International Student Policy

Flex Academy is a Christian school, and all curriculum includes a biblical worldview. This means that parents and students must embrace the values and lifestyle of a Christian approach to life as they will be in an environment that practices a Christian way of life. Students should also be comfortable in a completely English environment for their education. This means they need a fairly advanced level of English training before applying to Flex Academy. Students who successfully complete a Grade 12 level Christian Studies course will receive the Flex Academy Graduation Certificate.

Admissions

All international students must complete the admissions process in order for Flex Academy to administer a Letter of Acceptance. The admissions process includes:

- A completed application form
- A one-time, non-refundable **Application Fee** of $500.00
- A copy of their passport
- A current picture
- A transcript for the last two years of education
- A pastor’s reference (if they are a Christian and attend church)
- A student letter stating why they want to attend Flex Academy
- A Zoom interview

Invoice and Letter of Acceptance

Once this paperwork has been submitted and the student is approved, an invoice will be submitted to the family. When this invoice has been paid, a Letter of Acceptance will be issued by courier.

Homestay

Students will be placed in Christian homes where families have been thoroughly screened and gone through a home interview. The family placement should meet the student's request (to the best of our ability). All families will have completed a Criminal Record Check and submitted to Flex Academy. For Homestay Guidelines, we refer to the BC K-12 International Student Homestay Guidelines provided by the Ministry of Education 2018, taking into consideration that there will be no situation that will be allowed to elevate to the degree where the student would feel that they are in need to contact the BC Children’s Helpline for any reason. All concerns will be dealt with immediately.

Custodianship

Students who attend Flex Academy and are under the age of majority will be assigned a custodian during their stay.The International Student Program Coordinator is the custodian for all the

International students unless other arrangements have been made. The custodian will undertake responsibility for the students during their stay as agreed upon with their parents. All custodianship paperwork must be authorized by a Notary Public both here in Kelowna and in the country of residence.

Visas

All Visas are the responsibility of the student. If an extension is needed, Flex Academy will go through a similar admission process in order to issue the student a letter of acceptance. The International Student Program Coordinator can assist in this process.

English Language Learner

It is best, but not mandatory, that any English Language Learner (whose native language is not English) have a Level 4 English equivalency to enter high school. This is based on online English testing. Once the student has entered Canada and is attending Flex Academy, they may be required to continue with online English training. This may or may not be teacher-assisted.

Tutoring

All tutoring is at the student's cost and is in addition to their full-time program.

Agents

Flex Academy is willing to work with agents. The amount of commission payable by Flex Academy to the agent with respect to each registered student shall be at a prescribed percentage of the tuition registered and fully received. The amount of commission payable by Flex Academy to the Agent for a re-registered student for a consecutive year shall be 0% of the tuition registered and fully received. A commission is earned by the agent only when Flex Academy receives the full tuition. Please refer to the Agent Agreement.

Financial

Please see our website and contact our International Coordinator for more information on finances and/or refund policies.

Health Care

All International students must have medical insurance while attending Flex Academy. They may choose either BC Medical or Guard. Me Insurance for International Students.

School Representative

Flex Academy shall designate an **International Student Program Coordinator** to act on its behalf to assist international students.

Discipline

All international students must adhere to Flex Academy’s policies. Failure to do so may result in disciplinary action.

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