

Vancouver International College Policy Handbook

Our Vision and Statement

At VIC we work together to encourage respect, responsibility, and cooperation among all members of the school community recognizing that positive, healthy relationships promote individual success on each child's journey as a life-long learner.

Our Philosophy

We strive to encourage and foster all aspects of a child's academic, personal and physical growth by offering a solid educational program with high standards to students from Kindergarten 1 to Grade 9. It is our shared belief that in providing a stimulating and caring environment, and by acknowledging and supporting diversity, our school will be a place where students, teachers, parents and administration will feel safe, empowered and successful as we work to foster life-long learning and the development of responsible individuals.

Emphasis will be on...

- Respect and responsibility
- Languages
- Experimental and experiential learning
- Strong ethics and self discipline
- Strong, supportive relationships between students, parents, teachers and administration
- Small, personalized classes
- Health and fitness
- Caring for ourselves, each other, and the world in which we live
- Celebrating success as we grow and learn
- Enjoying and fostering the traditions, customs and holidays of Canada and Mexico.
- Striving always to do our best

Our Beliefs on Learning and Teaching

- Children learn in a respectful, fair, fun and safe environment
- Children, with support, are responsible for their learning and behavior
- Self-esteem and self-confidence are essential for students to be successful
- Celebrations and special events enhance the quality of a child's education and play a vital role in a child's learning and personal experience, but must fit within the learning atmosphere.
- A teacher must provide a safe, stimulating and caring learning environment while recognizing the various needs of each individual student.
- Mutual respect must be demonstrated between teachers, students, and parents, focusing at all times on respect and responsibility.
- A strong working relationship based on respect and communication, between home and school contributes to a child's happiness and success in school.

Vancouver International College Partner Pledge

In order to ensure that all children, parents and staff in our school share in a positive learning climate we have developed the following school partnership pledge. At the heart of the plan is the maintenance of a respectful environment conducive to learning and each member's role and responsibility in maintaining it. It is in your child's best interest that we work together for the very best education possible.

Administration will:

1. Provide sound educational policies
2. Provide a learning climate which is physically, socially, and emotionally safe for each child
3. Communicate school activities and events to parents
4. Be available to teachers, parents and students to discuss school-related issues
5. Be involved, on a daily basis, with all aspects of the school
6. Support and enforce VIC's code of behavior and policies
7. Give positive input and support to our school

Teachers will:

1. Provide and maintain a learning environment that is fair, safe, pleasant, consistent, respectful and conducive to quality learning
2. Act as a positive role model
3. Plan and teach a solid based curriculum
4. Keep ongoing assessment and issue report cards at the end of each term
5. Maintain regular communication with students, parents and administration
6. Support and enforce VIC's code of behavior and policies
7. Attend school events and give positive support to our school

Parents will:

1. Provide a positive role model in the home in order to establish in their child strong values and respect for others
2. Provide an appropriate area in the home conducive to studying
3. Set a good example by ensuring the child arrives on time and in proper uniform
4. Ensure that their child attends classes regularly and completes homework assignments daily
5. Attend school events and meetings, providing positive input and support to the school
6. Support VIC's philosophy regarding the importance of healthy eating habits and fitness
7. Support and enforce VIC's code of behavior and policies

Students will:

1. Attend school regularly, on time, well rested and ready to learn
2. Have breakfast before coming to school
3. Be prepared for all classes, ensuring that they have the necessary materials and have completed all homework
4. Develop self-discipline and show courtesy to everyone in the school
5. Take pride in themselves and their work
6. Support, enforce and respect VIC's code of behavior and policies
7. Communicate with teachers and parents regarding all school matters

Accreditation

Our curriculum at Vancouver International College integrates the guidelines of the British Columbia Ministry of Education (Canada) with the standards set by the Secretaría de Educación Pública in México (SEP). VIC is registered with SEP and meets all SEP requirements.

All teachers at VIC are native English speakers who hold a degree in education and who have experience teaching kinder, primary or secondary school children. All teachers are familiar with the latest Canadian methods of teaching currently used in Canadian schools and implement those methods at VIC.

Spanish Teachers at VIC are fully qualified and certified teachers who have completed Education programs in Mexican institutions, and whose first language is Spanish.

The coordinators of each section, Spanish and English, are qualified educators with teaching experience and a full understanding of the needs and requirements of all educational programs at VIC. They oversee the implementation and development of VIC's curriculum and are always available to communicate with parents, teachers and students.

The VIC Academic Program

Our academic program is an extension of VIC's philosophy. All primary classes, with the exception of Spanish Grammar, Mexican History, Social Studies and Physical Education are taught in English by qualified, native English-speaking teachers.

VIC's Curriculum has the following subjects:

English Language Arts – Students learn how language is fundamental to thinking, learning and communicating in all cultures and how the skilled use of language and communication is associated with life's opportunities. The development of skills and abilities in speaking, listening, reading and writing is an integral part of English Language Arts.

Reading – Student practice reading skills at their own level under the supervision of skilled readers of English. They are encouraged to develop fluency, confidence and comprehension as they progress as capable readers. They are encouraged to see reading as a wonderful opportunity for learning, discovering, and using their imagination.

Writing - Teachers encourage students to apply their writing skills in a variety of activities. Students are engaged in journal writing, letter writing and creative writing. Teachers use the process writing method. Students are taught to be creative expressive writers, putting all of their learned verbal vocabulary into written form.

Mathematics - Students learn about numbers, patterns, relations, space and shape, statistics and probability as well as all basic concepts. While recognizing the importance of memorizing all basic math facts, students are also encouraged to experiment with mathematics in everyday situations that help them to develop a true understanding of concepts and processes.

Social Sciences – Students explore their roles, rights and responsibilities within the family, the community and the world. Students are asked to think critically, to evaluate information and to practice effective communication. Living respectfully and in balance with the environment is an important part of our program.

Physical Sciences - Students study life, biology, physics, earth and space sciences, always with an emphasis on the exploration and growing understanding of the fascinating world that surrounds us. The science lab is equipped with instruments and materials that encourage experimentation and discovery. Secondary classes are taught to the specifications of SEP with the maximum number of classes allowed taught in English.

Physical Education – Children are taught how they can enhance their quality of life through active living, physical fitness and healthy eating. They are also provided with opportunities to cooperate socially in fun environments. Sports events are held at the school and all parents are invited to them.

Personal Planning – Our students are encouraged to show initiative, responsibility and accountability within the home and school, and particularly with homework assignments and wearing their school uniform. We encourage all parents to recognize the growth of their child and to ensure that they are given responsibilities within the home and to participate in day-to-day projects. Children with responsibilities early in life become responsible adults.

Mexican History – Students study the rich cultural heritage and traditions of Mexico and develop ways to celebrate them with honor and dignity.

Spanish Grammar – Students are motivated to attain the highest possible standards in reading, writing and communication in Spanish. Together with support from parents and family, the goal is to be fluent in two languages.

Mathematics in Spanish - Students review and practice math concepts with Spanish vocabulary.

Computers – Students will be given the opportunity to work on computers, learning the basics of word processing and Internet skills and other related programs. Our computers have a Child Protection Program to avoid any bad use of Internet information.

Sex Education - It will be presented in the form of brief basic lectures to 4th and 5th grade students.

VIC will:

1. Present the topic in a manner that respects ethical, cultural and religious values;
2. Inform parents of topics to be discussed;
3. Respect the decision of any family that chooses not to have their child participate in the program.

Sixth and Secondary students will:

1. Follow the grade level curriculum on this subject
2. Cover scientific and social aspects of the subject
3. Promote a natural, healthy, positive, and prudent attitude toward the subject of sexuality and sexual development.

School Structure

Kinder 1, 2, 3 (entering at 3 years of age to September first)
 Primary 1st – 6th grades (entering at 6 years of age to September first)
 Secondary 7, 8, 9th grades

Materials and Supplies

All VIC textbooks are based on academic standards of the British Columbia curriculum and adhere to the SEP program. There will be occasional requests for book purchases such as dictionaries, special workbooks, and reference materials to supplement and enhance school studies. Students are responsible for the care of their English textbooks throughout the school year; mistreated or lost books must be paid for by the parent. Each parent will be charged with \$650.00 pesos book use. This will cover the use of English books. If there is a damage or loss to additional books, parents will be billed the additional cost. Students have been given a list of necessary items to purchase before the school year began. The school will be implementing a program to supply already-packaged school supplies for each grade level, ensuring that all students will come well equipped. Purchasing school supplies through the school also allows parents to avoid shopping and still receive quality supplies at a good price. The school will supply other necessary materials for use during craft and art projects. Any student without school supplies will be provided with the missing items by the school, and the items will be billed to the parents' account.

Uniforms

One VIC uniform is included in the admission fee for the first year, after the first year, school will only includes a Red Polo Shirt with a logo:

Uniforms

	Monday	Tuesday	Wednesday	Thursday	Friday
Kinder Garden 6° Grade Middle School	Girls: White blouse Green skirt Green vest Green sweater White socks Black school shoes	White T-shirt Green shorts White socks White tennis shoes Winter	Red polo shirt Jeans White socks Black school shoes	Red polo shirt Jeans White socks Black school shoes	White T-shirt Green shorts White socks White tennis shoes
	Boys: White shirt Khaki pants White socks Green vest Green sweater Black school shoes	White T shirt Green sweat pants White socks White tennis shoes			Winter: White T-shirt Green sweat pants White socks White tennis shoes
1° Grade	Girls: White blouse Green skirt Green vest Green sweater White socks Black school shoes	White T-shirt Green shorts White socks White tennis shoes	Red polo shirt Jeans White socks Black school shoes	Red polo shirt Jeans White socks Black school shoes	White T shirt Green shorts White socks White tennis shoes
2° Grade					
3° Grade	Boys: White shirt Khaki pants White socks Green vest Green sweater Black school shoes	Winter: White T-shirt Green sweat pants White socks White tennis shoes			Winter White T shirt Green sweat pants White socks White tennis shoes
4° Grade					
5° Grade					

The following rules provide specific requirements of the Vancouver International College uniform and dress code policy:

- Complete and appropriate uniforms must be worn every day.
- The uniform must be clean and neat at all times and in good repair.
- All clothing must be size-appropriate for each student.
- Socks or tights should be worn every day. White socks, nylons or tights may be worn under the girls' green skirt. Boys must wear white socks
- It is mandatory that belts be worn with pants.
- During cold weather, girls may purchase and wear the requisite khaki pants for Mondays.
- Black shoes with a crepe sole, to be appropriate for classroom and recess. Athletic shoes are necessary on Physical Education days. Flip flops, high heels, sandals, boots and shoes without support are not acceptable.
- Makeup, nail polish, and excessive jewelry are not allowed.
- Hair should be appropriate for a girl or boy in elementary school. Extreme hair styles for girls or long hair on boys is unacceptable.

Any student out of uniform will be sent to the office to change into uniform items, leave the wrong clothing in the office, and change again after school. With the school growing, we cannot make any exceptions to our rules.

ALL CHILDREN ARE EXPECTED TO ATTEND SCHOOL IN PROPER UNIFORM EVERY DAY.

Additional Activities and Services

Excursions

Fieldtrips and school related activities take place throughout the year. All activities are supervised and the cost of most is included in the student's tuition. In the event of a special class trip, an additional fee will be requested to cover costs. Parents will often be asked to drive students and/or accompany them on these excursions. **PARENTS ARE ALWAYS WELCOME ON EXCURSIONS.**

The teacher will provide parents with the following information at least one week before the scheduled trip:

- Dates and times of departure and return
- Curriculum objectives and destination
- Names of chaperones
- A detailed itinerary
- Parental costs and recommendations for spending money
- Lunch arrangements and cost if necessary.

School Fundraisers

Occasionally the school or an individual class will have a sale to raise money for a class goal or school project or event. Any group that wishes to sell food items on school grounds to raise funds for special projects will plan each sale in advance, by date, to be included on the school's calendar. They must give the date and name of the group putting on the sale to the VIC Administrator.

Morning Snack and Meal Plan

A nutritionally balanced snack is provided daily by VIC for each child. It is expected, however, that children have something to eat at their homes before coming to school, as the snack is not intended to be a meal. Students may bring their own snack from home, as long as they follow the school's healthy food expectations. Soda, candy, chocolate and sweet cookies, including Pop Tarts and cereal bars, are not on the healthy food list. Sweet packaged drinks are not acceptable. Snacks must be nutritious, simple and not require any special storage or preparation. We recommend fruits and vegetables daily.

Homework Program

After 2:30 pm we offer a Homework Program. This program is supervised daily by a teacher until 3:30. The cost for this program is \$35 pesos per hour or portion thereof. After 3:30 all children who have not been picked up will be supervised in the Library.

Children remaining in the school yard after 2:30 will be placed in the Homework Program. Absolutely no one is to remain in the school or the cafeteria unsupervised after 2:30. Children who are left at the school are charged \$35 pesos per hour or portion thereof.

Private Tutoring

Private tutoring is available after regular school hours for those students who require extra help or an additional challenge. Private tutorials can be initiated by an interested parent or by a teacher recommendation. Tutorials can be individual or in small groups. There is a charge for private tutoring classes and can be arranged through Vancouver Language Centre. The fee will be charged to each student \$200 pesos per hour.

Extracurricular Classes

There will be a number of fun and educational classes offered at VIC throughout the school year. Classes will be from 2:30 to 3:30. And the cost will be 35 pesos per hour. All classes will be run by a qualified teacher and will be announced monthly. Children must be picked up at 3:30, as no teachers will be available to supervise after 3:35. Extracurricular classes can be organized through the office.

After School Program

The After School Program (ASP) is run independently of VIC's schedule. It is designed to help students, age 6-12 years old, learn English in an immersion setting. Classes are Tuesdays and Thursdays after regular school hours (4-6pm) and Saturday mornings from 9am-1pm. All teachers are native English speakers and are certified to teach English as a Second Language. Students in all English levels will learn through activity and academic based programs.

Counseling and Diagnostic Services

Counseling or diagnostic evaluation can be requested by teacher recommendation and concurrence of the Spanish or English Coordinator and Administration.

Parents are required to obtain outside services and present a written evaluation from a certified neurologist or psychologist within 30 days of the formal request. If the report is not received in 30 days VIC may suspend the student.

Family Involvement

Family involvement is considered an important part of a successful school. We encourage family members to become involved in all of our school activities and celebrations. There are various activities throughout the year that are aimed at encouraging a healthy relationship and shared experience between families and the school. We encourage parents to participate in these activities. Parents are invited to feel part of our school community.

Parent Association

Parents are elected each year to establish a Parent Association Board. Meetings are held with board members, teachers, administrators and parents monthly to discuss and organize special events for the school. ALL parents are encouraged to attend and to give their personal input toward the functioning of the school.

The Parent Association fee of 350 pesos yearly must be paid at the beginning of the school year. It is an expectation of VIC that the Parent Association hold at least two fundraisers per year to purchase computers or sports equipment for the school.

Academic Failure Notice

This notice will be sent to inform the parents that their child has a grade average of 7.0 or less at the midpoint in the report period. The subject area and reasons for failure will be marked. This will allow parents to be informed, get involved, request a meeting, set goals and make arrangements for their child to improve performance and achievement.

Written Report Cards and Progress Reports

Written Report Cards are presented to the parents every two months. This report contains the student's grades as well as his/her classroom and school behavior. Report cards must be signed by a parent and returned to the teacher within 4 days. There is a 100-pesos fee for lost report cards. Official report cards are filed with SEP at the end of the year.

In the case of extended incomplete work in a report period the student will be given a grade of 5 penciled in. This would specifically include exams, major projects, or incomplete work due to an extended excused absence. The student will have 1 month from the report card date to complete any or all work or missed exams and the grade will be averaged based on the completed work and changed. At the end of the one-month period if the work or exam has not been completed the grade of 5 will become permanent.

At-Risk Letters

At-risk letters will be sent at the end of the 4th grading period. The purpose of this letter is to inform parents that their child MAY be at risk of failing the whole school year. Records of all At-risk students will be reviewed by the Principal. Students placed on At-risk status may be required to:

- Get additional help outside of regular school hours;
- Get educational testing to determine the student's learning needs;
- Attend the VIC summer school program, or
- Comply with a different educational program outlined by the VIC administration and teacher.

By June, the student will be re-evaluated to determine if s/he will:

- Be removed from at-risk status
- Be placed on Conditional Matriculation for the following school year
- Be retained
- Be asked to leave the school

Parent-Teacher Meetings

Individual conferences can be arranged when the teacher or parent have individual questions regarding a student's progress or behavior or any other concerns. These meetings must be made by appointment through the office.

VIC will hold 2 annual meetings with the teacher and all parents of each class together to discuss goals and achievements as well as issues that affect and involve the group dynamic.

Primary Color Guard

The sixth grade Color Guard (escolta) is a group that represents the school at the Monday Assemblies. Grade Point Averages from each term, as well as good behavior and citizenship, will determine the top five students. Members of the Color Guard will be expected to maintain high academic and behavioral standards all year long. Any student who does not comply with these expectations may be removed from the Color Guard.

School Hours

Every student is expected to arrive before school begins at 8:00 am. Secondary classes start at 8:00 am. The school entrance gate opens at 7:30 am and will be locked precisely at 8:00 am. If a student is late s/he must enter with a parent through the main entrance and obtain a late slip. No child will be admitted into class without a late slip. The student will be allowed only 3 late passes per bimester. No student will be accepted after 8:10.

The entrance gate will reopen at 2:15 pm and close at 2:30 pm. All remaining students will be escorted to the Library for the Homework Program and parents will be billed accordingly (see Homework Program above).

Kindergarten is dismissed at 12:15 pm, Primary at 2:15 pm.

Drop-off and Pick-up Policy

Students will be dropped off at the corner of Libertad and Venezuela, there will be 2 teachers waiting for them to enter the school and they go all the way inside. Parents will have to park away from this corner if they need to meet with Administration or go into the school for any reason. This corner has to be used only to drop-off students. To pick up students, parents have to park their cars and come to the entrance to pick up their children. We ask the parents to make this process as easy and fast as possible. There is enough space at that time in the area to park.

We also ask parents to please respect the marked areas in yellow by the Transit Department. The school will not be subject to any infraction or charge of any kind because of a parent parking improperly.



VIC Student Code of Behavior

All VIC students are expected to behave in a respectful and reasonable manner. That allows the teachers to concentrate on teaching rather than disciplining. If a student displays behavioral problems the VIC Code of Behavior will be paramount. The following disciplinary procedures will be applied:

1. A verbal warning
2. A verbal warning and detention (This entails exclusion from playing, participating, practicing and attending any meetings for the duration of the detention period).
3. Parents will be contacted and the student will spend time in the office with the Administrator.
4. Parents are called to take the student home. The parents will meet with the teacher to decide on what action will be taken before the student is allowed back into the classroom, e.g. Behavior Contract.
5. On-going behavior problems will result in suspension or expulsion.

General Rules for Students:

1. Students are not allowed to bring radios, tape decks, walk-mans, electronic games, televisions, cell phones, trading cards, tazos, or other items that disrupt regular school activities unless they have the teacher's permission.
2. Dangerous articles such as baseball bats, Frisbees, bicycles, skateboards, scooters, roller skates and roller blades, or shoes with built in roller skates are not allowed on the premises without written permission from a teacher for a special event.
3. Pets are not allowed in the classroom. Students must have written permission from the teacher and parent to bring a pet for a class project or presentation. Arrangements must be made to deliver and pick up the pet at appropriate times so as to minimize disruptions in the classroom. Please, advise your child's teachers if s/he has any known allergies to animals.
4. VIC is not responsible for lost or stolen personal items. Students and parents may inquire about lost items at Reception. There is a \$5.00 pesos charged for the return of "lost" items.
5. Students are not permitted to bring cell phones to school.

Immediate Suspension

The following are grounds for immediate suspension from the school:

1. Lack of respect to teachers (in word or action)
2. Refusal to obey reasonable request of a staff member
3. Fighting
4. Abusive or vulgar language
5. Cheating
6. Vandalism (retribution monies must be paid)
7. Bullying
8. Offensive written language

If a student is suspended s/he is not permitted on school grounds or able to participate in any school function. A suspension is an unexcused absence. Any test or exam will receive a 5.

Toys and Educational Items

1. Students are to leave all toys and expensive items at home. VIC is not responsible for lost or stolen items.
2. Items confiscated by a faculty or staff member will be kept in the Administration office. These items will be returned to the parent at the end of the semester, when the teacher/administrator deems fit, or at a parent-teacher conference.
3. Dangerous items such as laser pens, guns that shoot any type of projectile, knives are not allowed on campus for any reason. These items will be confiscated immediately and either disposed of or returned to a parent.

Late/Absentee Policy

- No Primary or Secondary student will be admitted after 8:10 am.

Illness is considered an excused absence, but if ill for more than 3 days, a doctor's note is required. Parents are responsible to pick up missed work so students do not fall more than 2 days behind or they will be in jeopardy of failing the report period due to excessive absence and missed work.

VIC will allow 5 unexcused absences. For planned absences, parents must ask for authorization to VIC Administration and English and Spanish Coordination in writing 2 weeks prior and request a homework package for the absent days. Arrangements must be made for any tests or exams missed.

Sick Policy

Children are in close contact with each other throughout the day. To ensure a healthy environment we ask that any child who is ill be kept at home. If your child has vomited or had a fever in the last 24 hours they can be contagious. In the case where a child becomes ill at school, a parent will be called and a designated pickup person must be available to pick up the child within 30 minutes. A sick child cannot remain at school.

Medication Policy

Students are not permitted to bring unauthorized medications to school. All medications should be given directly to the teacher by the parent with specific written directions on how to administer the medication. **VIC cannot be held responsible for any problems directly related to the administering of any medications.**

Accident Policy

When a student suffers an accident during school hours on school grounds the attending teacher and coordinator will oversee the situation and First Aid will be administered. If further attention is needed, the student will be transported to a hospital and parents will be notified as soon as possible.

Evacuation Procedure

In the event of an earthquake, fire, etc., an emergency alarm will sound. All students and staff will exit the building and go to their pre-assigned places on campus. During this time students will:

- Remain completely silent, listening for instructions
- Line up quickly and quietly, fulfill assigned responsibilities and exit building in an orderly manner (no running, shoving, pushing or talking)
- When staying on the field or a safe haven for an extended period of time, use a quiet voice, stay with their assigned group, and advise teachers of their needs

Students and teachers may return to class after the all-clear signal is sounded. Evacuation drills will be held periodically during the school year.

We must have updated phone trees of both staff and VIC families for notification purposes in case of an emergency. During an emergency all students will be released to parents only.

Homework Policy

The VIC Homework Policy is as follows:

- Kindergarten – not to exceed 20 minutes
- Primary 1st through 3rd – not to exceed 40 minutes
- Primary 4th through 6th – 60-90 minutes
- Secondary 7th through 9th – not to exceed 120 minutes

1. It is understood that homework includes: written assignments, study time, reading, and on-going projects. Time guidelines include all of these activities.
2. Unfinished class work may be sent home in addition to regularly planned homework.
3. Parents should notify the teacher and administration in writing if homework is incomplete due to an emergency or illness.
4. It is the parents' responsibility to monitor their child's homework. If the child has exceeded the amount of time allowed for homework per day, parents should stop the child and send a note to the teacher.
5. Homework assignments will be indicated in each students daily agenda.

During English Exam Week there will be less homework for Spanish classes.

During Spanish Exam Week there will be less homework for English classes.

English Only Policy

Students are expected to speak English at all times during the day, with the exception of their time in Spanish classes. We would like students to use English during snack time and play time, as this gives them greater fluency, understanding and pronunciation in English. It is the responsibility of teachers and administration to support children in their use of English, and to ensure that the policy is followed.

Entrance Requirements

All students are required to have a functional level of English language appropriate to their grade level. Students are also considered based on academic (not necessarily in English) aptitude and previous school performance.

The following information for the student must be submitted at the time of registration:

- Application form completed and signed by the responsible parent or guardian.
- Up-to-date vaccination certificate
- Original birth certificate
- 2 small-sized photos of the student and all parents/guardians authorized to pick up the student as listed on the application form
- A student who has attended a previous school must submit all previous transcripts
- Minimum payment of the Admission Fee and Annual Registration Fee will guarantee the student's place in their class. **These fees are non-refundable.**
- Payment of \$350 pesos to the Parent Committee.
- Signed statement that parents have read and agree to all the sections in the Policy Handbook.
- Complete Emergency Report Forms

Language and Skill Test

Each entering student will be tested in English to be properly placed in a classroom, according to his/her English level. There is a \$250 pesos fee for this service.

Conditional Registration / Matriculation

As a condition of re-enrollment, conditional registration/matriculation will be required of a returning student who:

- Has a 7.0 overall Grade Point Average or less. In such a case, a Private Tutorial and/or Summer Tutorial contract will be required.
- Has been put on behavior probation
- Is repeating a grade level

As a condition of enrollment, conditional registration/matriculation will be required of a new student who:

- Tests below functional level in English, Spanish and/or Math (tested in both languages) will require a Tutorial Contract and/or Summer Tutorial Contract.

Vancouver International College reserves the right to refuse admission to any student who does not meet the entrance requirements.

Tuition Payments

Admission and Registration Fees must be paid in order to reserve a space in class.

Tuition must be paid within the first ten days of each month or a late charge 10% per month will be added. Students will not be admitted into class if monthly tuition is not paid by the 15th of each month.

Tuition payments are to be made by direct deposit to BBVA Bancomer, Banamex, or HSBC using the deposit slips issued by VIC. Once payment is made to the bank, the original deposit slip must be delivered to VIC Administration as proof of payment. If the deposit slip is not delivered, payment of tuition cannot be recorded or acknowledged.

Tuition Refund Policy

- Application and Registration fees are non-refundable.
- Refunds of prepaid tuition are considered with 30 days written notice prior to the student leaving the school. Seventy percent of all unused tuition will be considered for refund.
- No refunds are considered for students who are expelled.
- VIC reserves the right to refuse any refund.

VIC Student and Family Discounts

After School English Program

Any current VIC student wishing to participate in the After School Program or Saturday Programs will receive a 30% tuition discount.

Adult English or Spanish courses

Direct family members or VIC students receive 50% tuition discount for adult English or Spanish classes at Vancouver Language Centre. This discount applies to only direct family members and no more than 2 family members per session.

Tuition Scholarships

Partial scholarships for tuition fees are available for returning students. They are awarded based on financial need, long-term goals, academic marks, behavior and overall attitude of both student and parents. The number of scholarships issued is dependent on enrollment numbers at VIC and is regulated by SEP.

Students wishing to apply for a scholarship may do so by providing:

- A completed scholarship application form
- Complete and up-to-date financial information (no later than the 15th of April each year)
- Complete Application for Admission
- A current copy of bank statement receipts for all expenses

LATE APPLICATIONS WILL NOT BE ACCEPTED.

No application will be considered without full documentation.



Family _____

I attest that I have read and understand the policies and requirements of students, parents, teachers and administration in Vancouver International College and I agree to uphold the standards set out in the policy manual.

I have also completed and signed the Emergency Report form which includes information regarding my child (ren) (including any allergies, or chronic medical problems), and which states the names of the people who are authorized to pick up my child (ren).

I agree to pay the replacement fee on the English textbooks in my child (ren)'s possession should they be lost or mistreated.

Name _____

Signature _____

Date _____

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