

# SEMINARY OF CHRIST THE KING

## STUDENT ENROLLMENT AGREEMENT

SEMINARY OF CHRIST THE KING • PO Box 3310 • MISSION, BC • V2V 4J5 • ABBEY: 604-826-8975 • RECTOR: 604-826-8715  
FAX: 604-826-8725 • ABBEY / COLLEGE SEMINARY EMAIL: [a30085@paralynx.com](mailto:a30085@paralynx.com) • RECTOR'S EMAIL: [rector.majors@yahoo.ca](mailto:rector.majors@yahoo.ca)

### STUDENT INFORMATION

STUDENT NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY and  
PROVINCE/STATE: \_\_\_\_\_  
POSTAL/ZIP CODE: \_\_\_\_\_  
TELEPHONE #'S: H: \_\_\_\_\_ C: \_\_\_\_\_ W: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
SOCIAL INSURANCE/SECURITY #: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
EMERGENCY CONTACT: \_\_\_\_\_  
RELATIONSHIP: \_\_\_\_\_  
TELEPHONE #'s: H: \_\_\_\_\_ C: \_\_\_\_\_ W: \_\_\_\_\_  
INTERNATIONAL STUDENT: YES \_\_\_\_\_ NO \_\_\_\_\_

### PROGRAM INFORMATION (for office use only)

DATE OF ADMISSION (M/D/Y): \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
PROGRAM/COURSE: \_\_\_\_\_ START DATE (M/D/Y): \_\_\_\_\_  
ANTICIPATED END DATE: \_\_\_\_\_ FULL-TIME or PART-TIME: \_\_\_\_\_  
NUMBER OF SEMESTERS: \_\_\_\_\_ TOTAL CREDITS \_\_\_\_\_  
PROGRAM TUITION: \$ \_\_\_\_\_ BOARD AND LODGING: \$ \_\_\_\_\_  
STUDENT ASSOCIATION: \$ \_\_\_\_\_ BOOKS/SUPPLIES (varies): \$ \_\_\_\_\_  
DEGREE FEE (payable in January of the last year of study): \$ \_\_\_\_\_  
TOTAL COST \$ \_\_\_\_\_

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### PRIVACY

Under the *Personal Information Act* students are entitled to access their student file.

The student's personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student consents to other use.

### TUITION FEE POLICY

#### FOUNDING PRINCIPLE OF FUNDING:

From its inception in 1931, the Seminary of Christ the King has followed the principle that no promising student is denied entrance because of insufficient funds. Eligible students, their families, and their sponsoring dioceses have the primary responsibility for bearing the cost of an individual's fees and expenses. If a promising student exhausts the financial resources available to him, the Seminary will assess whether it will provide financial support in view of his suitability to the priestly vocation (See Bursary Policy). Among the criteria used by the members of the board to evaluate the suitability of the student for continued priestly formation are his human qualities and academic performance as specified in the Program for Priestly Formation approved by the Conference of Canadian Catholic Bishops.

#### BURSARY POLICY:

The Seminary of Christ the King has a number of bursaries available for students who are unable to pay their student fees in full. Assistance is given to those students who demonstrate both merit and need. The Rector consults with the Seminary business office about cases of financial need and advises about amounts to be credited to the accounts of students.

Burses and Scholarships are awarded by the following criteria: financial need, vocational commitment, academic performance, and community service. Seminarians who have their boarding and tuition paid by their diocese will be not eligible. Applications will be reviewed by the Scholarship and Bursary Committee. Only seminarians who are awarded scholarships and burses will be notified.



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### **RESPONSIBILITY FOR PAYMENT:**

The seminary accepts students in two different categories: those who are affiliated to a diocese or religious congregation as well as those who enter the academic program as independent students (not affiliated to a diocese or religious congregation).

Seminarians not affiliated with a diocese and pursuing an academic program in the Faculty of Arts are responsible for their seminary fees and personal expenses associated with their studies.

Seminarians beginning their studies in the Faculty of Theology are financially supported by the diocese or religious congregation which sponsors them. The seminary directly bills the ecclesial institution which sponsors the seminarian for tuition, room and board, student association fees and textbooks purchased from the Seminary Bookstore. The ecclesial institution (diocese or religious congregation) then pays the seminary the amount which it was billed.

Seminary fees are payable at the beginning of September and January respectively. Payment can be made by cheque, cash, or wire transfer. The Seminary of Christ the King is a qualified institution for Canada Student Loans.

After consulting with the seminary financial officer, the student may pay his current semester fees in four monthly installments on a date to be mutually agreed upon. Students with outstanding fees at the end of a semester will not be issued academic transcripts nor be permitted to register for subsequent studies at the Seminary of Christ the King until their accounts with SCK are cleared. Students who decide to leave on their own volition or are dismissed receive a pro-rated refund of their fees.

### **REFUND POLICY:**

1. When a student leaves or is dismissed from the seminary during a school term, he will receive a refund on a proportional basis for tuition and room and board fees that he has paid.
2. Student association fees are not reimbursed.
3. Sponsoring dioceses or religious communities which paid the fees of a student will be refunded on a proportional basis in the case that the sponsored student leaves or is dismissed from the seminary

**INTERNATIONAL STUDENTS** also fall under the same two categories above and may or may not be supported by a diocese or religious congregation.

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### STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school's "Directives for Arts and Theology Students", which contains information describing the spiritual life, community life, manners, studies and activities, and evaluation. The school "directives" is included as part of this enrollment agreement and I acknowledge that I have received an electronic copy of the same.

\_\_\_\_\_ Student initials

2. I have carefully read and received an exact copy of this enrollment agreement.

\_\_\_\_\_ Student initials

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the "Directives for Arts and Theology Students". While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school calendar and that my financial obligation to the school must be paid in full before transcripts or degree diploma will be issued.

\_\_\_\_\_ Student initials

4. I have received and read copies of the following:

- Cell Phone and Internet Use Policy \_\_\_\_\_ Student initials
- Required Personal Items \_\_\_\_\_ Student initials
- Daily Schedule \_\_\_\_\_ Student initials
- Fee Payment and Refund Policy \_\_\_\_\_ Student initials
- Student Attendance Policy \_\_\_\_\_ Student initials

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The following contract applies to independent students and all students pursuing an academic program in the Faculty of Arts.

### CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. I further understand and consent that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by the Seminary of Christ the King.

My signature below signifies that I have read and understand all aspects of this agreement and recognize my legal responsibilities in regard to this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

At \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

Signature of School Official \_\_\_\_\_

Date \_\_\_\_\_

### REPRESENTATIVE'S CERTIFICATION

I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in \_\_\_\_\_ (program name) at the Seminary of Christ the King, as described in the school calendar. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official \_\_\_\_\_

Name of School Official \_\_\_\_\_

Date \_\_\_\_\_