



# Guidelines International Students

## To apply for admission, submit the following to Concordia High School:

Every year, Concordia High School welcomes academic students from many countries around the world. If you are interested in studying here, please carefully read and follow the procedures below.

1. Please read the **Admission requirements** and **English Language Proficiency requirements** outlined below. If you are in doubt about your ability to meet the requirements, please contact the school by e-mail, fax or phone to discuss your admissibility prior to submitting your application.
2. Official TOEFL Score or English Language Proficiency Letter from school or Canadian Transcript showing completion of Academic English course must be submitted.
3. Obtain **official transcripts**, listing courses, grades, standing in class and other related information. Original transcripts only will be considered. They must bear the official seal of the school and the signature of the responsible issuing officer. *These transcripts become the property of Concordia High School.* Transcripts should indicate how grades are to be interpreted. All secondary marks along with final grades from grade 9 (middle school) should be included, along with midterm marks for the current year of study.
4. **Completed forms: Application for Admission (International), including the Financial Responsibility, and Protection of Personal Information.**
5. **Application Fee** of \$200.00 (non-refundable)
  - For August admission, Application forms and fees should be received by April 30<sup>th</sup>. Supporting documents should be received by June 30. We recommend that students submit interim grades along with the application form if possible. Applications received after April 30<sup>th</sup> will be accepted on a case-by-case basis.
  - For January admission, application forms should be submitted by October 31<sup>st</sup>. Supporting documents should arrive at the school no later than November 30<sup>th</sup>.
6. **NOTE:** If residence accommodations are required, please **contact Concordia Residence directly:** <http://residence.concordia.ab.ca/highschool/> (see residential information below)

## Application Requirements:

Admission to Concordia High School will normally be granted to any student who has an average of 60 percent in five subjects necessary for matriculation status. Four of the five must be core matriculation subjects (English, Mathematics, Science(s), Social Studies or their equivalents). One of the four must be English, and no mark may be below 55 percent.

## English Language Proficiency:

Potential Concordia students must demonstrate a level of English language proficiency that will allow them to succeed in the academic courses offered at Concordia. Normally, a student must demonstrate this by submitting:

- (i) An official TOEFL result statement. The minimum results for the Test of English as a Foreign Language are:

Written	Grade 12 – 500	Computer Based	Grade 12 – 173
	Grade 11 – 475		Grade 11 – 150
	Grade 10 – 450		Grade 10 - 133
- (ii) An official letter from their previous school(s) indicated that the language of instruction for the applicant's last three years of schooling has been English.
- (iii) A transcript from a Canadian school indicating a mark of at least 65% in an academic level English course completed at the grade level prior to the applicant's intended entry grade level at Concordia.

Students who do not meet the above English language proficiency requirements may be admitted on an individual basis to Concordia High School provided they:

- (i) Possess an honours level academic standing (80% admission average or higher).
- (ii) Submit an additional fee of \$2500.00 (Cdn.) to cover a minimum of three and a half hours of English as a Second Language (ESL) per week.
- (iii) Enrol in grade level at least one year below their chronological grade level in English and Social Studies courses.

## Immigration Regulations:

All international students require a Student Authorization. The Student Authorization must be presented upon registration for classes. Student Authorization information can be obtained from the Canadian High Commission, Embassy or Consulate in your country. If there is no Canadian Consulate in your country, write to the nearest office for instructions.

Students must demonstrate to Canadian Immigration Officials their ability to financially support themselves in Canada while studying. Students are allowed to work on campus, although campus employment opportunities are limited. Therefore, students should not expect to supplement their income through campus employment.

## Acceptance Procedures:

Once all documents have been received and evaluated, students will be notified regarding their admissibility. If accepted, the school will send the student a letter requesting full payment of tuition and related fees. The deadline for receipt of fees is July 15 for August entry, and December 10 for January entry. Once all fees have been received, the student will be sent two letters of acceptance. One letter must be taken to the Canadian Consulate so that a student authorization may be issued. The student should keep the second letter.

## Residential Information:

A limited number of spaces are available in the Concordia Dormitories. Concordia provides separate living quarters for men and women. Rooms accommodate two students. **Students requesting dormitory residence - must contact the Concordia Residence Office directly** and complete all required documentation in addition to the Application Requirements for academic studies. **Application deadline for dormitories** is **May 1** for **August admission**, and **October 30** for **January admission** (if space is available).

High School students requiring residence (outside of their current residence) must live:

- 1) in Concordia High School Dormitories:
  - Concordia Residence Contact Information: website link: <http://residence.concordia.ab.ca/highschool/>  
e-mail: [residence@concordia.ab.ca](mailto:residence@concordia.ab.ca) ; ph (780) 479-9349; or
- 2) with guardians designated by their parent(s); or
- 3) in a designated home stay. Concordia High School refers our students to:
  - Beacon Home Stay of Canada Ltd. <http://beaconhomestay.com>  
12232 104 Street Edmonton, Alberta Canada T5G 2L6  
Phone: (780) 474-7113 / Fax: (780) 474-7133

## Refund Policy:

1. All fees, except the application fee (\$200.00) and the non-refundable residence & tuition registration fees (\$900.00), will be refunded to accepted students who withdraw their application, in writing, prior to August 1st, (or January 1st for second term applicants). Students must return the original letter of acceptance and the letter for immigration prior to the release of funds.
2. After August 1st, and prior to the beginning of classes, accepted students who withdraw their application, in writing, will be refunded only second semester portions of the room and board fee and of the education fee. For semester two admissions, students withdrawing after January 1st and prior to January 31<sup>st</sup> will be refunded 50% of their fees less \$900 in non-refundable residence and tuition registration fees.
3. No refunds will be made for withdrawal of full year students after September 30<sup>th</sup> or for Term II students, after January 31st.

**Note: Concordia High School notifies the local Immigration Office of all international student withdrawals.**

## Contact and Further Information:

Students wishing additional information may address their inquiries to **Mr. Keith Kruse, Assistant Principal**, at the address below, or, e-mail. [keith.kruse@concordia.ab.ca](mailto:keith.kruse@concordia.ab.ca)

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