

International Student Admission Procedure:

International Students pay a Grant Replacement Fee **PLUS** tuition fees. The Grant Replacement Fee for 2024-2025 is \$6,720.00. Applicable tuition fees can be found in the table on the admissions page of our website. The tuition amount for international students is also non-refundable, consistent with the school tuition policy. Both the Overseas Grant Replacement Fee & the Tuition Fee must be paid in full at time of registration and are non-refundable.

- I) Application form must be completed for the student(s).
- II) Submit transcripts and report cards from last school (for the last two years)
- III) Provide 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) Provide Notarized Custodian Declaration for Minors Studying in Canada.
- VII) English Language Proficiency Test (IELTS or TOEFL)
- VIII) As condition of acceptance, students must provide proof that they have student health insurance coverage comparable to Manitoba Health Services Commission.
- IX) 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.

Fees: (Inquire about these amounts by contacting the school)

- a) Initial Fees (**Non-Refundable**): (Capital Development Fee-per family, New Student Application fee-per student & Registration fee-per student).
- b) Tuition Fees (**Non-Refundable**)
- c) Grant Replacement Fees - (**Non-Refundable**).

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 Superintendent of Schools for the Manitoba/Saskatchewan Conference of Seventh Day Adventist.

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