

## **Foreign Student Admission Procedure**

Foreign non-resident fees (grant replacement fee) for 2021-2022 are \$6,123.00, plus tuition. This amount is pro-rated based on the actual months of attendance at our school with two months (first and last) being non-refundable, consistent with the school tuition policy. Foreign non-resident fees must be paid in full at time of registration.

- I) Student must complete application form
- II) Students must submit transcripts from last school (for the last two years)
- III) Written recommendations from principal, teacher or clergyman.
- IV) Transcript is assessed and within 14 days a letter is issued containing:
  - a) Acceptance/Rejection
  - b) grade placement
  - c) effective date
- V) Students must provide a copy of birth certificates, student visa & picture.
- VI) As condition of acceptance, students must provide proof that they have student health insurance coverage comparable to Manitoba Health Services Commission.
- VII) Upon receiving the Letter of Acceptance, the applicant and or parents/guardian must submit a certified bank draft or money order for the total yearly tuition and all other fees to PCAA.

## **Appeal Process for Denied Admission**

Anyone denied entrance into PCAA's program, may appeal the decision by faxing or mailing a letter to the attention of School Board Chairperson. The letter will outline all reasons given for denial of application and provide any information that refutes such reasons. The School Board will review the information provided and render a decision on the appeal in a timely manner.

In cases where the concerned party is dissatisfied with the Board's decision on the appeal that party may then re-appeal the issue to the attention of the Education Director of Schools for the Manitoba/Saskatchewan Conference of Seventh Day Adventist.

The Education Director will render a final decision on the appeal in a timely manner, and no further appeal will be considered.