



## **HCS International Student Admissions Policies**

### **International Students are those who:**

Are neither citizens nor permanent residents of Canada must apply for and obtain a study permit if they wish to study on a full time basis in Canada.

The following criteria are applicable for prospective students who fit this category and are requesting admission to Horizon College and Seminary.

### **Applicants Whose First Language is not English**

Applicants whose first language is not English must submit a TOEFL score of at least 550 on the paper-based test , 213 on the computer-based test, or 80 on the internet test with the minimums in the following categories: Reading: 19 Listening: 19 Speaking:18 and Writing: 18 before they will be admitted into a regular college program.

For information write to:

TOEFL Services, Box 6154 Princeton, NJ 08541-6154, USA or

IELTS Enquiries, Bridgewater House, 58 Whitworth Street, Manchester, U.K.

Other Tests/Scores:

IELTS: minimum 6.5

CanTest: minimum 4.5

CAEL: minimum 60

## **International Student Requirements**

**In addition** to the entrance requirements, international students must obtain student authorization and visa prior to admittance into Canada. To do this, applicants must present the Canadian Government Office in their own country with:

1. A declaration of Conditional Acceptance from Horizon College
2. Evidence of their good character and if needed, a letter from their sponsoring organization.
3. Evidence of adequate funds for the student and (if applicable) his/her family to live and study in Canada and to return to their country.
4. Certificate of medical clearance from required countries

Once they have received their student visa and passport, and Horizon College has received total payment of funds (in Canadian funds), international students will receive an official letter of acceptance from Horizon college

**Please note** that these preparations take longer than one may anticipate. International students need to begin their preparations six months or more in advance of the academic year which they intend to study.

### **Financial Requirements (not applicable for U.S. students)**

International students requiring a study permit to attend Horizon College will be considered for admission only if they can meet the requirements of a financial guarantee for themselves and all dependents that will be accompanying them to Canada. This will be done by depositing sufficient funds to cover tuition, living expenses, and other school fees for the student and family for the first year of studies in the applicant's Horizon College student account. This information is required for the student permit application. Payment for the first full year of tuition, fees, and if applicable, room rental fees are due before an acceptance of admissions can be extended. They will be refunded in the case a student is not accepted.

NOTE: These amounts will be held on deposit at the college until they are needed for their intended purpose. Payment should be made in Canadian funds and is payable only by wire transfer, certified cheque, MasterCard, or VISA.

INTERNATIONAL STUDENTS ARE NOT ELIGIBLE FOR ANY GOVERNMENT FUNDING BY MEANS OF LOANS OR GRANTS. INTERNATIONAL STUDENTS WITH DEPENDENTS MUST ALSO BE PREPARED TO PAY THE EDUCATIONAL COSTS FOR THEIR CHILDREN

### **Financial Policies for 2016-2017**

Tuition and fees are due and payable **before** an acceptance letter of admissions can be extended. They will be refunded in the case a student is not accepted.

ALL Horizon students are responsible to order their own textbooks.

Rent is due **prior** to the issuing of an acceptance letter of admissions. Rooms will be held upon receipt of the room deposit.

Interest charges of 2% monthly are charged on all outstanding fees. Failure to meet payment deadlines may result in dismissal from the college and/or residence.

Method of payment may include cash, cheque, Interac, automated account withdrawal, paypal, or credit card (MasterCard, Visa or American Express).

### **Refund Policies**

Students who find it necessary to withdraw after registration are entitled to a tuition refund based on the following scale:

<u>Semester Class Tuition Fees</u>	<u>6 Week Class Tuition Fees</u>	<u>Module Tuition Fees</u>
During first week of classes 100%	During first two class days 100%	By noon on the first day 100%
During second week of classes 75%	During third & fourth class days 75%	By 4:30 pm on the first day 75%
During third week of classes 50%	During fifth & sixth class days 50%	After the first day 0%
After third week 0%	After six class days 0%	

Room refunds are calculated on a pro-rated basis.

**All other fees are non-refundable.**

### **Academic Requirements**

- Students must submit official copies of transcripts from all previously attended:
  - high schools
  - language schools
  - colleges and/or universities
- Where transcripts are in an original language other than French or English, certified English translations of the transcripts must also be provided.

- Transcripts will be evaluated based on the academic requirements for students who are Canadian citizens.

IMPORTANT NOTE: A letter of acceptance for the purpose of obtaining a study permit cannot be released until the application portfolio is complete and reviewed and sufficient funds have been deposited into the applicant's student account.

### **International Student Employment**

International students and their legal spouses can apply for a Work Permit once in Canada. Application must be made at Canadian Immigration before beginning work. There is a non-refundable processing fee for employment authorization. Information is available from [www.cic.gc.ca](http://www.cic.gc.ca)

### **Important links:**

- [Sask Immigration Canada](http://Sask Immigration Canada) (important information for international students who wish to immigrate)
- [www.canadainternational.gc.ca](http://www.canadainternational.gc.ca) (information on government services, resources, etc)
- [www.health.gov.sk.ca](http://www.health.gov.sk.ca) (Health care)

### **Communication Policy:**

International applicants are strongly encouraged to communicate via email for questions or concerns during the application process. Use of telephone communication is strongly discouraged due to the inconsistent quality of service. Email communication is generally responded to within 48 hours during weekdays.

### **Additional Options:**

If you are unable to attend Horizon College on campus there are a number of other options available to you:

- We offer several courses by Alternate Education. For further information please see our [website](#).
- The PAOC GlobalED department has compiled a list of affiliated Bible Training Centres across the globe which you can browse [here](#).