposited to a student account for the purposes of demonstrating financial stability for entrance into the country.

D. All International student records will be held permanently by HCS.

7. HCS’s Commitment to International Students

It is HCS’s commitment that in the case of an ISP Designation Revocation, the Advisor and all other parties needed to provide support will work with the enrolled international students to assist them to have as smooth a transition out of HCS’s context as reasonably possible.

Record Retention Policy

As stated in the Revocation Process, HCS will permanently hold ALL student records.
International Student Advisor

Rob Lindemann, Academic Dean and International Student Advisor
Located in the Main Office on campus.
Phone: (306) 374-6655 ext222
Email: rlindemann@horizon.edu

Student Advocate

The role of the student advocate is to reflect and protect the interest of the student. The student Advocate may appear with a student in any required hearings or appeals procedures or if the student has a concern to present. The Student Advocate is a member of our student council and will be appointed by student council to represent the International Student. The International student also has the option of choosing an alternate student representative from the student body.

For the current Student Council members information please contact the Dean of Students:

Mrs. Jolyn Sloan
Dean of Students
Office located in Education Wing
Phone: (306) 374-6655 ext229
Email: jsloan@horizon.edu