



REGINA CHRISTIAN SCHOOL
INTERNATIONAL STUDENT REGISTRATION AND PROCEDURES
2505 – 23rd Ave. Regina, SK Canada S4S 7K7 Phone: 1 - 306 -775-0919 Ext.5

2025 - 2026

International Application Form

The following steps need to be completed and all forms submitted by new applicants for admission to Regina Christian School.

Step 1

- ▷ Application Form
- ▷ Non-refundable Registration fee of \$300 CAD
- ▷ Non-refundable Homestay Placement & Administration fee of \$500 CAD (Homestay applicant only)
- ▷ 2 Years of School Report – Translated
Grade 11/12 applicants must submit a copy of an original as well as a translated transcript.
- ▷ Photocopy first page of passport (student and parents)
- ▷ Proof of Custodianship
- ▷ Personal Introduction Letter with a Picture

**** Any student wishes to register from January, three (3) semesters need to be registered (January 2026 to June 2027).**

Scan is sufficient for application but student must submit original copies when they arrive.

Step 2

1. Send the application form, the most recent 2 years of school records, and a copy of passport to cometorcs@myrcs.org or cometorcs@gmail.com with the \$300 CAD Registration fee (non-refundable).

Payment may be made in 2 ways:

Bank Transfer (Tuition & Homestay):

Royal Bank of Canada, Main Branch Regina
2002-11th Ave
Regina SK. S4P 0J3 Canada
Regina Christian School Association
Bank #: 003 Transit # 00008 Account # 104-271-2 Swift Code : ROYCCAT2

Please fill out the card information for payment of the application fee.

Credit Card (Only Registration fee \$300CAD): Please provide the following information:

- (1) Credit card number
- (2) Indicate “Visa” or “Mastercard” Visa Card Master Card
- (3) Name as it appears on card:
- (4) Card Expiry Date:
- (5) Security number on the back of card:

Scan bank transaction receipts to the school by email to cometorcs@myrcs.org

Be sure to state the name of sender and the name of the student.

2. Regina Christian School will send the pre-admission email and the invoice of fees to you once your application is approved. **Upon acceptance, a full tuition of CAD \$13,500 (Elementary) / \$14,200 (High School) and the homestay placement fee & administration fee of \$500 CAD (homestay applicants only) will be required to be paid within 5 business days by bank transfer before an “Official Letter of Acceptance” is issued.**
3. All tuition and the homestay placement & Administration fees must be paid, all except for the homestay fee.
4. RCS will send the official letter of acceptance to you by email once the fees are received.
5. The Canadian homestay fee of \$11,000 CAD must be paid 60 days prior to the first day of school.
(2% monthly interest will be charged for any homestay fees not paid 60 days prior to the first day of school.)



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2025-2026 Application Form

Please Note:

- Entire form is to be completed and signed by the applicant’s parent or a representative appointed by the parents.
- Please clearly PRINT the following information in ENGLISH.

Family Information			For Office Use Only
LAST NAME	FIRST NAME	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Invoice Sent : _____
DATE OF BIRTH:			Date Received : _____
CANADIAN NAME:			Application Fee : _____
FIRST LANGUAGE	GRADE APPLICATION		Student’s Letter : _____
HOME MAILING ADDRESS _____			Accepted by : _____
POSTAL CODE			Approval : _____
HOME CONTACT PHONE NUMBER			Date Accepted : _____
Parent’s EMAIL ADDRESS			Notified : _____
FATHER’S NAME			Start Date : _____
CONTACT NUMBER			Tuition Fee : _____
MOTHER’S NAME			Homestay Paid : _____
CONTACT NUMBER			_____
Academic Information			
List the last 2 schools attended, starting with the most recent.			
School	Grade	Location	Dates of Attendance
			~
			~
			~
			~
			~



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Student Profile

How long does the student intend to study at RCS?

Has the student repeated any grades? _____ If "yes", which grade _____ Year _____

General physical condition

Is your child able to participate in a Physical Education program?

(If no, a doctor's certificate is required for exemption from Phys. Ed. Class, as this is a compulsory subject.)

Does your child have any of the following? Please check any that apply

Diabetes _____ Hearing problem _____ Heart Condition _____

Behavioral Concerns _____ Asthma _____ Vision Problem _____

Contact Lenses _____ Emotional Concerns _____

Epilepsy _____ Allergies _____

Briefly Explain if your child has any of the above conditions:

Is your child currently taking any medication? _____

If so, what? _____

Other health concerns:

Note: All students will receive a Saskatchewan Health Services Plan.



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Financial Commitment

As the parent(s) / guardian of the following student, I / we accept full responsibility for any costs for tuition, EAL classes, Homestay, and any expenses arising during the **2025 / 2026 school year**.

** Any student wishes to register from January, three (3) semesters need to be registered (January 2026 to June 2027).

- Registration fee (non-refundable):\$300 (CAD)
- The Homestay Placement & Administration Fee (non-refundable):\$500 (CAD)
- Tuition CAD\$13,500 (Elementary)/\$14,200 (High School) is due immediately at the time of acceptance.
- Canadian homestay fee of \$11,000 (CAD) (from September to June, or January to December (excluding July and August): 10 months) must be paid **60 days** prior to the first day of the school.
- If the student is responsible for any damages to their homestay's home, the cost to repair the damages will be charged to the parent/guardian and must be paid immediately.
- Additional fees should be paid on time (i.e. course fees, choir, etc.)
- All payments not paid in full during the school year are charged a late payment fee of **2% monthly interest**.

Refund Policy

In the event that I am unable to obtain a Student Authorization, or decide not to attend, or leave the International Education Program, I agree that only a portion of the paid tuition fee or none of the tuition will be refunded. In all cases, the application fee will be retained to cover administrative expenses. The following refund policy will apply for each school year for which a student is registered.

1. A full refund of tuition fees will only be awarded, excluding the Registration Fee (\$300 CAD) and the Homestay Placement & Administration Fee (\$500 CAD), if the Student Authorization Application is not approved before August 20, 2025 using a Letter of Admission provided by RCS. An original copy of the rejection letter from **Immigration, Refugee and Citizenship Canada (IRCC)** must be provided to Regina Christian School before refund is to be considered.
2. Tuition fees will not be refunded if the student withdraws before August 20, 2025, for any reason after a Study Permit has been issued, using a Letter of Admission provided by RCS. The paid homestay fees will be refunded except for one month's fees.
3. Tuition fees will not be refunded and an additional one month of homestay fees will be charged if the student voluntarily withdraws from the program during the school year.
4. Tuition fees will not be refunded, if a student is expelled from RCS for whatever reason. An additional one month's homestay fees will be charged.
5. Tuition fees will not be refunded if a student is withdrawn from RCS's homestay program at the school's discretion. The paid homestay fees will be refunded except for one month's fees.
6. The Homestay Placement Fee & Administration Fee of \$500 is non-refundable.
7. If a parent(s) gets a permanent resident visa or a full-time work permit after acceptance, the student will still be an international student for the applied year(s), as the student was originally accepted as an international student. The student will have to re-apply as a non-international student for the next school year.
8. Tuition fees and homestay fees will not be refunded for violations of the Student Code of Conduct, engaging in illegal activities such as, using alcohol, tobacco products, illicit drugs, driving with and without a driver's license, or other activities deemed inappropriate by RCS.
9. Tuition fees will not be refunded once the first day of school has commenced, whether the student is present or absent on that day.
10. Tuition fees will not be refunded if the Study Permit is not renewed or is revoked by Citizenship and Immigration Canada.
11. Tuition applies to 2025-2026 school years only. It will not be credited to the following semester or the following year.

Parent's Name: _____ **Student's Name:** _____

Parent Signature: _____ **Date:** _____



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Parent / Representative Commitment

A successful experience at Regina Christian School depends on the student making his or her best effort in every area of school life. **Regina Christian School reserves the right to dismiss students and to return them home, at the parent's expense, in which case the above return policy will apply for violations of the School's Code of Conduct and/or Homestay Guidelines.**

1. I acknowledge that my child will be taught in a Christian environment and from a Christian perspective.
2. I agree to support the school and its values.
3. I agree to send my child from the first day of school.
4. I agree that attendance at school is important. Absences should be reported to the office.
5. I agree that in matters of discipline, the student will be subject to the disciplinary action of the staff and administration.
6. I understand that students are expected to attend a Christian Church.
7. I will inform the international studies director if my contact information changes.
8. I understand that the school will determine the level of EAL (English as an Additional Language) support that the student needs. I understand these classes are mandatory.
9. **I understand the financial commitment and agree with the refund policy.**
10. I understand that my child is neither permitted to take the driving education class nor drive any vehicles including homestay vehicles. If he/she violates this, it will be cause for immediate dismissal without any refunds. There will be only exception those who stay with relatives and parents.
11. I have, to the best of my knowledge and ability, answered all questions truthfully and completely.
12. I/We the parents/guardians of the student signing below have read all the above including both the medical release authorization and the agreement and release. I/we agree that we will use our best efforts to ensure that our child honours all the obligations set out and we agree to be bound by the release and authorizations.
13. I will provide the study permit to school before the two weeks from the first day of school.

Parent's Name: _____

Parent Signature: _____

Date: _____

***** Student Participation Agreement**
I have read the Student Participation Agreement and agree to fulfill all my obligations as set out in it.
I also agree to both the medical release authorization and to the agreement and release clause.

Student's Name: _____

Student's Signature: _____

Date : _____



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HOMESTAY REGISTRATION

1. _____
Legal Name Canadian Name

Gender (circle one) male / female Birthdate _____ Grade _____

Do you like children? _____ If so, what ages do you prefer? _____

Do you like dogs? _____ Do you like cats? _____

Please list any allergies you may have _____

Are there any foods you are unable to eat? _____

Is there anything you would like to see in a homestay family? _____

How long will homestay be required? _____ (How many months)

Please list the students' interests and hobbies _____

Is any other information we should know? _____

Parents' Signature _____

Date _____

Please fill out one form per student who wishes to attend RCS

***** Note: Regina Christian School will not be responsible to arrange any type of homestay or accommodation for students or parents during the summer break. (July and August).**

*** Students will not be allowed to stay at their homestay location during July and August (summer break).
All students are encouraged to pack all of their belongings and store them at the school during the summer break.

FOR OFFICE USE ONLY

Recommended Homestay Family _____



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Student Homestay Agreement

1. Students will be provided a room with a separate bed, a study desk, a chair, a study lamp and adequate space for storage of personal belongings.
2. All meals will be provided by the Homestay family. Students are expected to eat with the Homestay family unless other arrangements are mutually agreed upon. A bag lunch will be provided to the student on school days.
3. Students are expected to conform to the normal rules of the host family's life and to contribute to the routine operations of the household. Expectations of the host family regarding permission to use the telephone, television, or other daily routines should be made clear as soon as possible.
4. Students are encouraged to participate in activities with their Homestay family, and at school, and to attend church regularly.
5. **If the homestay family has decided to go on a trip, the homestay student will pay the applicable and necessary fees brought forward by the homestay family to join them on their trip. Students are encouraged to join and attend all trips that become available to them with their homestay family.**
6. Make it clear how you would like to be addressed and spend time with your Homestay family so you can become better acquainted.
7. Ask permission before making plans to leave the home or to invite someone into the home. Tell the Homestay parents where you are going, how you will get there, who you will be with, and when you will be back. Permission may be denied due to concern for your safety and/or conflict with family plans.
8. Students must not use alcohol, tobacco, or illegal drugs.
9. Additional student expectations for all RCS students can be founded in the RCS Information Handbook.
10. If a student wants to move to another Homestay family (if available), there must be a one month notice to the coordinator or the Director. It is the Director's discretion to approve the move to another Homestay family.
11. The Director may be contacted at anytime if difficulties or misunderstandings occur. Ask questions, be open, and be considerate to ensure your experience is memorable.
12. The Homestay family will discipline students as they would their own children, although abusive discipline will not be tolerated. If misbehaviour cannot be corrected by the Homestay family, the Director will be notified. Continued violations will affect the student's enrolment at RCS.
13. The host family will not be held responsible for damage or loss of property or physical harm incurred, except in the case where Canadian law has been breached.
14. Students must provide their own personal need products. The homestay parent will not provide any personal needs and products **(These include shampoo, conditioner, and body wash)**
15. Homestay parents are only responsible for transportations to and from the school. The homestay parents are not obligated to provide transportation to and from any personal activities including sports, meeting friends, going to the mall, etc. In which case the homestay parents agree to provide transportation, the student must pay **\$10(CAD) per ride** to the homestay parent.
16. Students must eat what is provided to them and must not complain about the meals. Students must not make their own food, while refusing to eat what is provided for them.

Date

Student Signature

Date

Parent of Student Signature



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PASTORAL REFERENCE

Family Information

Student's name: _____ **Parents' name:** _____

We attend: _____
(Name of Church and Denomination)

Parents, please have your pastor complete the lower part of this form.

Dear Pastor,

Your name has been given as a reference by the family listed above, who are seeking to enroll their child/ren in Regina Christian School. We would appreciate your cooperation in taking a few minutes to answer the following questions.

1. How long have you known this family? _____

2. Are the parents members of your church? _____

3. How often do they attend worship services?

Regularly _____ Usually _____ Occasionally _____ Rarely _____

4. Are the parents active in church ministries? _____

Please specify: _____

5. How do you expect the child/ren will benefit from attending a Christian School?

6. Additional Comments:

7. Pastor's Name: (Print)

8. Pastor's Signature _____

9. Church Address: _____

10. Phone Number: _____ 11. E-mail address _____

Please return this form to cometorcs@myrcs.org *Thank you for your time and cooperation.*



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Behaviour Contract for International Students

Listed below are some of the conditions that international students must meet in order to attend Regina Christian School. If a student violates any of these conditions, the school may take appropriate action. This could include sending the student home at his/her parent's expense.

At school, students are asked to:

1. Be on time for all classes.
2. Attend all classes. A note from home is required for all excused absences.
3. Dress appropriately. Follow the school dress code.
4. Demonstrate a good effort to complete all work assigned by teachers.
5. Show courtesy, politeness and respect to teachers and students. Fighting and/or bullying will be seen as serious offenses and could be cause for sending a student home.
6. No use of drugs, tobacco, and alcohol. Any student disobeying this expectation will be automatically sent home.
7. Follow the RCS Student Code of Conduct.

At their homestay, students are asked to:

1. Abide by the family rules of the homestay family.
2. Attend church with the homestay family on Sundays.
3. Show courtesy, politeness and respect to the homestay family.
4. Get prior approval for any type of sleepover or travel during the school year from the International office.
5. Clean your room and washroom as needed.
6. Make an effort to contribute to the life of the homestay family.
7. Do not enter any room of the homestay without permission.
8. Use the internet for entertainment for no more than 1 hour per day.

The homestay parent and/or the custodian are acting as the reasonable, prudent, parent providing supervision to the student. They will set behavior standards and curfews according to the homestay handbook.

We, the undersigned, have read, understood, and agree to the conditions listed above as being the minimum conditions that must be met and maintained in order for our son / daughter to remain a student at Regina Christian School. We also understand that, in case of a serious offense, our son / daughter will be sent home at our expense.

(Parent's Signature)

(Parent's Signature)

(Student's Signature)



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Student Code of Conduct for International Students

- As a student of Regina Christian School, I agree to live the kind of life that will bring honour to the Lord, my parents and my school.
- I agree that, while I am a student here, I will not take part in inappropriate activities such as swearing, smoking, gambling, lying, cheating, stealing and the use of alcohol or drugs. I agree that I will behave in a pure manner in my relationships with the opposite sex. (1 Timothy 4:12)
- I agree to abide by these standards of conduct whether at home, school or elsewhere.
(Students found out of harmony with the school's ideals of work and life may be asked to withdraw at whatever time the administration determines is necessary.)
- I agree to try my best to obey all school rules. If I should break a rule, I will accept the resulting discipline with a good attitude, knowing that firm discipline is for my benefit. (Hebrews 12:6)
- I agree to do my class assignments faithfully and properly and to complete them on time.
- I agree to take part in all required school activities to the best of my ability, and to help build school spirit by participating willingly and demonstrating a positive attitude. (Colossians 3:23)
- If I have a problem with a staff member, I agree to go to the staff member and/or the principal and get it straightened out as soon as possible. I agree not to criticize behind the staff member's back. (Matthew 18:16)
- I agree not to complain about the standards, rules or discipline of the school. I will not give the impression to others that I am not in harmony with the goals, aims and standards of Regina Christian School. (Colossians 4:6)
- I agree to represent Christ and Regina Christian School in a positive light in all areas of life including through social media.
- I agree to have a neat, clean appearance at school and at all school functions.
- I agree to abide by the school's dress code requirements at all times.
- I agree to do my best to make Regina Christian School a pleasant and friendly place where all students and staff are accepted and encouraged.
- I am trusting in the Lord to help me keep this commitment.
- I understand that failure to comply with the above Code of Conduct will result in consequences as outlined in the RCS discipline policy.

• Student Name (Please print) _____

• Student Signature: _____

• Witness: _____

• Date: _____ Grade: _____



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CONSEQUENCE RULES

<p>Class Time</p> <p>1. Late</p> <p>2. Absent without permission.</p>	<p>1. Late Slip / Three Times Late in 30 day period- 1hour DT Students who miss half the class will be recorded as absent and required to make up the class through detention.</p> <p>2. 2 Hours DT with a Reflection Paper and a Meeting with the Vice-Principal.</p>
<p>Behaviors</p> <p>1. Class Distraction</p> <p>2. Improper Behavior</p> <p>3. Direct Disobedience</p> <p>4. Excessively Use Own Language</p>	<p>1. Warning and then 1 Hour DT</p> <p>2. Warning then a 1 Hour DT with Reflection Paper After Three Time 2/3 days in school suspension / Full Day Suspension / 3 days out of school suspension / Expulsion</p> <p>3. 1 Hour DT / After Three Time 2/3 days in school suspension / Full Day Suspension / 3 days out of school suspension / Expulsion</p> <p>4. Warning / 1 Hour School DT</p> <p>Discipline Levels</p> <p>Level 1: school warning with 1hour DT</p> <p>Level 2: over three times of any DT / Parents/Guardians notified.</p> <p>Level 3: 2 / 3days in school suspension / Parents & Guardians meeting or phone call requested.</p> <p>Level 4: 1 - 3 Day Suspension / Parents & Guardians meeting or phone call requested.</p> <p>Level 5: Expulsion</p>
<p>Damage</p> <p>1. Intentional</p> <p>2. Accidental</p>	<p>1. School warning, replacement cost / labour and 1 hour DT</p> <p>2. Replacement cost / labour</p>
<p>Lying</p>	<p>1 Hour DT with Reflection Paper</p>
<p>Disrespect (demonstrating disregard to Teachers and Support Staff)</p>	<p>1 Hour DT with Reflection Paper</p>
<p>Unacceptable Action</p>	<p>Level 4</p>

Name of Parent Signature of Parent

Name of Student Signature of Student

Date



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Multi-Year Media Release

Check boxes of areas you are granting permission for.

- Promotion/Information**
I, the parent / guardian of the student named, do hereby grant permission to the Board of Education, Regina Public School Division No. 4 of Saskatchewan and Regina Christian School, to use and reproduce any photograph, audio or video footage or other recording for use on television, informational or promotional material such as school or Board newsletters, advertisements, pamphlets, including publication on the Regina Public School Website and/or Regina Christian School Website, in any manner the Board/school considers suitable and conforming to established policies. No names or personal information will be attached to the images.
- News Media**
Only students who wish to be interviewed will be. I, the parent / guardian of the student named, do hereby grant permission for my child to be photographed/recorded/filmed by the news media as part of any school or Board event that may be covered by the news media. Any interviewing of students that is done will always be in the presence of that student's teacher or a school staff member.
- School Directory**
I, the parent / guardian of the student named, do hereby grant permission to Regina Christian School to publish the name, address and phone number for the purpose of publication in the Regina Christian School Directory and understand that the Directory will be distributed to all Regina Christian School families.
- Yearbook**
I, the parent / guardian of the student named, do hereby grant permission to Regina Christian School to use and reproduce my child's name, photograph and biographical information for exclusive and limited use of the school yearbook. It is printed and distributed only to students and their families who purchase it.
- Social Media**
I, the parent / guardian of the student named, do hereby grant permission to Regina Christian School to post my child's photograph on Regina Christian School social media. Platforms such as Facebook, Twitter, Instagram, YouTube, etc., may be used to inform, promote school events and/or student achievement, communicate with parents, school communities, students, and the public. No names or personal information will be attached to the images.

In keeping with the Saskatchewan *Local Authority of Freedom of Information and Protection of Privacy Act. (LAFOIP)*, parents/guardians and students who are of the age of majority must provide informed consent before student images, work or information is shared.

Please fill out the information below as appropriate.

Student Last Name: _____ Student First Name: _____

Parent/Guardian Name: _____ Relationship to Student: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature (if 16 years or older): _____ Date: _____



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Additional Fees

1. Students will not be allowed to stay at their homestay location during July and August (summer break). Returning students must pack all of their belongings and store them at the school during the summer break. If a student fails to or chooses not to store their belongings at the school during July and August, there will be a fee charged per month.
2. If a student's homestay family invites their respective student on a family trip, the student will be expected to pay the necessary fees to the homestay family to join the trip. This extra fee for the trip is separate from the monthly homestay fee. If the student chooses not to join the trip, they will be assigned to a different location for the duration of the trip.
3. Homestay Damage Fee: As required.
4. Transportation fee: \$10 for each ride either from the homestay or school (on non-school days). (Homestay parents are only responsible for transportations to and from the school. The homestay parents are not obligated to provide transportation to and from any personal activities including sports, meeting friends, going to the mall, etc. In cases where the homestay parents agree to provide transportation, the student must pay \$10 (CAD) per ride to the homestay parent.)
5. Grade 8 Camping Trip Fee - \$100 / Grade 12 Grade Fee - \$140 / Grade 12 Camping Fee - \$85
6. High School Extra Course Fees
Physical Education 20 & 30 - \$175 / Foods - \$125 / Art - \$75 / Construction - \$90 / Choir - \$350
7. Athletic Fees – Students participating in extracurricular sports are financially responsible for a variety items including clothing, equipment and athletic fees. The cost varies depending on the sport and age level.

*All of fees will be changed without notice.

Additional Information

1. All accounts not paid in full during the school year are charged a late payment fee of 2% interest for each month.
2. Saskatchewan Health provides the comprehensive healthcare insurance at no cost.
3. Regina Christian School will not be able to advance or hold funds on behalf of a student.
4. Regina Christian School will be responsible for the application of Saskatchewan Health Cards for international students who are under the homestay program. Although all students ultimately receive a Saskatchewan Health Card, the length of time that it takes for the issuing of a health card is out of our control. If there is a period that the student has to wait for the health card to be issued, the student will be responsible for any health care fees that arise during this time. Because the issuing of a health card depends on the expiry date of the students' visa and study permit, students and parents need to ensure that the expiry dates are well into the future as to not interfere with the issuing of his or her health card.
5. Regina Christian School, if possible, may aid in reapplying for Student Visas, from an administrative standpoint Regina Christian School is not responsible for the issuing of the Student Visas, as we do not have any control or authority over the decision. The student must pay all of the necessary fees when extending or reapplying for Student Visas. The fees are subject to change annually, so please refer to Immigration and Citizenship Canada website.