



Rosthern Junior College

STUDENT APPLICATION PACKAGE *Returning Canada/USA Student*

RJC Application Forms

- Application for Returning Student
- Student Fee Schedule

Other RJC Forms

- Privacy Information Consent Form
- Student Financial Assistance Application (if needed)
- Vehicle Registration (if needed)



Rosthern Junior College

RETURNING STUDENT APPLICATION 2016-2017

Name in Full _____ Date _____
 First Middle Last (Surname)

Returning for Grade _____ Are you applying to live in residence? Yes _____ No _____

Any changes to personal information? Yes _____ No _____

Home Address _____

Home Phone _____ Student Cell Phone # _____

Parent Email _____ Student Email _____

Welcome back! Briefly tell us why you are returning to RJC: _____

Tell us one thing you would like to improve on to make this year better: _____

Do you have any new health or dietary concerns that the school, residence or kitchen staff need to be aware of:

Are you presently on any medication? Yes _____ No _____

If yes, please specify:

Do you fully understand all of the policies of RJC?

Including: Smoking, drinking, resident life, dress code and attendance? Yes _____ No _____

Are you willing to support and uphold the policies and guidelines? Yes _____ No _____

Your signature below indicates your commitment to RJC and its policies and your desire to respond accordingly.

Signature of Student

Date

Your signature on this form indicates your support of our program and of your child attending RJC according to the understandings above. **Your signature** also indicates consent for your child to participate in the regular curricular and extra-curricular activities that constitute RJC's programming both off and on campus. Last, **your signature** indicates your responsibility for full payment of fees.

Signature of Parent (Guardian)

Date

A non-refundable registration fee of \$100 needs to be received before application can be processed.

The deadline for financial assistance requests for returning students is May 15, 2016.

Rosthern Junior College

Box 5020 Rosthern, SK S0K 3R0 Phone: (306)232-4222 Fax: (306)232-5250
 email: office@rjc.sk.ca admissions@rjc.sk.ca www.rjc.sk.ca

Revised Dec 2015



Rosthern Junior College
STUDENT FEE SCHEDULE 2015-2016
 Canada/United States

A. PERSONAL INFORMATION:

Name of Student _____

Guarantor of Payment _____

Street/Box # _____

City _____ Province _____ Postal Code _____

Home Phone _____ Business Phone _____

Parent's Email Address _____

B. FEES FOR 2015-16:

	Regular Fees	MC SK, MC AB Alumni	Out of Province
Tuition	7,175	5,595	8,505
Residence	6,470	6,470	6,470
TOTAL	\$13,645	\$12,065	\$14,975

NOTE: MC SK refers to Mennonite Churches - SK, Churches; MC AB refers to Mennonite Churches – AB, Churches

C. OTHER FEES:

Registration Fee (<i>non-refundable</i>)	\$100
Grade 12 Graduation Fee (<i>non-refundable</i>)	\$150
Damage Deposit Fee (<i>refundable</i>)	\$125
Shuttle Service Fee (<i>Day Student Option - see attached</i>)	\$900

D. PAYMENT OPTIONS:

Deposit: **Day students** need to provide a tuition deposit of \$500 by August 1, 2015
Resident students need to provide a tuition deposit of \$500 and a residence deposit of \$500 by August 1, 2015
 (*To be applied to school fees/payments*)

	Plan A Full payment on Registration Day	Plan B Two installments Sep 1/15 and Dec 31/15	Plan C Ten installments Sep 1/15–June 1/16
Saskatchewan - Day	\$7,175	\$3,765 + \$3,765 = \$7,530	\$753 x 10 = \$7,530
Saskatchewan - Residence	\$13,645	\$7,165 + \$7,165 = \$14,330	\$1,433 x 10 = \$14,330
MC SK, MC AB, Alumni – Day	\$5,595	\$2,935 + \$2,935 = \$5,870	\$587 x 10 = \$5,870
MC SK, MC AB, Alumni - Residence	\$12,065	\$6,335 + \$6,335 = \$12,670	\$1,267 x 10 = \$12,670
Out of Province - Day	\$8,505	\$4,465 + \$4,465 = \$8,930	\$893 x 10 = \$8,930
Out of Province - Residence	\$14,975	\$7,860 + \$7,860 = \$15,720	\$1,572 x 10 = \$15,720

CHOOSE ONE OF THE ABOVE PAYMENT OPTIONS:

_____ **Plan A** _____ **Plan B** _____ **Plan C** _____ **Plan D** (*other arrangements suitable to school*)

Shuttle Fee _____ (Families in Warman/Osler/Hague area only).

E. FINANCIAL ASSISTANCE

RJC attempts to make school costs affordable to families who are interested. Financial assistance is available for eligible students. If you are applying or re-applying for financial assistance, please request a Financial Assistance Form from admissions@rjc.sk.ca or download a copy from the website. Choose Plan option "D" on the previous page.

Allocations for financial assistance are made June 15 and August 15. The deadline for financial assistance requests for returning students is **May 15, 2015** and for new students **June 15, 2015**.

F. MARKS WITHHELD from Saskatchewan Ministry of Education:

Marks are only submitted to the Saskatchewan Ministry of Education for those students whose accounts are currently paid in full. ***No transcripts will be issued until overdue accounts are addressed.***

G. FINANCIAL CONTRACT:

Regarding the enrollment of my student, _____
I understand the following:

- a. Accounts need to be paid according to the financial arrangements made with the school.
- b. Marks are withheld from the Saskatchewan Ministry of Education until overdue accounts are addressed.
- c. Failure to address accounts may result in my son/daughter being asked to withdraw or his/her re-registration denied.

Signature of Parent/Guarantor

Date

Signature of School Official

Date

Please sign and return this schedule to Rosthern Junior College, Box 5020, Rosthern, SK S0K 3R0 or fax to 306-232-5250.

***A \$500 tuition and \$500 residence deposit (if applicable) is due on August 1, 2015.
This will be applied to the student's tuition and residence fees.***

Rosthern Junior College

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email: office@rjc.sk.ca admissions@rjc.sk.ca www.rjc.sk.ca



Rosthern Junior College

STUDENT FEE SCHEDULE 2015-2016

Canada/United States

Please retain this page for your reference.

H. NOTES TO FEES:

a) Fee Reductions:

- Mennonite Church Saskatchewan, Mennonite Church Alberta, together with the RJC Alumni Association, provide funds for member students, hence have reduced fees for their students.
- Second and third students from a family attending during the same year, have their tuition fee reduced by \$1,135.

b) Out-of-Province Fees:

- Saskatchewan Ministry of Education offers grants to Saskatchewan students only, hence out-of-province students have a surcharge added to their fees.

c) Noon Meal Fees:

- These costs are included in the tuition fee.

I. WITHDRAWALS AND REFUNDS:

- a) **Residence Fees** are refundable on a prorated basis according to the number of days the student has lived in the dorm.
- b) **Academic Fees** are refundable on a prorated basis according to the number of days the student has been enrolled until **November 30** (Semester I) and **April 30** (Semester II). After those dates fees are non-refundable.
- c) **Student Activity and Learning Resources** are refundable until **September 30** (Semester I) and **February 28** (Semester II new students). **Capital Replacement Fees are non-refundable.**
- d) **RJC Clothing Fee** is non-refundable once the items have been worn.
- e) **Accident Insurance Fee** is non-refundable once premiums have been submitted.
- f) **Shuttle service fees** are refundable on a pro-rated basis up until the end of September for Semester I and after the end of February for Semester II. If withdrawal occurs after these dates the shuttle fees are non-refundable.

J. EXPLANATION OF FEE STRUCTURE:

	Saskatchewan Regular	Alumni, MCSK, MC AB	Out of Province
Academic Fee	\$6,120	\$4,540	\$7,450
Student Activity Fee	300	300	300
Learning Resources Fee	240	240	240
Capital Replacement Fee	385	385	385
Student Accident Insurance	20	20	20
School Clothing Fee	<u>110</u>	<u>110</u>	<u>110</u>
Tuition Fees (all students)	\$7,175	\$5,595	\$8,505
Resident Fee	\$6,470	\$6,470	\$6,470
Combined COST (resident students)	\$13,645	\$12,065	\$14,975

*Shuttle Fee (option for Day Students) - \$900/year

Registration Fee (<i>non-refundable</i>)	\$100	\$100	\$100
Grade 12 Graduation Fee (<i>non-refundable</i>)	\$150	\$150	\$150
Damage Deposit Fee (<i>refundable</i>)	\$125	\$125	\$125

***A \$500 tuition and \$500 residence deposit (if applicable) is due on August 1, 2015.
This will be applied to the student's tuition and residence fees.***

K. EXPLANATION OF FEES

- a) **ACADEMIC FEE** includes the costs for instruction, labs, internet usage, email service, library, physical education and similar expenses. Noon meal costs are included as well.
- b) **STUDENT ACTIVITY FEE** includes the costs for student council expenses: Faith & Life, Spirit, Link (RJC yearbook available to students who complete a semester), "Borscht" student newsletter. In addition the costs for student retreats, ALSO, year-end celebrations, athletic officials and game uniforms are included.
- c) **LEARNING RESOURCES FEE** includes the costs for textbook replacement and other resource materials used for teaching, as well as class retreats, trips, activities and ALSO.
- d) **CAPITAL REPLACEMENT FEE** is added to a long-term capital fund used for major repairs to existing facilities.
- e) **RESIDENCE FEE** includes the costs associated with living in the residence, meals, staff wages and salaries.
- f) ***SHUTTLE SERVICE FEE** for students travelling in from the Warman/Osler/Hague area as Day Students, who are transported to and from home each school day by an RJC staff member and vehicle. Half of the fees are due September 1st and half are due February 1st.
- g) **ACCIDENT INSURANCE FEE** includes the cost of 24-hour, 365-day student accident insurance.
- h) **RJC CLOTHING FEE** includes the cost of three items of dress code clothing.
- i) **DAMAGE DEPOSIT** will be used to cover cost of texts not returned or any damage caused to the dorm or school. \$25 of this deposit from each resident student will go to the dorm funds for dorm activities. Any amount not used will be refunded at the end of the school year.
- j) **GRADUATION FEE** includes banquet costs for two adults and the graduating student. It also includes transportation and fireside costs.
- k) There are some **ADDITIONAL COSTS** not covered by the above fees. These include private voice & instrument instruction costs, ski trips, local and club sports' fees, football practice jerseys, sports' teams shorts and more extensive tours.

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PRIVACY INFORMATION CONSENT FORM

Protecting your privacy and personal information has always been an integral part of the policies and procedures of Rosthern Junior College. As of January 1, 2004 Federal legislation governs the collection, use and distribution of personal information.

In this regard we are asking for your consent to use the personal information, with respect to you and your family members, that you have provided in your application form for the following purposes only:

- to inform you about student programs, activities and events
- to inform you about fundraising events and opportunities, as well as volunteer opportunities, for the benefit of the school
- to be published in a directory and distributed to current students and staff of the school to encourage students and families to connect outside of school
- to contact you regarding collection of fees or pledges
- to meet legal and regulatory requirements

In addition, photographs of your children are taken by staff or volunteers while they are engaged in school activities for the purposes of publication in the yearbook, staff and student picture directory, school catalogue, school newsletters, website and other school promotions.

Students are also expected to respect the privacy of others and may not post recordings, images or videos of individuals or school events on social media without permission.

Please sign the consent form below and return it to the RJC office. If you have any questions please do not hesitate to contact the school.

I hereby consent to the collection, use and disclosure of personal information for purposes stated above.

STUDENT NAME: _____

Signature of Parent/Guardian: _____

Date: _____

NOTE: If you wish to limit or withdraw consent, please inform the office at the school.



Rosthern Junior College

STUDENT FINANCIAL ASSISTANCE 2015-2016

INFORMATION AND APPLICATION

This package contains:

- Current Guidelines & Expectations
- Application Form

To request financial assistance, remove the application form from this package and submit it along with a copy of the latest Income Tax T4 Summary Page of the supporting parent(s). *Allocations for financial assistance are made June 15 and August 15. The deadline for financial assistance requests for returning students is May 15, 2015 and for new students June 15, 2015.* For further information or to submit the completed application package, contact:

Principal
Rosthern Junior College
Box 5020, 410 – 6th Avenue
Rosthern, SK S0K 3R0

Phone: 306 232-4222
Fax: 306 232-5250
Email: office@rjc.sk.ca

Commitment to Christian Education

We are aware of the financial commitment that accompanies your decision to enroll your child in our school for Christian education offered in the Anabaptist/Mennonite tradition. For over a century now, parents have endorsed the educational opportunities provided by RJC and the school community fostered here. For the most part, parents look back on the cost as a significant and worthwhile investment in the life of their child. They have realized that the entire family, as well as the child, has benefited from the relationship with RJC. Mennonite and other churches throughout Canada and beyond have certainly noticed the added contributions that many of the graduates of our church schools have made to the faith community.

RJC POLICIES AND PROCEDURES

Policy Title: Student Financial Assistance Policy

Policy Statement:

In recognition of the benefactors who contribute funds for student financial assistance, the board of Rosthern Junior College commits itself to responsible stewardship of these donated resources. The objective is to ensure that financial assistance is distributed fairly, in a manner that makes the school's program accessible to those who would not otherwise be able to attend because of financial hardship, and to bring stability to the enrollment levels in as far as financial assistance is able to do this.

Procedures:

1. All transactions will be carried out and documented according to generally accepted business and accounting procedures and the regulations of Canada Customs and Revenue Agency.
2. Procedures, guidelines and regulations for the payment and collection of tuition fees will apply to all students including financial assistance recipients.
3. Application forms and supplemental information are to be provided to parents/guardians who have expressed a need and an interest. It is to be indicated to parents/guardians that the Student Financial Assistance Committee makes final decisions regarding the allocation of financial assistance. Information provided by parents/guardians is to be kept in confidence by the committee and delegated staff.
4. Decisions regarding student financial assistance will be made by RJC administration with oversight by a member of the RJC Board of Directors. Bursary decisions will be made in June and August.

5. Decisions of the SFA Committee will be made based on the information provided by the applicant's family through the provision of the most **current tax returns**, and from interviews with the family by the staff.
6. In the interest of fairness to those paying full tuition, a student receiving financial assistance may participate in an RJC Service Tour at a cost to the student not exceeding \$1,000. More expensive tours would require a repayment of bursary plus cost of trip.
7. The families of students receiving financial assistance are encouraged to reimburse the bursary fund following the completion of their child's education to make attendance at RJC possible for others.
8. Only in exceptional cases shall the amount of financial assistance **exceed the amount** of the tuition.
9. Primary criteria for the disbursement of financial assistance funds shall include:
 - **demonstrated financial need**
 - **suitability of the applicant to the RJC program**
 - need to **stabilize enrolment** and **protect the integrity of programs**.
10. One half of the total financial assistance **awarded** will be applied to the student's account **at the successful completion of a semester**. To have successfully completed a semester means:
 - a) The student has maintained **acceptable academic work**. The teachers and deans have noted that the student takes his/her academic work seriously and shows effort and diligence.
 - b) The student has **exhibited acceptable behavior**. The teachers and deans have observed that the student and parents are willing to work with teachers and deans to meet academic and school community goals.
 - c) The **student remains until the end of the semester**. Any early withdrawal will forfeit the financial assistance for that semester and will mean the liability for the total account will be the responsibility of the student/parent.

If these conditions are met the financial assistance will be awarded as indicated. Should the conditions not be met, financial assistance will be revoked and other applicants considered.
11. The total monetary amount of financial assistance shall not exceed the budget figure for the item "Bursaries Paid Out" in any given year. Unless otherwise determined, this budget figure shall reflect the interest earnings from bursary endowment funds and current donations designated for bursaries. The principal amounts of the bursary endowment funds are not available for student bursaries.

Concluding Comments:

"Gifts are the tangible evidence of a donor's belief in the values, goals, purposes and importance of the ministry."
(Growing Giving Hearts by Thomas H. Jeavons and Rebekah Burch Basinger)

It is in this spirit that we offer this opportunity to you. On behalf of those who contribute to the Student Financial Assistance Fund, we express their values and commitment to the educational ministry of youth at RJC. We pray that this gift will be remembered, and that in turn you too, as recipient of the goodwill of school supporters, may in the future find it possible and desirable to return this gift so that others may experience and enjoy that which these funds will allow you and your family to experience this year. (See #7 above). May God bless this ministry, the contributors to this fund, and those who receive these gifts.

"And God is able to provide you with every blessing in abundance, so that by always having enough of everything, you may share abundantly in every good work."
 - 2 Corinthians 9:8

"I want to say thank you to people who graciously gave their money so that I could attend and experience RJC."
 - Grade 11 student

"We sincerely hope to be able to return the favour for a future student by donating to a bursary."
 - Parent of a Grade 12 student



Rosthern Junior College

STUDENT FINANCIAL ASSISTANCE 2015-2016

STUDENT FINANCIAL ASSISTANCE APPLICATION

Section 1: Student Information

A. Personal Data:

Student's Last Name: _____

Student's First Name: _____

Social Insurance Number: _____

Birth date: _____

Street/Box/Apt. Number: _____

City/Town: _____

Province: _____ Postal Code: _____

Country (if not Canada): _____

Telephone Number: _____

Section 2: Parent (or Guardian) Information

B. Parental Information:

Parent/Guardian 1 Custodial / Non Custodial *(circle one)*

Last Name: _____

First Name: _____

Social Insurance Number: _____

Address: Same as student, or _____

Telephone Number: _____

Relationship to Student: _____

Parent/Guardian 2 *(if applicable)* Custodial / Non Custodial *(circle one)*

Last Name: _____

First Name: _____

Social Insurance Number: _____

Address: Same as student, or _____

Telephone Number: _____

Relationship to Student: _____

Please attach a copy of last year's income tax return (all pages) or Notice of Assessment. If you did not file an income tax return last year, complete the following question.

Parent/Guardian 1:

If you did not file an income tax return, enter your total income from all sources for last year.

\$ _____ Current marital status: _____

Parent/Guardian 2:

If you did not file an income tax return, enter your total income from all sources for last year.

\$ _____ Current marital status: _____

Please state any special circumstances that relate to this application: *(Please use additional paper if necessary.)*

C. Dependent Children Data

Complete one line for each dependent child (a child who is 18 years or younger and is wholly dependent on you or your spouse for support). Do not include the applicant. If more space is required, attach a separate sheet.

1 st Dependent's Given Name:	_____	Birth date:	_____
2 nd Dependent's Given Name:	_____	Birth date:	_____
3 rd Dependent's Given Name:	_____	Birth date:	_____
4 th Dependent's Given Name:	_____	Birth date:	_____

A note on privacy protection: RJC commits itself to the upholding of financial assistance applicants' right to privacy, and will ensure that information gathered for this application will normally be used only for the purpose of determining eligibility. Information received from applicants will remain confidential to the Student Financial Assistance (SFA) Committee unless its use in any other way would benefit the applicant(s). In no case will the information be shared with anyone outside of the SFA Committee without the consent of the applicant(s).

Declaration and Authorization of Parent, Guardian, or Sponsor

I declare that all information or documentation that I have provided in or relating to this application is complete and correct in all respects, and that any information or documentation that I subsequently provide will also be complete and correct in all respects.

Parent/Guardian 2 *(where applicable)*

Signature *(Please sign in ink)*

Signature *(Please sign in ink)*

Date: _____

Date: _____

Remember to attach a photocopy of last year's Income Tax Return or Notice of Assessment.

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Rosthern Junior College

Vehicle Registration

STUDENT NAME: _____

Vehicle Policy:

- 1) Students may bring vehicles to campus. Their use is determined by the agreement of this policy as signed by the student and parent/guardian. Vehicle use at Rosthern Junior College is a privilege and not a right; therefore the abuse of this privilege may result in it being revoked.
- 2) In granting permission for vehicle use, Rosthern Junior College assumes no responsibility for liability in case of accident. It is understood that the parent/guardian signing the Vehicle Registration form assume responsibility for the student driving the vehicle and absolve the school of any liability regarding its use.
- 3) A *resident student* may bring a vehicle on campus only for the specified purposes indicated below, keeping in mind the legal conditions of the Graduated Driver’s Licensing Program restrictions as outlined by SGI (Please see reverse). Please check below as desired.
 - _____ work
 - _____ lessons and/or off campus sports
 - _____ social reasons on weekends -- how many passengers ? _____
 - _____ transportation home on weekends -- how many passengers? _____
 - _____ other: (please be specific) _____
- 4) For *resident students* it is the responsibility of the student to park the vehicle in the student parking lot immediately upon arrival in Rosthern and give the keys to a dean, as soon as the vehicle is parked.
- 5) We, the undersigned, acknowledge that we have read and understand the above policy and the terms of the owner's vehicle insurance policy. Further, we, the undersigned, hereby indemnify Rosthern Junior College from any and all liability resulting from student vehicle accidents. We, hereby request permission for a student vehicle on campus.

MAKE OF VEHICLE _____

REGISTRATION NUMBER _____

NAME UNDER WHICH VEHICLE IS REGISTERED _____

LICENSE PLATE NUMBER _____

[SEE OVER]

*Note: Student keys will not be released in the following situations unless parental permission has been granted in conversation with the deans:

- a) When the temperature is below -30° Celsius or when temperature is predicted to be at or below -30° Celsius.
- b) When the wind-chill factor exceeds -40° Celsius or when the wind-chill is predicted to exceed -40° Celsius.
- c) When current road conditions are not favorable or when they are predicted to become unfavorable.
- d) Parents shall be encouraged to notify the school if conditions (fog, ice, snow) at the departing student’s home destination are unfavorable.
- e) Vehicle use by students while at school is at the discretion of the deans and vehicles cannot be used to taxi other students to and from downtown or for other local driving.
- f) Vehicle keys will not be available to students during the week.

Graduated Driver’s Licensing Program	
Class 5 – Novice 1 6 months	Class 5 – Novice 2 12 months
Restrictions	
Only one passenger who is not an immediate family member and other passengers must be immediate family members*. Number of passengers limited to the number of seat belts Cannot consume any amount of alcohol and drive (zero BAC). Cannot be a supervising driver. Cannot obtain a commercial driver’s license or school bus endorsement.	Number of passengers limited to the number of seat belts Cannot consume any amount of alcohol and drive (zero BAC). Cannot be a supervising driver. Cannot obtain a commercial driver’s license or school bus endorsement.

*Immediate family members are defined as spouse, child, parent, step-parent, sibling or grandparent.

SIGNATURE _____ DATE _____
(Student)

SIGNATURE _____ DATE _____
(Parent/Guardian)