



INTERNATIONAL  
STUDENT HANDBOOK

2023-2024



Horizon College and Seminary (HCS) is incorporated in the province of Saskatchewan under the Societies Act, for 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.

Horizon exists to advance God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry.

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## WELCOME

Welcome to Horizon College and Seminary in beautiful Saskatoon, Saskatchewan. Our mission is to advance God's kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry.

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.



Rianne Quiring  
Registrar  
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## GENERAL INFORMATION

### MISSION STATEMENT

Advancing God's Kingdom by Preparing Competent Christian Leaders for Spirit-Empowered Life and Ministry. Horizon Seminary equips both seasoned and aspiring Christian leaders to serve the church and world through thoughtful engagement in graduate-level biblical and theological studies, leadership training, and hands-on contextualized learning.

### 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.

### GOVERNANCE

Horizon's Board of Governors is comprised of members appointed by the board itself and of members appointed by the PAOC SK and MB/NWO District executives.

## AFFILIATIONS

We are accredited by the Association for Biblical Higher Education (ABHE) Commission on Accreditation to grant certificates and degrees at the Baccalaureate and Master's levels. ABHE is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.



We are an accredited ministerial training college of the Pentecostal Assemblies of Canada.



We are an affiliated college of the University of Saskatchewan.



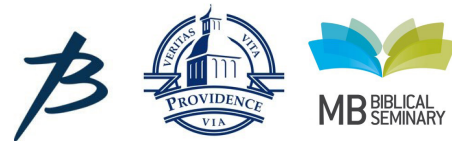
We are associated with the Lutheran Theological Seminary (Saskatoon, SK) for graduate programs.



We offer numerous undergraduate degree programs in partnership with Saskatchewan Polytechnic.



We hold transfer agreements with Briercrest Seminary, Providence Theological Seminary and MB Biblical Seminary.



We are a constituent member of the Evangelical Fellowship of Canada.



We are a member of Christian Higher Education Canada.



We are a participating institution in the Canada Student Loan Program.



We are affiliated with the Canadian Conference of Mennonite Brethren Churches, the Christian and Missionary Alliance in Canada, and the Canadian Church of God Ministries.



We are an associate member of the Association of Theological Schools.



We are a member of the Saskatchewan Association of Theological Colleges.

## COMPETENCIES FOR STUDENT LEARNING

1. **Spiritually Mature:** Model a vibrant relationship with Jesus Christ, practice core spiritual disciplines, use spiritual gifts in ministry, and remain committed to lifelong spiritual formation that manifests in encouragement, unity, understanding, discernment, and thankfulness.
2. **Leader and Administrator:** Demonstrate servant leadership, use basic planning and management skills, influence others to achieve a common purpose, and steward the resources and policies of an organization in order to keep it functional, effective, and ethical.
3. **Biblically and Theologically Literate:** Apply God's Word carefully in order to uphold the Christian faith and discern unsound teachings.
4. **Ministry Developer:** Apply an awareness of key ministry models to develop ministries and strategies for healthy church practices and programs, and act as a mentor and leader to equip others to minister to God through worship, to believers through discipleship, training, care, and to the world through service, mercy, and evangelism.
5. **Skilled Communicator:** Convey ideas and direction with grace and clarity to individuals and groups using verbal, written, electronic, and other nonverbal means.
6. **Contextually Aware:** Demonstrate a healthy view of self, a Christian view of the world, and engage culture in appropriate ways.

## INSTITUTIONAL GOALS: <https://www.horizon.edu/about/institutional-effectiveness/>

1. To advance God's kingdom by operating an effective Christian leadership College and Seminary—provide and operate primarily at Saskatoon, in the Province of SK, a College and Seminary and facilities for the education and training of men and women for pastoral ministry, global missions work, and other forms of Christian leadership, service and witness.
2. To advance God's kingdom by educating students for Spirit-empowered Christian life and ministry—educate students to grow in Christ-like character, to be prepared for credentialed ministry, and to be salt and light in the church and society.
3. To advance God's kingdom by building multi-denominational relationships—secure co-operation of all persons, churches, and other ministries within the Christian and Missionary Alliance, Church of God in Western Canada, Mennonite Brethren, the Pentecostal Assemblies of Canada, and other like-minded denominations, for the purpose of making the work of Horizon College and Seminary effective
4. 4. To advance God's kingdom by graduating competent students for life and ministry—award undergraduate and graduate certificates, diplomas, and degrees which may be deemed necessary or useful for carrying into effect the objects and purposes of the Corporation.



## INTERNATIONAL STUDENT ORIENTATION

Part one of your orientation will involve an introductory online orientation session in Populi, our learning management system. You will also meet with your International Student Advisor (ISA) and/or Program Coordinator (Seminary students) prior to your first class. They will introduce you to your program, the school, and various department heads who will advise you further in terms of what you can expect as a student at Horizon College & Seminary (HCS).

You will be provided with information on available resources, program expectations and academic policies. A lot of information 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 that you can schedule regular meetings with your ISA throughout the year. Your ISA is here to answer your questions and help you join our educational community.

If you begin study in September at the College level you will also take part in a week of welcome activities organized by Horizon staff 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 better.

### PROVIDING YOUR STUDY PERMIT

All International students are required to provide a copy of their Study Permit to the Registrar 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 IRCC to leave the country.

### INTERNATIONAL STUDENT ADVISOR

The International Student Advisor acts as a contact for international students and the Ministry and is responsible for fulfilling the criteria of the International Student Program. The International Student Advisor is the first point of contact for all matters associated with international students and international education.



Rianne Quiring - Registrar, International Student Advisor  
Located in the Main Office on campus  
Phone: (306) 374-6655 ext.225  
Email: [rquiring@horizon.edu](mailto:rquiring@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 information please contact:

Dr. Andrew Gabriel, Vice President of Academics

Phone: (306) 374-6655 ext.228

Email: [agabriel@horizon.edu](mailto:agabriel@horizon.edu)



## COMING TO SASKATCHEWAN

### Saskatchewan

Saskatchewan is known as 'The Land of the Living Skies' and is known for its authentic and kind 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 Immigration, Refugees, and Citizenship Canada (IRCC [www.cic.gc.ca](http://www.cic.gc.ca)) 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.
- The only individuals who can legally give you immigration advice are labour lawyers and IRCC 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 online.

### When to Arrive

It is recommended that students arrive at least four weeks prior to the start of the semester. 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 are 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 IRCC on their [Study in Canada page](#).

### Post-Graduation

International students enrolled in a certificate, diploma, or degree program at HCS may be eligible to work after graduation. For further information go to IRCC's page [here](#).

### Work for Spouse

There may also be options for spouses of a full-time student to work. Please visit [IRCC](#) for further information.

## IMMIGRATION

### Immigration, Refugees, and Citizenship Canada (IRCC)

The [IRCC 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 [IRCC Help Centre](#) or call the [IRCC Call Centre](#).

Immigration information specific to Saskatchewan may be found at the [Saskatchewan Canada Immigration website](#).



## HOUSING

Student housing questions should be directed to the Horizon office. Please direct your questions to: [info@horizon.edu](mailto:info@horizon.edu)

Please check the following sites for other potential housing options :

[www.kijiji.ca/b-apartments-condos/saskatoon/c3711700197](http://www.kijiji.ca/b-apartments-condos/saskatoon/c3711700197)

[www.gottarent.com/sk/saskatoon](http://www.gottarent.com/sk/saskatoon)

[www.mainst.biz/apartments/saskatoon](http://www.mainst.biz/apartments/saskatoon)

[www.saskatoon.rentspot.com](http://www.saskatoon.rentspot.com)

[www.rainbowhousing.ca](http://www.rainbowhousing.ca)

[www.westgatealliance.ca/westgate-heights/attainable-housing](http://www.westgatealliance.ca/westgate-heights/attainable-housing)

[www.nahcorp.ca/](http://www.nahcorp.ca/)

[www.saskatoonhousingauthority.com](http://www.saskatoonhousingauthority.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 of the condition of your apartment, consult the following to be sure of your rights and responsibilities:

[www.cmhc-schl.gc.ca/en/consumers/renting-a-home/i-want-to-rent](http://www.cmhc-schl.gc.ca/en/consumers/renting-a-home/i-want-to-rent)

[www.justice.gov.sk.ca/ORT](http://www.justice.gov.sk.ca/ORT)

### 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, search 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 ([www.saskimmigrationcanada.ca/utilities](http://www.saskimmigrationcanada.ca/utilities)) 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.

## 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.

## POST OFFICE

Canada has a government postal service, Canada Post. For further information and to find postage prices and 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 for the lessons. 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](#).

### Public Transportation

Saskatoon has a public transit system which provides bus service for the entire city. Individuals may purchase individual fares or various pre-paid passes. 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. Rideshare services such as Uber are also available.



## 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 Immigration, Refugees, and Citizenship Canada (IRCC). For more information and to apply [click here](#).

## Health Professionals in Saskatoon

Local healthcare providers such as Doctors, Dentists, Chiropractors and Optometrists can be found through an on-line search. For a list of medical clinics please go to: [www.saskatoonhealth.ca](http://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, please visit our [website](#) for a list of resources.

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



## 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, your 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, and your study permit.

Some of the major banks in Canada include: BMO, RBC, CIBC, TD and Scotia Bank.

### Currency

The basic unit of Canadian currency is based on the dollar system. Each coin has its value in cents marked on one side.

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

### International Application Fee

(non-refundable) \$250.00 (International) / \$100.00 (U.S.A.)

### COLLEGE

Tuition Fees \$257.00 per credit hour

### Fees (non-refundable)

Regular Student Fee (onsite)	\$53.63 per credit hour (\$804.45 max per semester)
Distance Education Fee	\$39.93 per credit hour
Textbooks, per semester (approx.)	\$500.00 / Students are responsible for obtaining textbooks.
Digital Library Access Fee	\$10.00 / credit hour
Internship Fee (one-time)	\$200.00
Graduation Fee	\$125 Certificate / \$175 Diploma & Degree
Program Fees (Required)	Crucial Conversations for Communication Skills = \$349.00

### SEMINARY

Tuition Fees	\$984.00 / course
Additional Fees	\$94.00 / course

### TUITION REFUNDS

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

#### Module Refunds

By end of 1st day: 80%  
By end of 2nd day: 50%  
After 2nd day: 0

#### 6 Week Term Refunds

By end of 1st week: 80%  
By end of 2nd week: 50%  
After 2nd week: 0

#### Semester Refunds

By end of 2nd week: 80%  
By end of 3rd week: 50%  
After 3rd week: 0

#### DE Refunds

By end of 2nd week: 80%  
By end of 3rd week: 50%  
After 3rd week: 0

NOTE: A fee of \$100 is charged to process refunds of pre-paid tuition by international students who withdraw their acceptance by choice or due to visa denial.





## LIFE IN THE CLASSROOM

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 review the course syllabus which outlines course content and 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 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 you need to email the instructor to let them know. 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 & LIFE SKILLS

Information related to Academics and Student Services can be found in your applicable [Student Handbook](#) on our website. Please note that there are separate handbooks for the College and Seminary. International students will be oriented to the library through the Online Orientation in Populi. Additional orientation is available upon request.

Academic Advising is available through the Registrar's Office, and students can access academic assistance and coaching through our Student Services department upon referral from faculty or the Registrar. More information can be found in the Online Orientation and Student Handbooks.

College students will be taught Life Skills such as time management, budgeting, and city orientation during Orientation Week or within certain courses.

## 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](#)

[University of Saskatchewan](#)

[Saskatchewan Polytechnic](#)

[Global Gathering Place](#)

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

Elim Church: (306) 374-1700 or email [sundaymorningESL@gmail.com](mailto:sundaymorningESL@gmail.com)

[Erindale Alliance Church](#): (306) 249-3393

[Emmanuel Baptist Church](#): (306) 477-1234

Online Resources:

Global Gathering Place has online resources here: <https://globalgatheringplace.com/esl-resources/>

Online English conversations & lessons: <https://realenglishconversations.com/>



## COMMUNITY CONNECTIONS & RESOURCES

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

Newcomer Information Centre: [www.nicstoon.org](http://www.nicstoon.org)

Saskatoon Open Door Society: [www.sods.sk.ca](http://www.sods.sk.ca)

Province of Saskatchewan International Student Information: <https://www.saskatchewan.ca/residents/moving-to-saskatchewan/live-in-saskatchewan/to-study/moving-from-outside-canada-to-study-in-saskatchewan>

City of Saskatoon Immigrant Information: <https://www.saskatoon.ca/community-culture-heritage/new-saskatoon/welcoming-immigrants-refugees>

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

[www.sods.sk.ca/Services/SettlementFamilyServices/FamilySpecialtyPrograms/MenWomenSupportPrograms.aspx](http://www.sods.sk.ca/Services/SettlementFamilyServices/FamilySpecialtyPrograms/MenWomenSupportPrograms.aspx)

### Multiethnic Churches in Saskaton

Saskatoon Chinese Alliance Church

108 25th St W, Saskatoon SK

306-653-2495

<https://www.saskcac.ca/>

Saskatoon New Life Community Fellowship (Filipino)

3532 Fairlight Dr, Saskatoon SK

306-683-1950

<https://saskatoonnewlife.ca/>

Spanish Alliance Church

3532 Fairlight Dr, Saskatoon SK

306-683-1950

Family Connect International (PAOC)

101B - 320 21 St W

Saskatoon, SK

306-850-7947

<https://familyconnectint.org/>



## 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 ([www.weather.gc.ca](http://www.weather.gc.ca)) 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 ([www.saskimmigrationcanada.ca](http://www.saskimmigrationcanada.ca)), 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. 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 bathes may be different from that of a typical Canadian. Typically in Canada, people bathe or shower 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 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. Alternatively, containers of water can be placed above heat registers but make sure they are glass or metal to prevent them from melting.

## Protect Yourself

Be aware of fraud and those that would seek to take advantage of you. For more information about fraud, and how to recognize and report it, please go to the [Government of Canada website](#).

# 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. Official copies of all foreign credential assessments should be sent directly to Horizon College and Seminary by the issuing institution.

## 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 <https://www.alberta.ca/international-qualifications-assessment.aspx>)

Another academic assessment service option is through WES: <https://www.wes.org/ca/>

IQAS or WES 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.

### 4. Contact Enrolled International Students

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

#### 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 purposed 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.

# ADMISSIONS

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 for a period of more than 6 months.

All international student applicants requesting admission to Horizon College and Seminary must meet the following requirements:

- General Admissions Requirements
- English Language Requirements
- Financial Requirements
- Academic Requirements

NOTE: Completion of these requirements are a prerequisite to admission but do not guarantee admission.

## General Admissions Requirements:

- For the current College admissions requirements see our website [here](#)
- For the current Seminary admissions requirements see our website [here](#)

Applicants who do not meet the academic admissions requirements, including mature students, will be considered on a case by case basis.

## 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.

International students attending Horizon College & Seminary are charged the same tuition/fees as Canadian students and the same refund schedule is applied. More information about tuition and fees can be found [here for College](#), and [here for Seminary](#).

Payment for the first full year of tuition and fees are due before an acceptance letter of admissions can be extended. Once the initial application has been approved, the student will be notified and provided with an invoice detailing the payment amount required. These amounts will be held on deposit at the college until they are needed for their intended purpose and will be refunded in the case a student is not accepted or does not receive a study permit.

Payment must be made in Canadian funds. Horizon College & Seminary has partnered with PayMyTuition for international payments. With PayMyTuition, you can pay your tuition and fees from any bank, in any country, in any currency at better than bank exchange rates. More information on how to make a payment can be found [here](#). When they ask for your student number please use your date of birth (month/day/year).



### College Academic Requirements:

As part of the application process, applicants must submit official copies of transcripts from all previously attended:

- high schools (secondary schools)
- language schools
- colleges and/or universities

Faxed or emailed copies of transcripts will not be accepted as official copies.

CERTIFIED ENGLISH TRANSLATION OF TRANSCRIPTS IS REQUIRED. Where transcripts are in an original language other than English, certified English translations of the transcripts must be provided.

### Seminary Academic Requirements:

Horizon Seminary seeks to ensure that people who are admitted to a graduate program find success in their studies. For this reason, we provide three pathways for entrance to our programs:

- Undergraduate degree: Students who have an undergraduate degree (with a cumulative grade point average [GPA] of 2.5 or higher) may enter a graduate degree program at Horizon Seminary.
- Degree equivalency: Students who have completed 90 credit hours of accredited undergraduate courses (with a 2.5 cumulative GPA or higher) may receive degree equivalency, which allows them to enter a graduate degree program at Horizon Seminary.
- Certificates: Students who are 25 years or older and who have professional work experience may be considered for admission to Horizon Seminary without an accredited undergraduate degree or its equivalent. To do so, a student would first complete a six-course Graduate Certificate from Horizon Seminary (or the equivalent of a Graduate Certificate). After successful completion of the certificate (or its equivalent), with a 2.7 cumulative GPA or higher, the student may apply to a Graduate Degree program.

The Master of Arts in Clinical Pastoral Counselling program is not available for international applicants. Applicants must be able to produce a Canadian Criminal Record and Vulnerable Search Check for a continuous 3-year period.

### English Language Policy:

(Applies to International applications and general College & Seminary applications, where applicable)

The language of instruction and examination at Horizon College & Seminary is English. In order for students to understand, communicate, and be successful in our programs, an acceptable level of academic English is required. Applicants whose first language is not English must provide proof of English language proficiency to be considered for admittance into one of our programs. For English Language score requirements, see our website [here](#).