

ABOUT KING'S UNIVERSITY COLLEGE

The King's University College is a degree-granting institution offering Christian University education. It is located in Edmonton, Alberta, Canada. King's is a member of the Council for Christian Colleges and Universities (CCCCU) and of the Association of Universities and Colleges in Canada (AUCC). King's degrees are accredited under the Universities Act of Alberta.

The University College was founded in 1979, and has a student population of over 600. With a student faculty ratio of 3:1, King's offers its students the opportunity of a unique personal encounter with faculty members.

King's attracts students of all ages from a variety of backgrounds. Its educational philosophy is rooted in the historic Christian faith and its teaching and research are influenced by a Christian worldview. The College stresses academic excellence within a caring environment.

THE KING'S UNIVERSITY COLLEGE - MISSION, VALUES AND VISION

OUR MISSION

We exist to provide university education that inspires and equips learners to bring renewal and reconciliation to every walk of life as followers of Jesus Christ, the Servant-King.

OUR VALUES

Community...

- mutual encouragement, openness, and respect among students, staff, and faculty
- growth and maturity as Christians in all aspects of our lives
- our founding Reformed tradition for its convictions that our world belongs to God and that the redemptive work of Christ embraces all things
- the diverse Christian faith traditions of our faculty, staff, and students which enrich our academic community intellectually and spiritually
- our supporting constituency for its vision and dedication
- our calling to contribute to the public good
- collaboration with individuals, institutions, and governing authorities in higher education

and Learning...

- interest in exploring all dimensions of our world
- learning marked by openness, delight, and awe
- creative and critical pursuit of knowledge and wisdom
- the unfolding of creative gifts and talents
- interdisciplinary learning
- excellence in teaching, learning, and research
- student engagement in learning and research

...for Service

- global awareness shaped by respect for our neighbors
- social transformation rooted in a biblical vision of justice and compassion

- care for creation
- stewardship of all our resources

OUR VISION

We aspire to flourish and grow as a university community faithful to the biblical vision of the restoration of all things in Jesus Christ, characterized by creative teaching, passionate learning, rigorous scholarship, compassionate care, and joyful service.

ACADEMIC PROGRAMS

Deciding what you are going to study can be a little intimidating. While some students know precisely what career they want to choose and the best path to get there, some students have no idea where to even start to answer those questions. If you are one of those students who has not yet made up your mind as to what degree and major you should choose, take heart, you are not alone!

You can find more information about all of King's course offerings and academic programs on the website, at <http://www.kingsu.org/academic-programs/index.html>.

STEPPING IT - THE APPLICATION PROCESS

Once you've made the decision to pursue an academic career at the King's University College, it's time to take the next step and apply.

STEP 1- REVIEW ACADEMIC PROGRAMS.

Take the time to review the courses that are offered at Kings. After you have done so be sure to select the program you want to study. A list of programs and more information is available at <http://www.kingsu.org/academic-programs/index.html>.

STEP 2- COMPLETE APPLICATION FORMS.

Complete the application form and forward this with \$130 (Cdn) to King's. Application forms and an on-line application are available on-line at <http://www.kingsu.ca/future-students/application-forms.html>. For your application to be processed, you will also need to send in all supporting documents.

Supporting documents include:

1. Reference forms completed on your behalf by someone who knows you and your educational abilities, but who is not a relative
2. Official transcripts sent directly to our office from each of the following: your high school, any post-secondary institutions attended, and any testing organizations (including government and TOEFL) who have test records for you. Note that faxes are not official copies.

Please note that applicant's whose first language is NOT English will need to demonstrate a level of English proficiency sufficient to enable them to succeed in our programs. This proficiency must be demonstrated regardless of citizenship of country of origin. English proficiency may be demonstrated by one of the following:

- Test of English as a Foreign Language (TOEFL)

- paper-based: 580 (or 570 accompanied by a Test of Written English (TWE) score of 4)
- computer-based: 237 (or 230 accompanied by an essay rating of 4)
- internet-based: 86 (with a minimum score of 21 in each of the four tested areas).
- International Baccalaureate Higher Level English with a minimum grade of 6.0
- Advanced Placement English with a grade of 5.0
- Engl 204 or 205 (or equivalent) with a grade of B- (Alpha 4.00 scale)
- Canadian Academic English Language (CAEL) Assessment with a minimum score of 70
- International English Language Testing System (IELTS) with a score of 6.5; 5.0 on each band
- Michigan English Language Assessment Battery (MELAB) with a score of 90;
- Completion of the ASPECT program to level 7
- TKUC administered English Language Studies Assessment Test with an acceptable score. (Note this is only available to students who are already in Canada.)

**SAT, ACT and GCE scores should be submitted if available.*

STEP 3- WAITING FOR ACCEPTANCE.

After you have submitted all the relevant documents to The Kings University College, you will receive letter confirming receipt of your application. If all your documents are in good standing and if you have paid the relevant fees you will receive a another letter from King's confirming your acceptance into your program of choice.

STEP 4- OBTAINING A STUDY PERMIT.

To study in Canada you will need a Study Permit. You may also require a visitor's visa (or TRV) to enter Canada. You should check with either the Canadian consulate or Canadian embassy in your country regarding the processing of your Student Authorization (IMM 1208B), and your visitors visa. The immigration officers there should be able to answer your immediate questions and provide you with all necessary forms. **Students who are not US Citizens should allow themselves at least 6 weeks time for obtaining this permit; in some countries processing is much longer.**

Under no circumstances should you leave for Canada until you have received your letter of final admission to The King's University College and you have obtained your Visa (if needed) and your Student Authorization. It is not possible to change from "Visitor Status" to "Student Status" within Canada.

For more information on Study Permits and Visas, see the [Immigration Made Easy](#) section of this handbook.

STEP 5- SCHOLARSHIPS AND BURSARIES.

There a number of bursaries and scholarships that are made available each to International students. In order to receive these you will need to submit an application form for the ones that you qualify. For more information on International Student Bursaries and Scholarships please see the [Financial Aid](#) section of this handbook.

STEP 6- APPLICATION FOR RESIDENCE.

International students are strongly encouraged to utilize on-campus living arrangements. The King's University College residence program provides international students the necessary support needed in preparing them for life in Canada and more specifically, life at King's.

For more information on the residence program please visit <http://www.kingsu.org/current-students/residence.html>.

STEP 7- CONTACT THE COORDINATOR OF INTERNATIONAL STUDENT PROGRAMS.

If you have successfully completed the application process, have received a letter of admission, and have all your required travel documents in place, your next move is to get in touch with the Coordinator of International Student Programs (CISP). Note that by now you should have already received a letter from the CISP. If you did not receive this letter, please contact the CISP at (780) 465-3500 or email at studentlife@kingsu.ca.

IMMIGRATION MADE EASY

I. Canada has three groupings for its residents:

Citizens. You have full legal rights and privileges in Canada

Permanent Residents. (individuals with a landed status but are not yet citizens, as in Skilled Workers or Refugees)

Temporary Residents. (international students, visitors, temporary workers)

Note: As an international student, you will be under the category **Temporary Residents**.

II. Depending on your home country you may have two types of immigration documents:

A permit: A valid permit gives you the legal right to study and/or work legally in Canada. A permit does **not** guarantee entry into Canada.

A Temporary Resident Visa (TRV): Some international students will require a TRV for entry into Canada. Visit www.cic.gc.ca/english/visit/visa.html for a list of these countries. **TRV's** are used only for entry into Canada. Though not mandatory, it is recommended that you keep a valid **TRV** while you are in Canada. If your **TRV** expires while you are studying and you wish to have it renewed, visit the Coordinator of International Student Programs who will assist you with the application process. You may also visit www.cic.gc.ca for details on the renewal process.

Note: **TRV's** can only be obtained from visa offices outside of Canada. If your TRV expires while studying in Canada it is recommended that you send your application for renewal to the Canada Consulate in Seattle, Washington <http://www.dfait-maeci.gc.ca/seattle>; or to the Canadian Consulate in Buffalo <http://www.dfait-maeci.gc.ca/buffalo>.

APPLYING FOR A STUDY PERMIT

You will need a study permit if you are planning to study for more than six months at King's. Before you apply for a study permit, be certain that you have applied to King's and received a letter of admission.

Check the following criteria to see if you are eligible for a study permit

- You have received an admission letter to King's
- You are law-abiding citizen with no criminal record
- You are in good health and are willing to complete a medical examination
- You have enough money for at least one year of study at King's (approximately \$15,000 Canadian)

Note: Students who have been accepted at King's to a program that will run for six months or less do not need to apply for a study permit.

The Application Process

It is important that you allow for the appropriate processing times when applying for a study permit. Please speak with the visa office in your area or check the CIC website (<http://www.cic.gc.ca>) to find out how long it will take to process your application.

- 1- Obtain an application kit from the CIC website or from the consulate in your area.
- 2- Check to see if you require a temporary resident visa (TRV) to enter Canada (you can check this information at the CIC website). Your TRV will be processed along with your study permit if you require it. Make certain to ask your visa officer about your TRV.
- 3- Check the CIC website to see which visa office is responsible for processing applications in your country.
- 4- Check with the visa office responsible for your country to see which supporting documents are required with your application.
- 5- You will be required to pay an application fee. Check with the visa office serving your country to determine the amount to be paid.
- 6- Check to ensure your application form is properly completed and that you have all supporting documents required for your application.
- 7- Send your application along with the application fee to the visa office serving your area.

Your Study Permit application will often include the following:

- Application form (IMM 1208B) on the CIC website
- Proof of payment
- Proof of admission to King's
- Proof of financial support
- Proof of identity
- Any other documents required by the visa office in your area

APPLYING FOR EXTENSIONS ON STUDY PERMIT

The student is responsible for checking immigration documents (study permits, work permits, temporary resident visa) to ensure that their immigration status is maintained. If you need to apply for renewal or extension of status you should allow for adequate processing time—usually 3 months/90 days. It is recommended that you apply to change your permit at least 30 days before your current permit expires.

Processing times may vary depending on the nature of application.

To receive renewal and/or extension application forms go to www.cic.gc.ca/english/applications/menu-side.html. To check current processing times visit: www.cic.gc.ca/english/department/times/processs-in.html.

The Application Process

To extend your study permit you will need to apply on-line at www.cic.gc.ca or send the following documents to Vergreville case processing centre.

- Application form and document checklist
- Transcript of your last two semesters
- Photocopy of passport (all pages with marked stamps)
- Receipt showing that you have paid your application fees. If you paid online be sure to print off the receipt and send it along with your application. You can also pay the fee at the bank of your choice. To make a payment at the bank you will need to take along a blank copy of the immigration receipt with you. You can pick up an immigration receipt from the International students office or request it from CIC.
- Official letter confirming your student status. You can request this at the registry.

Check the CIC website for additional information.

EXPIRED STUDY PERMITS

If your study permit expires while you are awaiting a response from CIC, you will be considered

as having *implied status* in Canada until you receive a response. This will allow you to continue classes until you receive your official document form CIC.

Note that it is important that you remain in Canada while you are waiting to receive a response. You may be unable to return to Canada if you leave without valid study permit. If your study permit expires before you have submitted an application for a renewal, you will be considered as being “out of status”. You will then have to apply for a restoration of status. You will have 90 days from the date your study permit expires to submit an application for restoration of status.

In addition to regular renewal fees, you will have to pay a restoration of status fees. If your study permit has expired for more than 90 days you will be unable to renew it. You may also be asked to leave Canada, as you would have violated immigration laws. If you desire to continue to studying in Canada you will need wait six months before you can apply for a new study permit. A new permit can only be granted from outside of Canada.

TRANSFERRING BETWEEN INSTITUTIONS

International students with valid study permits at post secondary institutions may transfer between programs and/or institutions. Transfers can be done without renewing existing study permit or applying to change conditions of existing student authorization.

TRAVELING OUTSIDE CANADA

When planning to travel outside of Canada, it is recommended that you check your documents to make sure that they will not expire while you are outside of Canada. You should also make sure that you have a valid TRV as this is the only document that allows for re-entry into Canada (for individuals of countries requiring a TRV).

If your study permit will expire while you are outside of Canada, it is recommended that you complete the application process prior to leaving. Application can be made outside of Canada but may take longer depending on where you have applied.

Note: Please remember that if your current document expires while you are abroad it is NOT advisable for you to travel while an immigration document is being processed.

WORKING IN CANADA

Working part-time while completing your studies is an important part of ensuring financial stability. Here are the options for International Students when it comes to getting a job.

If you are thinking about applying for an off-campus work permit it is highly recommended that you wait until after you arrive at King's. Working on-campus has many perks, like supervisors who understand that you are in school and the convenience of not having to travel anywhere to get to work. Allowing yourself the opportunity to check out your on-campus options could save you the time and money of applying for an off-campus visa.

WORKING WITHOUT A WORK PERMIT

Working On-Campus

There are several work opportunities for full-time International Students at TKUC. International Students do **not** need a work permit to work on campus if they possess a valid study permit and are enrolled as full-time students. Students wishing to work on Campus will need to complete the on-campus job application form. You can also pick up an application form from

Enrolment Services. Once offered a position, you must apply for a Social Insurance Number. Please see the Coordinator of International Student Programs for information on how to apply for your SIN.

Volunteering

If you are simply looking for a way to get involved without getting paid, volunteering is a fantastic option. International Students do **not** need a work permit to volunteer. See the [Volunteer Opportunities](#) section of this handbook for more information.

WORKING WITH A WORK PERMIT

Working Off-Campus

To work off-campus, you have to apply for a work permit. Do not begin to work off-campus until you have received your work permit. The work permit authorizes you to work up to 20 hours per week during regular academic sessions, and full-time during scheduled breaks (e.g., winter or summer holidays and spring break).

To be eligible for an off-campus work permit, you will have to:

- have a valid study permit;
- be studying at a participating institution
- have been a full-time student for at least six of the twelve months preceding your application for a work permit;
- be in satisfactory academic standing;
- sign a form authorizing the institution, the province and CIC to share your personal information (in order to confirm that you are continuing to study full time and that you are in satisfactory academic standing);
- complete a work permit application (available on the CIC Web site); and
- include with your work permit application an official receipt to show you have paid the application processing fee.

Working under Co-op and Internships

For some academic programs, work experience is part of the curriculum. Foreign students who wish to participate in a co-op or internship program must apply for a work permit (there is no fee for this application).

To be eligible for a work permit under these programs, the following conditions must be met:

- you must have a valid study permit
- your intended employment must be an essential part of your program of study in Canada;
- your employment must be certified as part of the academic program by a responsible academic official of the institution; and
- your co-op or internship employment cannot form more than 50 percent of the total program of study.

Note: You do not need to pay for an application-processing fee for this work permit.

POST-GRADUATION WORK PROGRAM

Please note that you are not eligible for the post-graduation work permit program if you are:

- participating in a Canadian Commonwealth Scholarship Program funded by the Department of Foreign Affairs and International Trade (DFAIT);
- participating in a Government of Canada Awards Program funded by the Department of Foreign Affairs and International Trade (DFAIT); or
- receiving funding from the Canadian International Development Agency (CIDA).

The post-graduation work program is designed to provide graduating students with Canadian work experience in their field of study. A work permit under the Post-Graduation Work Permit Program cannot be valid for a longer period than the length of your studies. For example, if you graduate from a four-year degree program, you could be eligible for a three-year work permit if you meet the criteria. If you graduate from an eight-month certificate program, you would be eligible for a work permit that is valid for no more than eight months.

How do I participate?

To obtain a post-graduation work permit that is valid for one year or less, you must meet the following requirements:

- You must have graduated from The King's University College.
- You must have studied full-time for at least eight months preceding the completion of your program of study.
- You must have completed and passed the program of study and received a notification that you are eligible to obtain your degree, diploma or certificate.
- You must have applied for a work permit within 90 days of receiving written confirmation (e.g., transcript, official letter from the institution, etc.) from your institution indicating that you have met the requirements of completing your academic program.
- You must have a valid study permit when you apply for the work permit.
- You cannot have previously been issued a post-graduation work permit following any other program of study.

Post-Graduation Work Application Process

Send your work permit application to the Case Processing Centre in Vegreville, Alberta.

Application must include:

- Completed application to Change Conditions, Extend my Stay or Remain in Canada,
- Photocopies of your passport and current study permit
- Written confirmation (e.g., transcript, letter, etc.) from your institution indicating that you have met the requirements of your program,
- an official receipt which shows you have paid the appropriate processing fee.

Note: If you have a valid off-campus work permit (these are usually issued for the same period as your study permit: i.e., period of study plus 90 days), you will be able to start the job for which you have received an offer while awaiting the work permit you applied for under the Post-Graduation Employment Program. Do not work without being authorized to do so. If you do, you may be asked to leave Canada.

Extending a Post Graduate Work Permit

If you want to extend your work permit beyond the given limit, you will have to obtain a Service Canada opinion. Please visit the CIC website for additional information on Service Canada opinion or contact your International Students Advisor.

SOCIAL INSURANCE NUMBER (S.I.N.)

The SIN is a nine-digit number that you need to work in Canada or to have access to government programs and benefits.

APPLYING FOR A SIN

The process of obtaining a SIN is quite simple. Applications can be made in person to the Human Resource Centre of Canada. The closest one to King's is located at 6325 Gateway Boulevard, Edmonton, Alberta, T6H 5H6.

You can also apply by mailing your application and **original** documents to
Social Insurance Registration
 P.O. Box 7000
 Bathurst NB
 E2A 4T1

DOCUMENTS NEEDED FOR SIN APPLICATION

You need to provide a **primary** document to apply for a Social Insurance Number (SIN), replace your card, or amend your SIN record. A primary document is an official document that proves your identity and status in Canada. Service Canada will need to see ORIGINAL of your primary document. If the name on this document is different from the name you currently use, you will also need to provide a supporting document.

To work on-campus, you will also need a contract of employment filled out by your on-campus employer. Please visit the Coordinator of International Student Programs for this form.

You will need to submit the following primary documents with your application:

- Work Permit - issued by Citizenship and Immigration Canada (CIC).
- Study Permit - issued by Citizenship and Immigration Canada
- A contract of employment from a learning institution or employer on campus.

Note: As an International Student you will receive a temporary SIN card that begins with the number "9". Your SIN card expires on the date indicated on the front of the card. The SIN card also expires on the date your study permit expires.

King's recommends in-person application, as Service Canada is not responsible for documents lost in transit. Please contact the Coordinator of International Student Programs for SIN application forms or download the forms at www.servicecanada.gc.ca. The Coordinator of International Student Programs will also assist with the application process.

MONEY MATTERS

When it comes to your finances, there are many things to consider. It is important that you plan ahead and anticipate what your life in Canada is going to cost so that you can avoid a financial emergency. Here are some tools to help you through this process.

FINANCIAL AID

There are a number of scholarships and bursaries that are made available to International students at King's. Scholarships are granted on the basis of academic performances and bursaries are normally given based on financial need. There are financial awards given in recognition of excellence in either academics or co-curricular or academic pursuits. Please note that King's does not offer full scholarships or bursaries to support any one student.

Bursaries and Scholarship specifically for International students.

- International Service Bursaries
- Go Global Bursary

- Adriana Vanden Dool Bursaries
- Sierra Leone and Africa Bursary Fund
- King's Foundation (U.S) Scholarship

International students may qualify to receive a number of other Bursaries and Awards, Please refer to the online calendar (<http://registry.kingsu.ca/Calendar/TitlePage.htm>) for an additional list of Bursaries and Scholarship for which you may be eligible to apply

Note: Awards may have their own application procedures and deadlines; please check the individual award for details. Note as well that the March 31st deadline is subject to change.

Eligibility

In order to be eligible for scholarships and bursaries administered by the University College:

- New students must have received at least initial admission
- Returning students must have all incomplete grades resolved by the normal incomplete deadline
- All students must maintain full-time status (at least 9 credits per term) for both fall and winter terms
- Students enrolled in off-campus programs are not eligible for scholarships, bursaries or awards for the portion of their studies which are off campus
- Students beginning studies in January are not eligible. This includes these students who are required to defer their admission because their study permits were not ready for September.

Application

Some scholarships administered by the University College are awarded automatically at admission. Other scholarships and bursaries administered by the University College require an application, in which case application forms must be received by March 31 in order to be considered. Application forms are available at www.kingsu.ca. You can also pick up an application form at Enrolment Services office. Application forms must be completed in full, including any supplementary information required for the specific scholarships or bursaries. Applications are available in December of each year.

CURRENCY AND BUDGETING

To manage your funds correctly you will need to convert all your monies into Canadian dollars. It is imperative that you do this, as you will need to make a financial projection in order to correctly plan for you time here in Canada. After you have made the necessary conversations it is recommended that you do a financial projection for at least year 1 of your studies.

Budgeting Made Simple

Note: This table is based on estimates. Please use it as a **guide only** when determining your budgeting needs for the year.

<i>Estimated Expenses for 8 months on Campus (during the school year)</i>	Cost
Tuition (31 credits @ \$266.50)	8261
Live on Campus (Tower Residence double occupancy)	2840
Student Fees (Full Time)	1955
Books and Materials	1300
Food (8mths)	2800
Living expense (clothes, cleaning supplies, bus pass)	1000
Total	18,156

<i>Estimated Expenses for 4mths off campus</i> <i>(Summer mnths)</i>	
Rent (\$500 @ 4mths)	2000
Bus Pass (\$60 @4mths)	240
Food	500
Other	500
Total	3,240
Grand Total	21,396

FINANCIAL WORKSHOPS

From time-to-time King's will host financial workshops that will assist you in developing a plan to make your money last. These financial workshops are geared toward students wanting to get a better handle money management. Financial workshops also cover the do's and don'ts of applying for and receiving financial aid.

For additional details on workshops please check with the Financial Aid Office or Student Life.

OTHER FORMS OF FINANCIAL ASSISTANCE

King's does offer emergency financial assistance to Students who are facing financial crisis. At the time of application an assessment will be made and assistance given to individuals who demonstrates the need for financial assistance.

On your application form state clearly as to your reason(s) for applying for Financial Aid. A maximum of \$500 will be awarded in the form of a loan or grant. Students may only apply once per term for financial assistance and assistance is given based on availability of funds.

Note: You can pick up an Emergency Financial Assistance form from the Student Life Office.

BANKING

Most financial transactions within Canada are carried out using either a debit card or a credit card. In fact, there are some instances (such as car rental, reserving a hotel room, or purchases made online) which can only be done with a credit card. To obtain your credit or debit card you will need to open an account at a recognized financial institution.

Opening a Bank Account

Simply visit the bank of your choice and tell them you would like to open an account. Along with your King's card, you will need to provide two pieces of I.D. such as a passport, Social Insurance Number (S.I.N.) card or a driver's license. You may be required to provide details of the purpose of the account to determine whether you should open a checking or savings account. There are other accounts (Student Credit Card account or a joint account) that you could activate as well. Ask the representative to help you choose the right account for you and to help you set it up.

List of Banks

Here is a list of banks near King's. **TD Trust** and **Capital Savings Credit Union** are the closest, with locations in the Capilano Mall (50th Street, 15 minute walking distance from campus). There are automated teller machines (ATMs) of other financial institutions (such as **President's Choice Financial Institution**, **Royal Bank of Canada**, **Bank of Montreal**, and **Nova Scotia Bank**) close to King's on 90th St.

TD Canada Trust

Capilano Mall
Address: 5004 98th Ave.
Edmonton, AB
T6A 0A1
Tel: (780) 448-8620

Bank of Nova Scotia

Main Branch
Address: 10050 Jasper Avenue NW
Edmonton, AB
T5J 1V7
Tel: (780) 448-7600

Bank of Montreal

Main Branch
Address: 10199 101 Street NW
Edmonton, AB
T5J 3Y4
Tel: (780) 428-7201

Note: To look up other institutions and their locations please visit www.yellowpages.ca.

TAX LAWS

As an international student at The King's University College you are subject to the tax laws of Canada and the province of Alberta. It is important that you understand what your rights, entitlements, and obligations are under Canada's tax system. Taxes are calculated by using income, deductions, non-refundable tax credits and refundable tax credits. It is your responsibility to verify your income tax status, and to make sure you pay the correct amount of taxes.

Terms and Definitions

The following are terms that you will run across when you are looking at filing your taxes.

Income

Income is considered as any money you receive in a tax year. This includes but is not limited to money received from employment, scholarships, and bursaries, All Canadian residents are required to report income from all sources whether within or outside of Canada on your Canadian income tax return.

Deductions

Deduction can be understood in a number of ways. A deduction could be money that is normally taken from your overall income, usually in the form of taxes. Or, money that is paid into Registered Retirement Savings Plans (RRSP) or other professional dues or child care expenses. There are other forms of deductions which can be factored in when filing taxes, these include, but are not limited to, costs you incurred when moving to Canada. Be sure to keep your receipts for airline tickets and other expenses as you may be able to claim these costs against certain income.

Note: Money paid into RRSP's and/or toward professional dues may be used to offset your income thereby reducing the amount you pay in taxes

Non-Refundable & Refundable Tax Credits

Non-refundable and refundable tax credits may be assessed to affect your over all tax return from your provincial and federal government. Non-refundable tax credits reduce your federal tax.

Note: As an international student, you may be able to claim the Tuition and Education amount. These credits will allow students to reduce their income taxes by taking into account eligible tuition fees and the education amounts.

Most Common Information Slips Students Deal With

- **T4** is a summary of your employment income and deductions for the year. .
- **T4A** is a summary of scholarships, bursaries, and grants you received during the year.
- **T220A** (education deduction form) identifies the number of months you attended university during the calendar year.
- **T5** If you are set up with a bank account you receive a T5, which will identify the amount of interest you received from a financial institution.

Note: your tax slips are normally sent to you via mail.

Filing Your Tax Returns

As an international student, you should file your taxes annually. Here are some Frequently Asked Questions about filing tax returns.

Should I file taxes if I am not employed?

Yes. International students should file taxes even if they are not employed. Filing your taxes will allow you to keep track of your tuition tax credits which can be later used to offset future tax amounts to be paid. In filing taxes you may also become eligible for GST (Goods and Service Tax) refunds.

When should I file taxes?

The Tax year runs from January 1st to December 31st. You are however expected to have your taxes file by April 30th each year.

How do I file my taxes?

There are programs (software) that will allow you to file your taxes electronically. Using HR Block is also another popular way of filing taxes. HR Block is a tax preparation company that specializes in assisting individuals with their taxes.

For additional information on filing taxes please visit on www.cra.gc.ca If you need information on your local HR Block, please see your local yellow pages.

RESIDENTIAL OPTIONS

Please note that The King's University College does not arrange for accommodation. Students are responsible for obtaining their own housing.

ON-CAMPUS HOUSING

We invite you to become part of a community where we hope you will make life long friends, learn about yourself, grow in your relationship with God, and discover new things.

Studies show that students who live in Residence are more involved in co-curricular activities and have a better university experience. Why not make on-campus living a part of your time at The King's?

The King's University College offers two residence options for full-time students during the academic year (September through April): The Tower residence and the Apartment residence.

TOWER RESIDENCE

Intended for first and second year students, the Tower provides a safe, convenient, reasonably priced housing option. All first year, out-of-town students are strongly advised to take advantage of the unique educational and social opportunities provided through residence life.

- Rooms are large and fully furnished (including bed, desk, chair, bookshelf, wardrobe, and telephone service) for two students.
- Each room has its own four-piece washroom.
- Subject to availability single rooms may be rented for an additional charge.
- Internet access via the King's network is included in the cost of the room.
- Common lounge areas and prepaid laundry facilities are available.
- Students are responsible for their own bed linens, task lighting and accessory furnishings.

Tower residence students access food services in the cafeteria by establishing a prepaid food services account.

APARTMENT RESIDENCE

Our five-storey apartment residence is intended for senior and returning students.

- Self-contained suites with kitchen, living area, two bathrooms and six bedrooms in each suite. One suite is available which contains a washroom designed for students with disabilities. In this suite, there are only five bedrooms.
- Suites are fully furnished with appliances, dining table and chairs, living room furniture, bed, desk, chair, wardrobe and telephone service.
- Prepaid laundry facilities.
- Food services accounts are also available, though not required, for Apartment residence students.

RESIDENCE LIFE

Life is never boring in Residence! Whether it's a study group meeting in one of the lounges, a dodge ball tournament, worship team practice, or showing your floor pride at Rez Rumble, there is always a way to get involved. The best thing about living on campus isn't the convenience, is the community.

Each floor in the Tower has a Residence Assistant (RA), a second or third year student who lives on the floor. The RA is there to help plan floor activities, keep residents up to date on current happenings and important information, and provide support as students make the transition to university life. Each Tower floor also has a Ministry Coordinator (MC) who organizes small groups, helps the floors plan weekly worship services, and coordinates service projects.

The Apartment Residence has Community Life Leaders who find creative ways to help residents build friendships and community.

COSTS PER YEAR (2009-2010)

Room and board fees are paid at the beginning of each academic term. Room fees include utilities and internet.

Tower Residence

Double Occupancy \$2680/year (\$335/month)

Single Occupancy (subject to availability) \$4560/year (\$570/month)

Apartment Residence

Individual Contracts: \$2840/year (\$355/month)

Each apartment contains 6 bedrooms, 2 bathrooms, a full kitchen and living room space.

Pre-Paid Food Plan

Basic: \$2800/year

Limited: \$2400/year

All Tower residence students must purchase a Food Services Plan. More money can be added to the cards in \$75 increments. Unused money will transfer from Fall semester to Winter semester. However, at the end of the academic year, unspent money will not be refunded to the student.

Residence Application Deposit: \$400

Residence Association Fee: \$90/year (Applies to both Tower and Apartment residents)

Residence Personnel

Residence Director, Paul Jensen, (780) 465-3500, ext. 8037

Assistant Director, Heather Gilker, (780) 465-3500, ext. 8106

residence@kingsu.ca

[To apply online for residence, click here.](#)

Note: Residence accommodation is available to full time students on a first-come, first-served basis for either the full academic year, or, for students registering in January, for the winter semester only.

OFF-CAMPUS HOUSING

Housing off-campus is available and may be less expensive than on-campus housing. Prices vary, according to size, facilities and location. Some apartments include the cost of utilities (electricity, heat, water, etc.) in the monthly rent while in other apartments, utilities are extra. It is important for you to know these details before you sign a rental agreement with anyone. To select from the widest range of housing possible, we recommend arriving in Edmonton two weeks before registration in order to allow enough time to find suitable accommodations.

Apartment rentals are in the range of \$500-\$800 and up per month. Sharing accommodations can greatly reduce expenses. A popular and inexpensive form of housing is a room or suite in a private house, often in the basement, where costs vary from \$350 (for a single room with shared bathroom and cooking facilities) to \$400 for a two-bedroom suite. When you arrive in Edmonton, contact the Student Life Office for housing registry and more information.

Total Expected Housing Costs: \$9642.00

There are single students who are able to live on less than this estimate, others require more. This estimate of costs should be used as a guideline only. It will permit an adequate standard of living. Keep in mind that the above figure does not include any money for returning to your home country.

STAYING HEALTHY

There are many aspects of health that you need to consider. Not only do you need to make sure that physically you are staying safe and healthy, but mentally as well. Moving to a new culture, a

new city, a new climate and a new way of life can take its toll, physically and mentally. Here are some tips and suggestions for staying on top of your health.

CHOOSING A HEALTH INSURANCE PLAN

King's requires that all students have a health insurance plan. The cost of hospital and doctor's care can be extremely expensive without a health-care plan. You may be refused certain services if you do not have a Health Insurance Plan. A health insurance plan will greatly assist in reducing your medical bills if you were to get sick.

Which Health Care should I choose?

Any Health Care that provides you with coverage while you are in Canada is good enough. Note that in some cases you may have to pay for services and be reimbursed by your insurance company.

Alberta Health Care Insurance Plan (AHCIP)

As a resident of Alberta you have access to Alberta Health Care (AHCIP). AHCIP is a provincial Health Care Plan which is recognized throughout Canada. In most cases you will only need to present your Alberta Health Card when you visit the Doctor or Hospital.

ALBERTA HEALTH CARE DOES NOT CHARGE PREMIUMS, SO IT IS FREE TO ALL ALBERTA RESIDENTS.

How do I register with Alberta Health Care?

The following link will provide you the information need to apply for Alberta Health Care Insurance Plan: www.health.gov.ab.ca/ahcip/102.pdf If you wish to apply in person, please see your International Students Advisor who will be most delighted to accompany you on your visit to the Alberta Health and Wellness office.

Learn more about Alberta Health Care at. www.health.gov.ab.ca

STUDENT GUARD HEALTH INSURANCE

Student Guard Health Insurance is the **default** Health Insurance Plan administered through King's. International Students who do not produce an alternate insurance upon registration will be automatically charged the StudentGuard premium. If you are charged for StudentGuard and you wish to have this removed from your account you will need to see the Coordinator of Student Programs.

When does my StudentGuard coverage start?

If you do not show proof of alternate insurance (Alberta Health Care) BEFORE the add/drop deadline, the fee for StudentGuard will automatically be debited to your student account. To avoid this charge, you must bring proof of alternate insurance

When am I covered with StudentGuard?

With StudentGuard students are covered while in Canada and while travelling outside of Canada. Note, however that StudentGuard does not provide coverage for students while that student is in his/her home country.

How do I opt out of StudentGuard?

To opt out of StudentGuard, you will need to produce an alternate insurance upon your visit to the International Student Advisor. You will also be required to sign a waiver form that will attest to the fact that you have an alternate insurance and do not wish to remain covered under

StudentGuard. Students who sign the waiver prior to King's add-drop deadline will have their student account credited the full StudentGuard fee charged at registration.

Can I still opt out of StudentGuard after the add-drop deadline has passed?

Students wishing to switch to an alternate insurance after the add-drop deadline can still do so. Note however that your policy will be pro-rated and you will be charged for the number of days you were insured under StudentGuard Health Insurance.

Where do I get my StudentGuard Health Card?

Your International Students' Advising Coordinator will contact you as soon as your StudentGuard health card becomes available. You will need to pick up your health card along with other important StudentGuard documents from the International Students Office.

Visiting the doctor with StudentGuard

On your visit to the doctor or hospital, ensure that you bring your StudentGuard Health Insurance with you. As with Alberta Health Care you will need to present your StudentGuard health card prior seeing the doctor. If your care provider will not accept StudentGuard Health insurance you will need to complete the claim form you received along with your StudentGuard Health Card. Please see you International Students Advisor for additional claim form.

To learn about Student Guard Health insurance please visit www.studentguard.com or visit you International Student Advisor.

DOCTORS AND CLINICS

Most residents of Edmonton will have a family doctor they see regularly with health concerns. If you, however, do not have a family doctor, there are several walk-in clinics that will accept you without an appointment. Walk-in Clinics or Medical Centres are generally open from 8AM-6PM. An individual who requires immediate attention after clinics and doctors are closed can go to the Emergency centre at any hospital.

Here is a list of hospitals and medical centres that are close to King's:

Capilano Medicentre

9945 50th St.
Edmonton AB
T6A 0L4

Tel: (780) 468-2911

*You can use your StudentGuard health card at the Capilano Medicentre.

Capilano Medical Clinic

7905 106th Ave NW
Edmonton AB
T6A 1H7

Tel: (780) 465-0951

Grey Nuns Community Hospital

1100 Youville Dr. West
Edmonton AB
T6L 5X8

Tel: (780) 735-7000

University of Alberta Hospital

8440 112th St.

Edmonton AB
T6G 2B7
Tel: (780) 407-8822

MENTAL HEALTH

King's offers free counselling services to students through our on-campus counsellor. She is available to meet with students about any of the following issues:

- Organization and study skills
- Time management
- Career counselling
- Depression / anxiety
- Faith / doubt
- Stress
- Anger
- Addictions
- Physical / Sexual / Emotional Abuse
- Sexuality
- Eating disorders

Please don't hesitate to talk to someone if you think you need help. Go to a friend, a counsellor, a trusted professor or your Student Advisor and talk to them about what you are dealing with. It's important to take care of your mental health just as much as your physical health.

PREPARING FOR LIFE IN EDMONTON

In making your preparations for life in Canada there are several things you will need to consider. Please read over this section for helpful hints on a number of different areas of life in Edmonton.

DOCUMENTATION

Before you depart for Edmonton, be sure you are carrying all of the following information with you.

- Valid Passport; (with visa, if required)
- Student Authorization (form IMM 1208B).
- Letter of Final Admission from The King's University College.
- Proof of Funds Available (e.g. bank draft, transfer, letter of credit, scholarship or other proof).

Note: Bring these along in your carry-on baggage. **DO NOT** pack these in your luggage that will be sent through the baggage department at airport.

CURRENCY

When you arrive, try to have at least \$50.00 in Canadian cash available. A currency exchange service is usually open from 10:00 a.m. to 10:00 p.m. We also recommend that you carry enough traveler's cheques or banks drafts to cover at least your first month's expenses. Because of extra costs in the first month (e.g. apartment rental damage deposits, and books) this can amount to \$1000.00 or more for a single student. If you are depending on meeting financial requirements through money received in Canada, please be certain that your money is available upon your arrival in Edmonton.

STUDENT ARRIVAL

The international students' office would love to welcome you at Edmonton's International Airport. If you do not have relatives or friends in Edmonton please inform the International students' office

of your flight arrangements and we will have someone awaiting you at the airport. Arrangements can be made by contacting your ISA at istudents@kingsu.ca Tel: (780) 465-3500 ext 8500, or kristin.drent@kingsu.ca Tel: (780) 465-3500 ext 8009.

WEATHER IN EDMONTON

People here like to say, "In Edmonton, if you don't like the weather, wait five minutes". The weather is constantly changing, even drastically within a day. The temperature varies considerably, ranging from 30 to -40 degrees Celsius (80 to -40 degrees Fahrenheit). When classes begin in the fall the days are generally warm (15 degrees Celsius). These temperatures, combined with the changing colours of the leaves, makes autumn a beautiful and pleasant season. It starts to move into the Winter season throughout November and December, with cold winds, snow, and temperatures anywhere from 5 to -20 degrees Celsius. January and February are usually the coldest months. Spring weather is unpredictable. It can be warm and wet with melting snow or cold and windy. The summers are warm, especially in July, with an average daytime temperature over 27 degrees Celsius.

It is suggested that you bring warm clothing with you in the form of a heavy sweater, coat, hat and mittens, especially if you arrive in winter. If you are arriving in Edmonton in the fall then you might wish to purchase these items in Canada. You will then be in a better position to judge the type of clothing you will require to stay warm in the winter months.

PRIORITY BUYS

School Supplies

It is recommended that you use your money to first purchase the material you need to succeed while in school. After you have received your course outline you should visit The King's Bookstore to secure your textbooks. The King's bookstore is located on campus.

Winter Clothing

Be aware that you will need the proper clothing to protect yourself against Edmonton's harsh winters. Proper clothing include but is not limited to winter jacket, thermal underwear, winter hat, winter boots, winter gloves, and scarf.

Housing

As it states in the "Budgeting" section of this handbook, if you are planning on renting off-campus accommodation you will need to plan on having money available for expenses such as down payments and basic living space necessities. Unless the place you are moving to specifies that it is furnished, things like kitchen supplies, furniture and other basics will not be provided.

SHOPPING

Edmonton has a wide variety of stores and malls where you can easily shop for whatever you need. Whyte Ave and the downtown core host everything from vintage to high end shops and everything in between. Edmonton is also home to the world's largest shopping mall (www.westedmall.ca). Stores are generally open 6AM-9PM. Here are the names and addresses of some of the shopping centres around Edmonton. Most are easily accessible by bus.

Capilano Mall

Address: 5004 98 Ave
Edmonton AB
T6A 0A1
Tel: (780) 465-0987

Kingsway Garden Mall

Address: 320 Kingsway Garden Mall NW
Edmonton AB
T5G 3A6
Tel: (780) 479-5955

Bonnie Doon Shopping Centre

Address: 255 82nd Ave & 83rd St.
Edmonton AB
T6E 4E3
Tel: (780) 465-7902

Northgate Shopping Centre

Address: 9499 137th Ave NW
Edmonton AB
T5E 5R8
Tel: (780) 475-3695

Southgate Shopping Centre

Address: 11100 51st Ave NW
Edmonton AB
T6H 4M6
Tel: (780) 435-3721

City Centre Mall

Address: 10088-102 Avenue
Edmonton, Alberta
T5J 2Z1
Tel: (780) 426-8400

COMMUNICATION

It is important for international students to stay in touch with family members and friends. Unfortunately, staying in touch is often quite expensive as our loved ones are normally situated outside of Canada. It is therefore important that you use care in corresponding with friends and family abroad. Note that improper use of communication services can easily amount to thousands of dollars in phone or credit card bills.

Internet

Internet tools such as emails and instant messaging are the most inexpensive way of keeping in contact with your family members abroad. If you do not have an email account and would like assistance in having one set up, please see you International Students' Advisor.

Use of Internet on Campus

Upon confirmation of your registration, you will be set up with a student account which provides access to the web through the computers located in TKUC's computer labs. Each student is also given a King's email account that can be accessed upon login to your account. You are encouraged to check this account regularly as important messages from King's are often forwarded to you through email.

Additional Internet Stations

There are additional computer stations located in various areas on campus. These stations are dedicated primarily to web browsing and do not require a password or student account info for you to gain access.

Wireless Internet

The King's University College Student activity centre (SAC) is equipped with wireless Internet service, which allows for individuals with laptops in the SAC to gain access to the world wide web. You do not need a password to access this service, but your laptop must be equipped with the capability of wireless access (older laptops may not have a wireless card).

Telephone on Campus

Every International student living on campus will have a telephone in his/her room. There are also pay phones in various locations throughout the campus. Do take care when using these phones to make long distance and international calls. Where possible, please use a prepaid calling card especially for international calls.

Cell Phones

Many students carry cell phones. Having a cell phone can be very handy for keeping in touch with people here in Edmonton, as well as friends and family back home. Some plans allow for free incoming calls, which would allow people to call you from anywhere for however long with no charge to you. Be very careful, though, when setting up for a plan because cell phone bills can add up extremely quickly without you realizing it if you aren't careful. The best option may be a pay-as-you-go plan, where you put money on your phone and once that money runs out, you can no longer make calls.

Here are a few companies who can get you hooked up with a cell phone:

Rogers

Telus

Bell

A few recommendation for keeping in contact.

Use email and instant messaging to save money while keeping in touch with family and friends abroad.

SKYPE is an Internet tool that allows you to place phone calls over the Internet. The rates of international calls on Skype are relatively low in comparison to other conventional phone call methods. Skype to Skype calls are free. For more information on Skype visit www.skype.com.

TRANSPORTATION

Students who live relatively close to King's often choose biking or walking as their preferred means of transportation. Students who are not living as close are encouraged to become acquainted with Edmonton's Public Transit System (ETS). Remember, you must have a valid driver's license to operate a motor vehicle in Canada.

Public Transit

Edmonton's Public Transit System is a combination of a bus fleet and a light rail transit system (the "LRT"). The system is quite efficient quite and will generally get you to your destination without hassle. Visit **Bus Schedule** on TKUC's website for up to date bus service to The Kings and surrounding community. You may also visit <http://www.foundlocally.com/Edmonton/Trans/Trans-Transit.htm> to see fares and services to other areas.

Driver's License

You must have a valid a driver's license to operate a motor vehicle while in Canada. A valid

license from certain countries can be exchanged for a Class 5, 6, or 7 when the applicant is presenting a valid licence of equivalent class. Learn more about classification of drivers license and how you can go about getting an Alberta drivers license please visit

<http://www.governmentsservices.gov.ab.ca/index.cfm?fuseaction=section:drivers:newlicence>
www.governmentsservices.gov.ab.ca/index.cfm?fuseaction=section:drivers:newlicence

Taxis/Cabs

It is possible to take a taxi for longer distances. Check the yellow pages for taxi cab listings. Fares usually start with around \$8.00 on the meter, and charge about \$1.25 per km. This can be a very pricey way to get around, and is not encouraged for everyday use.

SOME IMPORTANT LAWS

There are a few laws that you should be aware of because you will probably encounter them as soon as you arrive. Note: It is your responsibility to make yourself familiar with the laws of Canada.

Emergency

In the case of an emergency, dialing 911 will get you connected to the emergency ambulance/fire/police line. THIS IS ONLY TO BE USED IN THE CASE OF SERIOUS EMERGENCY.

To reach the police on other business, the number is (780) 421-3333.

Liquor Laws

The legal drinking age in Alberta is 18 years. It is unlawful to consume alcoholic beverages in a public place or any place other than a residence, temporary residence or licensed premises. Liscence premisses include some hotels, taverns, night clubs and lounges between the hours of 10AM and 2AM. King's students and their guests are NOT ALLOWED to possess, consume or distribute alcoholic beverages on King's property, in Residence or at King's sponsored events. Please refer to the full Alcohol Policy in your student handbook.

Sexual Harassement

Sexual harassment is unwanted attention of a sexual nature, often with an underlying threat or coercion. It can happen between two people where there is not a relationship of mutual consent, where it is not a hug between friends or where it is not mutual flirtation. Sexual harassment is a contravention of the Individual Protection Act and infringes on the individual's right to be treated with respect, dignity, equality, and fairness. Such activity will not be permitted on campus. For more information on what sexual harassment is, what to do if it happens to you, and who you can talk to about it, Please refer to the TKUC Sexual Harassment policy in your student handbook.

FYI

Here are a few other things, just for your information.

Time Zone

Alberta is on the Mountain Daylight Time.

Postage

Check at the post office for current postage rates. Edmonton's main post office is downtown at 9808 103rd Ave, tel: (780) 944-3271. There are several other postal locations and depots around the city.

Electricity

Electricity runs on 110 volts. Travellers from outside North America may require adapters for electrical appliances.

Tipping

Tips or service charges are not usually added to a bill, except for large parties or banquets. An additional 10%-15% is normal as a gratuity. An easy tipping guideline is to double the GST amount (which is 6% of the total bill). Tipping applies in all restaurants, bars/lounges and night clubs.

Churches

Most denominations are represented in Canada. If you wish to attend services while in Edmonton, check the local newspaper for complete listing times, and for clergy and sermon titles.

GETTING INVOLVED

There are many ways to get involved on-campus and in the community. Here are a couple of ideas and things to consider when you are looking for extra-curricular activities.

KING'S GLOBAL COMMUNITY (KGC)

The KGC envisions a holistic development and growth of its club members. It is on this premise that we build and implement programs that will offer the necessary support for members to gain an understanding of the global community. The KGC is also fuelled by the desire to see both international and Canadian students sharing in the different cultures represented at King's. The KGC is a great way for International Students to start getting involved in a campus activity while getting to know each other and other King's students. King's Global Community has a large hand in the planning and production of "Globe Aware", King's annual festival celebrating diversity and bringing a taste of different cultures to TKUC.

OTHER ON-CAMPUS CLUBS

Book Club Book worms, scholars and all who love to read meet once a month to select a book they will discuss together. All are welcome to join. Club leader: Katrina Shepeley

Education Club The Education club is for individuals interested in elementary and junior high education. The club includes students, teachers, B.Ed Alumni and others committed to children's education. We believe in mentoring each other for success in education and in extra curricular activities. Club Leader: Melisa Spaling, Faculty Rep: Dr. John Hull

The King's Commerce Associate (TKCA) The TKCA is here to connect classroom studies with the business world abroad. Our goal is to aid students in becoming knowledgeable of business and helping them take what they have learned at King's and effectively applying it to today's business environment.

King's Hands Club The King's Hands is an outreach group in which students find various ways of serving the community with a humble and Christ-like spirit. We provide meals for our inner city families through the Mustard Seed Ministry, as well as sharing God's love through blood drives, clothing drives, and hospital visits. Club Leaders: Kim Dyke and Renee Reitsma.

King's Science Society (KSS) The KSS brings B.Sc. students and faculty together throughout the year to socialize and discuss science within King's and society. Club leader: Christa Preuss, Faculty Rep: Dr. Vern Peters.

Tai Kwon Do Club TDK is the most acknowledged martial art in the world, and it is classic for its spectacular use of kicks (jumping, stationary, and combined), and also for the effectiveness of the use of the hands. Its patterns are impressive and its self-defense is very accurate for any given

situation. Its philosophy speaks about the peace and love that we, as human beings, have in our heart, brain, and soul, and they must be given to others as a sign of our peace of mind and good willingness in the world. Club Leader: Hector Arana.

Mature Student's Club For those students attending King's who are beyond the "normal" university age, the Mature Students Club offers an opportunity to connect with others who have had a break in their education. Regular lunches bring mature students together for support and socializing. Club Leader: Genevieve Rudzki, Faculty/Staff Rep: Margaret Van Ginhoven.

Micah Action/Awareness Student Society (MASS) The goal of the MASS movement is to promote action and change regarding issues of social injustice on both a local and global level. We hope to advocate for radical change and mobilize students to take action and make an informed difference in a broken world as servants of Christ. Club Leaders: Lindsey Vander Hoek and Sarah Zomer, Faculty Rep: Dr. John Hiemstra.

Jazz Club The Jazz Club will be exploring different types of jazz music including swing, funk, bebop, blues, Latin, bossa and rock. There will be a few concert events for the King's University community and public. The group practices 1-3 times per week. Club leaders: Steve Braam and Dave Vandershaff, Faculty Rep: Charles Stolte.

Ultimate Frisbee Club This club is open to anyone that enjoys watching a disc soar through the air and in for a good time. We use only UPA approved disks and there's no specific skill level required, just a disc and a good attitude. You will learn the actual rules of an Ultimate game and learn new throws like the 'hammer' or the 'flick' and new catches like 'gitis' or the 'scarecrow'. So if the weather is decent, throw on a pair of shorts, tie up them sneakers, and we will see you on the field (most likely in April). Club Leader: Chris Brouwer, Faculty Rep: Dr. Grace Strom.

SPORTS

The sports teams at King's are named The Eagles. There is men's and women's basketball, volleyball, and soccer. You may try-out to be accepted onto one of these teams. Seasons run at various times throughout the scholastic year.

VOLUNTEER OPPORTUNITIES

Definition of Volunteer Work

- Work for which a person would not normally be remunerated, such as a foreign student being a 'big brother', or 'big sister' to a child; being on the line at a rape crisis centre. Normally this activity would be part time and incidental to the main reason that the person is in Canada (in this case, to study).
- Unremunerated observation of the functioning of a given work environment or occupation (i.e. following a geologist on their sample-gathering trips). In some cases, minor tasks may be performed by the foreign student (such as clerical chores), however there should not a significant contribution to the productivity of the enterprise.
- Unremunerated helping of a friend or family member during a visit.
- There may be other types of unpaid short-term work where the work is really incidental to the main reason that the foreign student is in Canada and is not a competitive activity, even though non-monetary valuable consideration is received. For instance, if a foreign student wishes to stay on a family farm and work part time just for room and board for a short period (i.e., 1-4 weeks), this would not be considered an activity which requires a work permit.

For Additional information on volunteer work please visit www.cic.gc.ca/english/study/work-volunteer.html

Volunteer Opportunities in Edmonton

Edmonton has several programs for which students can volunteer. If you are an international student with a little extra time on your hands, make it a point to offer your time to one of the many volunteer learning opportunities in the city. Keep in mind that volunteer work is a great way to get involved in the community, to gain experience in Edmonton's growing work force, and to help someone less fortunate than yourself.

Volunteer opportunities are available with:

- Edmonton Mennonite Centre for New Comers
- Salvation Army Crisis Centre
- Big Brother, Big Sister

For Additional information on volunteer opportunities in Edmonton please visit www.volunteeredmonton.com

GLOSSARY

This page provides a list of commonly used academic terms found in this calendar. The definitions provided are intended to help readers understand the outlines of academic regulations and programs that follow.

Glossary of Academic Terms

Academic Session - The school year from September until April.

Audit - A student may, with the instructor's permission, attend classes in a given course without receiving credit. These audited courses will not be considered as meeting pre- or co-requisites for any course or program at The King's University College.

Baccalaureate - The degree of bachelor granted by universities and colleges.

Bachelor - A degree granted by a university.

Breadth Courses - These courses have the objective of providing students with the broad range of approaches to reality that is the classic goal of a baccalaureate degree. These courses balance disciplinary rigor with making students familiar with the aspect of creation represented by the discipline. This kind of course provides the general context of a student's education.

Bursary - A non-repayable fund, issued based on individual financial need and satisfactory academic status.

Cognate - Courses in another discipline required for a certain concentration or major; but which are not part of the major/concentration discipline.

Concentration - A specific area of study in a three-year degree program or as part of an environmental studies program

Co-requisite - A course which must be taken prior to or in the same term as a given course.

Credit - The weight value assigned to a course.

Cross-listed Course - A course listed for credit under more than one discipline. The course may only be taken once for credit, regardless of the disciplinary designation.

Cumulative Grade Point Average - An average calculated by dividing the total number of grade points obtained (credits x grade points) by the number of credits attempted during the student's entire academic history at an institution.

Directed Reading - Courses numbered 499 in areas of study within a certain discipline not covered in a specific course. Students desiring to do a directed reading course should contact the faculty member with whom they wish to study.

Discipline - A subject area or branch of knowledge.

Drop - A student may, prior to the specified deadline, drop a course. Dropped courses do not appear on a student's transcript.

Elective - A credit course which does not meet any specific program requirements.

ELSAT - English Language Studies Assessment Test, one way of meeting the admission requirement for those applicants whose native language is not English.

Faculty - The academic teaching staff of a university.

Final Admission - Admission based on final documents.

Foundations Courses - These courses have the objective of enabling students to understand the underlying structures of reality and discourse, to develop a Christian perspective on learning aimed at transforming culture, and to perceive that human beings actually make decisions that set the direction of their culture.

Full-time Student - A student enrolled in 9 credits or more per term.

Grade Point Average (GPA) - An average calculated by dividing the total number of grade points obtained (credits x grade points) by the number of credits.

Grant - A non-repayable (government) fund, distributed based on financial need. You must apply for a grant.

Initial Admission - Admission based on interim documents.

Interdisciplinary Studies (INST) - Courses and conferences that explore how all of the natural and cultural dimensions of creation fit together as a whole.

Loan - A repayable fund distributed based on financial need. Loans are interest bearing and depending on the type of loan (government or bank), interest payments may be required during the academic study period. Students who require loans must apply for them through the relevant government or bank procedures.

Major - A specific area of study in a four-year degree program.

Official Transcript - An official document that lists the entire academic record of a student at an educational institution. In order to be official, transcripts must be sent directly from the appropriate government department or institution maintaining their records.

Part-time Student - A student enrolled in fewer than 9 credits per term.

Prerequisite - One or more courses that must be completed before a student is eligible to register in a given course.

Probation - Status of a student with academic difficulties which allows the student to continue studies subject to meeting terms required for returning to satisfactory standing.

Registration - The process of choosing, enrolling in and paying fees for courses taken in a term.

Residency Requirement - The number of courses required at the home institution to receive a degree. Normally, a student in the B.A. or B.Sc. (3-year) program must complete at least 33 credits at The King's University College. Normally, a student in a four-year program must spend at least two full years to complete that program. These two years consist of 60 credits in programs requiring a total of 120 credits, 63 credits in programs requiring 123 credits, and 72 credits in programs requiring 132 credits. A student in the B.Ed. program must normally take at least 51 credits at King's. Also, each student must normally take at least 18 credits of the last 30 credits in the program at King's.

Scholarship - A non-repayable fund, issued based on previous academic achievement.

Spring term - Two Spring terms are offered in May and June. Courses run 3 hours a day for 13 days not including a day for a final exam. Additional time is required for courses with a lab. Courses to be offered in the Spring terms are announced in late November for the current academic year. For a list of courses being offered please contact Enrolment Services or the Registry.

Term - The Academic Session is divided into two regular terms: the Fall term (September through December) and the Winter term (January through April).

Term Grade Point Average - An average calculated by dividing the total number of grade points obtained (credits x grade points) by the number of credits attempted during a term.

Transfer Credit - Credit granted toward a degree for work completed at another recognized institution.

Tuition - The price for courses.

Unclassified Student - A student who applies and presents the necessary prerequisites on an official transcript may be admitted as unclassified. An unclassified student may not take more than one course in a given term, has no ongoing status as a King's student, and is admitted subject to availability of open spaces in the classes applied for. Unclassified students must reapply for each term.

Visiting Student - Students who are enrolled in a program at another recognized post-secondary institution and who present a letter of permission to take courses specified in the letter. Visiting students must reapply for each term.

With Distinction - A designation awarded to any student completing an undergraduate degree with an overall Grade Point Average of at least 3.50 on the last 60 credits. Bachelor of Education (After Degree) students require a 3.70 to receive this designation.

Withdraw from a Course - A student may, prior to the specified deadline, withdraw from a course. These courses remain on a student's transcript with a grade of 'W'. There is no academic penalty for a grade of 'W' and it is not included in any GPA calculations.