



INTERNATIONAL STUDENT HANDBOOK

YOUR JOURNEY. OUR SUPPORT. LIMITLESS POSSIBILITIES.



WELCOME

Your nova
community



ACADEMICS

Programs and
Expectations



SUPPORT

Services and
Wellbeing



CAMPUS LIFE

Activities and
Engagement



BEYOND NOVA

Your Global
Journey

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Introduction

Welcome to Nova International College (Alberta-Accredited Education for Global Futures) a forward-thinking learning community dedicated to empowering international students through high-quality, globally relevant education. Nova International College delivers an academically rigorous middle school/high school education aligned with Alberta Education standards, designed to prepare students for university success, meaningful careers, and success beyond graduation.

At Nova International College we believe education extends beyond textbooks and tests. Our mission is to inspire critical thinking, creativity, and leadership; while equipping students with the skills, confidence, and character they need to thrive in a rapidly changing world.

Through a focus on innovation, cultural awareness, and student-centered learning, Nova International College fosters a supportive environment where learners from around the world can grow academically and personally.

As an institution committed to international opportunity, Nova International College offers pathways that prepare you for university admission and global careers, with personalized academic guidance, strong STEM and leadership components, and a community that values intercultural exchange and excellence.

Our friendly and dedicated staff are available to help you every step of the way. This team consists of the Principal, your Faculty, International Admissions Officer, Student Services, Employment Support Services Personnel, Administrative Staff, and the Director.

At Nova International College, you have access to:

- Accredited Education by Ministry of Advanced Education, Alberta
- High Quality Curriculum
- High Standard Campus Facilities
- Best Learning Resources
- Small Classes-Individual Focus
- Excellent Educational Environment
- Knowledge and Skilled Focused Education
- Qualified Faculty
- Multiculturalism
- Strong Dedicated Support Team

Please write to our International Admission Officer for more information at international@novaic.ca

Why Canada?



Canada is one of the world's most popular destinations for international students, known for its high-quality education system, welcoming multicultural society, and safe living environment. Canadian qualifications are globally recognized and respected, providing students with strong pathways to higher education and future careers worldwide.

Canada offers an education system that emphasizes critical thinking, innovation, and practical learning. Students benefit from modern facilities, well-trained educators, and curricula that prepare them for university study and lifelong success. For students studying an Alberta-based curriculum, Canada is particularly renowned for its academic excellence and rigorous educational standards.

Beyond academics, Canada is celebrated for its diverse and inclusive culture. International students are welcomed from all parts of the world and supported in adjusting to life in a new country. This multicultural environment allows students to build global perspectives, develop intercultural skills, and feel a sense of belonging.

Canada is also recognized as one of the safest countries in the world, with a high quality of life, clean cities, and strong public services. Students enjoy a healthy balance between study and life, with access to nature, vibrant communities, and opportunities for personal growth.

Choosing Canada means choosing an education that opens doors to world-class

universities, global opportunities, and a bright future.

Why Calgary?



Calgary is one of Canada's most dynamic and student-friendly cities, offering an excellent balance of high-quality education, safety, affordability, and lifestyle. Located in the province of Alberta, Calgary is known for its strong education system, modern infrastructure, and welcoming community for international students.

The city consistently ranks among the safest and most livable cities in the world, providing a secure and supportive environment for students. Compared to many other major Canadian cities, Calgary offers a more affordable cost of living, including housing and transportation, making it an attractive choice for students and families.

Calgary is home to a diverse and multicultural population, where students from around the world feel welcomed and included. This cultural diversity allows international students to build global connections while enjoying a respectful and inclusive community.

With close proximity to the Rocky Mountains, Calgary offers unique lifestyle benefits, including access to outdoor activities, parks, and natural beauty — supporting a healthy balance between academic study and personal wellbeing. The city also features efficient public transportation, modern facilities, and vibrant cultural and recreational opportunities.

Choosing Calgary means studying in a city that combines academic excellence, safety, opportunity, and quality of life, making it an ideal destination for international students.

Programs of Study



Nova International College offers a comprehensive Alberta-accredited middle school/high school program for Grades 7-12 designed to prepare international students for success in post-secondary education and global career pathways. The program follows Alberta Education curriculum, which is internationally recognized for its academic rigor, flexibility, and strong outcomes for university preparation.

Students study a balanced combination of compulsory and optional subjects, allowing them to build strong academic foundations while exploring their individual interests and future goals. Each student's program is carefully planned to ensure compliance with Alberta Education requirements and to support a smooth transition into the Canadian education system.

Core Areas of Study

Depending on grade level and academic pathway, students must study:

- English Language Arts
- Mathematics
- Sciences (Biology, Chemistry, Physics)

- Social Studies
- Physical Education and Health
- Career and Life Management

Grade 10 Program

The Grade 10 program focuses on building a strong academic foundation and developing essential skills in communication, critical thinking, and problem-solving. It supports students as they adapt to the Canadian curriculum and prepares them for more advanced coursework in Grades 11 and 12.

Grade 11 Program

In Grade 11, students deepen their subject knowledge and begin to specialize in courses aligned with their academic interests and university goals. Course selection becomes more focused, particularly for students planning to pursue science-based or STEM pathways.

Grade 12 Program

The Grade 12 program emphasizes advanced academic preparation and graduation requirements. Students complete the courses required for the Alberta High School Diploma and receive guidance to support university applications and post-secondary planning in Canada and internationally.

STEM Program

Nova International College offers a dedicated STEM (Science, Technology, Engineering, and Mathematics) program for students with a strong interest in innovation and analytical thinking. The STEM pathway emphasizes:

- Advanced mathematics and science courses
- Critical thinking and problem-solving skills
- Practical and project-based learning
- Preparation for STEM-related university programs and careers

Nova International College places a strong emphasis on academic excellence, student support, and individualized guidance, ensuring that each learner is well-prepared for graduation and future success.

Fees & Cost

International students at Nova International College are required to pay tuition fees and

related charges for each academic year. These fees ensure access to high-quality instruction, learning resources, student services, and school facilities. All fees are communicated clearly before enrolment, allowing families to plan with confidence.

Tuition Fees

Tuition fees include:

- Instruction based on the Alberta Education curriculum
- Academic assessments and reporting
- Access to learning resources and school facilities
- Student academic support services
- Stationery and a personal laptop provided by the school

Tuition fees may vary depending on grade level, including participation in specialized programs such as STEM.

Additional Fees

- Bus Service: \$350 per year (optional)
- Application and registration fees
- Extracurricular activities and field trips
- Uniforms

Living Costs

Students should also budget for living expenses while studying in Canada, which may include:

- Accommodation
- Meals
- Transportation (if not using the school bus)
- Health insurance
- Personal expenses

Calgary offers a relatively affordable cost of living compared to many other major Canadian cities, making it an attractive choice for international students.

Custodianship Requirements

For international students under the age of 18, Alberta law requires that a custodian be appointed to provide care and support while living in Canada. Nova International College provides guidance on custodianship arrangements and can assist families in meeting this requirement to ensure student safety and compliance with Canadian regulations.

Payment and Refund Policy

Fee payment schedules, refund conditions, and withdrawal policies are provided at the time of enrolment and are outlined in the Nova International College fee schedule and refund policy, in accordance with applicable regulations. Students and parents are encouraged to review this information carefully before confirming enrolment.

Policies

Admission Requirements and Process

Nova International College welcomes international students who are motivated to pursue high-quality education and thrive in a diverse, inclusive learning environment. Admissions are based on academic readiness, English proficiency, and compliance with Canadian regulations.

Admission Requirements

- **Age & Grade:** Students must meet Alberta Education age requirements for Grades 10–12. Students under the age of 20 as of September 1 are eligible for regular high school programming.
- **Academic Records:** Proof of satisfactory academic standing from previous schools (last 2 years' transcripts).
- **English Language:** Basic English proficiency or willingness to participate in ESL support (IELTS/PTE).
- **Study Permit:** Required for programs longer than 6 months.
- **Custodianship:** Students under 18 must have an approved custodian in Canada.
- **Other Documents:** Valid passport
- **Any history of learning disabilities.**

Admission Process

1. **Submit Application:** Complete the application form, pay the non-refundable application fee, and submit required documents.
2. **Language Assessment:** Interview (Zoom or in-person) to evaluate English proficiency, as well as any English assessment test certifications
3. **Application Review:** The admissions committee reviews documents and assessment results.

4. Letter of Offer: Accepted students receive an offer specifying grade placement.
5. Deposit Payment: Payment of the deposit within 30 days confirms enrollment.
6. Letter of Acceptance (LOA): Issued after deposit, required for study permit application.
7. Final Enrollment: Completed upon payment of tuition and insurance fees and submission of study permit and custodianship documents.

Placement Guidelines

- Students are placed in regular academic programs, with ESL support if needed (International students are not funded by the government for ESL program)
- International students are not eligible for designated programs (special education or gifted programs) or alternate programs.

Custodianship & Homestay

- **Custodianship:** Required for students under 18; students must reside with a custodian or approved responsible adult. Students aged between 5–12 years old must live with a parent or immediate family member.
- **Homestay (Optional, via Canada Homestay Network):**
 - Fully screened and trained host families
 - Home safety checks and 24/7 support
 - Orientation and monthly welfare reports
 - Airport pickup (optional)

Fees

- Tuition (includes stationery and laptop)
- Medical insurance
- Activity/administrative fees (if applicable)
- Optional school transportation fees

Payment Methods

- Flywire, Bank Wire Transfer

Retention Requirements

- Maintain good academic standing
- Attend at least 80% of school days

Support and Resources

Nova International College is committed to supporting students throughout their learning journey. To help you successfully complete your qualification, Nova International College offers both academic and personal support. You will have opportunities to review your progress during scheduled tutorials, and staff will guide you on the support services and learning resources available to you. This includes access to additional tutorial assistance if you experience difficulty with a particular unit or topic. Students will also be provided with guidance on using digital learning tools and the library.

Special Educational Needs, Disabilities, or Temporary Health Issues

If you require additional support, you are encouraged to review the relevant Nova International College policies, including the Disability and Learning Support Policy (Appendix 5). You should contact the teacher or Principal as early as possible if you:

- have a permanent disability or specific learning requirement
- experience a temporary illness, injury, or learning difficulty during an assessment period
- are impacted by circumstances outside your control at the time of assessment, such as the death or serious illness of an immediate family member (e.g. parent, sibling, or grandparent)

Access Arrangements and Special Consideration

Students with permanent disabilities or identified learning needs may be eligible for access arrangements. These are adjustments designed to minimize the impact of a disability or condition on assessment. For example, a student with a diagnosed learning difficulty may be granted extra time during examinations. All assessments will still be graded according to the same standards applied to all students.

If you experience illness, injury, or another issue that negatively affects your performance during an exam or assessment, you may apply for special consideration. Supporting evidence (e.g. doctor's note) will be required to show that your performance was impacted. Depending on the circumstances, this may result in an adjustment to your mark,

exclusion of a specific assessment component from final grading, or the opportunity to complete a reassessment.

It is your responsibility to notify Nova International College by speaking with the teacher or the principal if you believe you qualify for access arrangements or special consideration.

Please note:

- Applications for access arrangements must be submitted before an assessment or examination takes place.
- Requests for special consideration cannot be made after final results have been issued.
- All personal information provided will be treated as confidential and securely stored by Nova International College.

Withdrawal & Refund Policy

Nova International College is committed to transparent and fair handling of withdrawals and refunds for international students.

Key Points

- Application Fee: Non-refundable under all circumstances.
- Study Permit Refusal: Full refund (minus administrative fee) if a student's Canadian study permit is refused by Immigration, Refugees and Citizenship Canada (IRCC).
 - Required documents: IRCC refusal letter, LOA, and written request from parent/guardian or agent.
 - Deadline: Refund requests must be submitted within 60 days of visa refusal.
- **Withdrawal Before Program Start:**
 - 50% refund if withdrawal occurs 30 days before the program start date
 - No refund if withdrawal occurs after the program begins
- **No Refund Will Be Issued If:**
 - The student violates school policies resulting in suspension or expulsion
 - False, incomplete, or misleading documents are submitted during the application
 - Withdrawal occurs due to homesickness, personal preference, or change

of mind

Processing

- Refunds are issued to the original payor shown on the payment receipt
- Refunds may take 6–12 weeks to process
- All refunds are issued in Canadian dollars (CAD)

Appeals & Complaints

- Appeals may be submitted within 14 days of a decision
- Grounds: procedural errors, overlooked evidence, or discrimination/bias
- Appeals are reviewed by a senior officer not involved in the original decision

Credential Assessment

To ensure students are placed in the appropriate grade, Nova International College conducts a credential assessment for all international applicants. This process evaluates prior academic records, English language ability, and any special learning needs.

Purpose

- Verify the authenticity of academic records from previous schools.
- Determine grade placement based on completed coursework and performance.
- Identify any support needs, including ESL or learning accommodations.

Requirements

- Transcripts / Report Cards: At least the last two years of academic records from the student's previous school.
- Supporting Documentation: Certificates, awards, or reports relevant to the student's academic history.
- English Proficiency Evidence: Records of previous English courses or assessment during the admissions interview.
- Special Needs Disclosure: Any prior learning difficulties or accommodations must be reported.

Process

1. Submit all required academic documents with the application.

2. Nova International College Admissions and Academic Staff review the records.
3. Students may be assessed through placement tests or interviews if necessary.
4. Grade placement and program recommendations are communicated in the Letter of Offer.

Notes

- Placement decisions are final and based on the best interest of the student's academic success.
- Credential assessments help ensure students receive appropriate academic support and have a smooth transition into the Nova International College program.

Privacy Policy & Student Records Security

Nova International College is committed to protecting the privacy and confidentiality of all students and their families. The school ensures that personal and academic information is collected, stored, and used responsibly in compliance with Canadian privacy laws.

Collection of Information

- Nova International College collects only the information necessary for:
 - Admissions and enrollment
 - Academic programming and support
 - Student health, safety, and wellbeing
 - Communication with parents/guardians and regulatory authorities
- Information may include personal identification, academic records, medical details, and custodianship documents.

Use and Disclosure

- Student records are used only for legitimate educational, administrative, or legal purposes.
- Nova International College does not share personal information with third parties without consent, except where required by law or government authorities.

Student Records Security

- All student records are secured digitally and physically to prevent unauthorized access.
- Access is limited to authorized personnel, including school administrators, teachers, and regulatory bodies.
- Records are maintained for the duration required by Canadian educational regulations and internal school policies.

Parental and Student Rights

- Parents/guardians and students may request access to their records in writing.
- Nova International College will correct inaccurate or incomplete information upon request.
- Students' privacy is respected during all communications, assessments, and reporting.

Retention and Disposal

Student records are securely stored in accordance with Alberta Education requirements. Records are retained for a minimum of seven (7) years after the student ceases attending the school, or as otherwise required under the *Education Act* and Student Record Regulation. After the required retention period has passed, records are disposed of in a secure and confidential manner, in line with school policy and applicable legal obligations.

Media Information Policy

Consent and Release

Written consent will be obtained from parents or guardians, or from adult students themselves, for the use of students' names, photographs, or any identifiable information on social media platforms.

Consent forms will clearly outline the intended use and purpose of sharing information, and individuals will have the right to refuse or withdraw consent at any time.

The content shared on social media platforms will be carefully selected to represent a diverse range of school activities, accomplishments, and events.

Social Media Guidelines for Staff, Students, and Parents

Staff, students, and parents/guardians will be provided with guidelines for responsible social media use when representing or referring to the school on their personal accounts.

The school will implement monitoring mechanisms to regularly review the content shared on social media platforms, ensuring compliance with the Media Information Policy

Any concerns or issues regarding the use of social media platforms should be promptly reported to designated school personnel.

Academic Policies

Attendance

Students are expected to meet minimum attendance thresholds for all scheduled learning activities. Thresholds may vary depending on the program but typically include:

- a) At least 80 percent attendance classes.
- b) Regular participation in asynchronous activities, including discussion forums, quizzes, and assignments.

Interruption of Studies

If a student interrupts his/her classes for five consecutive days, the student must contact the Principal or Designee. Non-attendance does not constitute notice of withdrawal. THE school will accept only two reasons as valid for interruption of classes:

- Medical Reasons, where a student must provide a physician's certificate for the illness stating the dates that the student cannot attend the classes
- Compassionate Reasons, where compassionate reason should be presented by the student to the principal/designee, stating the reason and situation which is beyond the control of the student and prevents them from attending classes.

Resumption of Studies

Students who have interrupted their studies by an absence of five or more consecutive days or by missing a scheduled examination need must obtain permission to resume classes. Students should make an appointment for a formal interview with the principal or designee as soon as they are sure of their return date.

Students must submit in writing to the Director/designee requesting re-admission. Re-admission will be considered on case-to-case basis. Student will be responsible for payment of all dues relating to the school up-to and including the date of termination according to the refund policy. Students may not be able to resume

their program where they left, and scheduling and/or completion dates may also be

changed as a result.

Suspension and Expulsion Policy

Nova International College reserves the right to enforce a discipline policy that is not inconsistent with the laws, resolutions and policy directives enforced by the Private Vocational Training Act. Nova International College will seek to enforce and uphold a discretionary (at Nova International College discretion) graduated discipline policy.

These are included but not limited to:

- Failure to pay tuition or other fees/dues to the school. Student may be expelled if fees are not paid within 30 days, from the date of written notice delivered by the school.
- Dishonesty (including in the application process for admission), academic fraud, non-attendance, abuse of drugs or alcohol, endangerment to students, staff or employees
- Nova International College has a zero tolerance policy for harassment or discrimination. Students are required to be respectful to their class fellows, instructors and other office staff.
- Students who are suspended or expelled will be provided in writing, either by hand or by registered mail with specific reasons for the suspension/expulsion.
- Students wishing to appeal the suspension/expulsion must file in writing within three (3) working days of notification of such disciplinary action by the Nova International College. If the student is unsuccessful, they may be able to appeal to the Ministry of Advanced Education, if discipline relates to an approved program.
- Fee refund will be governed by the provisions of the Private Vocational Training Act and any other laws/regulations as administered by the regulatory body. However, where Nova International College has no legal requirements/obligations to refund the tuition or its any portion to any student who has been suspended or expelled.
- Students who damage, misuse, steal or otherwise use property in a manner prohibited by common sense may be expelled.
- A suspension/expulsion will be recorded on a student's academic record, and all records may be placed and retained in student file.

Cheating and Misbehavior

Cheating is the purposeful, willful, and concealed use of unauthorized source for tests, exams or other forms of academic work. The school enforces a zero-tolerance cheating and plagiarism policy. Any student found cheating or plagiarizing will be penalized, expelled from the school.

Acts or behaviours which constitute cheating include but are not limited to the definitions below:

- Using unauthorized material /aid during the exam or test
- Presenting oneself as another student for class, test or exam
- Unauthorized sharing of material during a test or exam
- Falsifying or misrepresenting academic records
- Deliberately preventing or attempting to prevent the fair access of other students to all types of learning resources.
- The act of copying for the purpose of providing advantage to yourself or another student will not be tolerated. It could be visual, oral, notes, printed material or electronic means.
- students are by default prohibited from using AI in “conceptualizing, outlining, drafting, revising, translating, or editing any work submitted for credit”

Artificial Intelligence and Academic Integrity

The employment of artificial intelligence to produce material that directly satisfies a module's core competencies or learning objectives is classified as academic integrity violations. Consequently, utilizing AI for translation tasks on English for Academic Purposes evaluations violates assessment standards.

Improper application of AI tools mirrors the misuse of traditional sources and breaches institutional standards. Examples of policy breaches include:

- Omitting proper attribution when utilizing AI as an informational resource.
- Representing AI-produced assessment materials as a student's independent output.
- Incorporating AI-created bibliographies or reference lists that feature inaccurate or fabricated citations.

Violations that threaten the academic integrity of the college may be subject to disciplinary action as described in the Disciplinary Procedure. Sanctions may include but are not limited to:

- Award of ZERO marks for the piece of work or examination
- Award of a FAIL grade for the whole course
- Academic Probation
- Suspension
- Expulsion

Student's appeal can be made in writing in accordance with the Dispute Resolution Policy.

Course Drops/Withdrawals

International students at Nova International College are expected to carefully consider their academic and financial commitments before enrolling. Course drops and withdrawals are governed by school policy, tuition agreements, and applicable Canadian consumer protection laws.

Course Drops

- International students are generally enrolled in a full-time academic program.
- Dropping courses may affect:
 - Academic progress
 - Graduation requirements
 - Study permit compliance
- Course drops require prior approval from school administration.
- Students should consult the school before requesting any course changes.

Program Withdrawal

A withdrawal is considered official only when:

- A written withdrawal request is submitted by the student or parent/guardian
- The request is acknowledged by the school administration

Failure to attend classes without formal notice does not constitute an official withdrawal.

Course Repeat Procedure

At Nova International College, students who do not meet the required passing grade in

a course have the option to repeat the course to earn credit.

Eligibility

- Students must have failed a course or received a grade below the minimum passing standard (50%).
- Approval from the school administration is required before repeating a course.

Procedure

1. Consultation: Students meet with their teacher or academic advisor to discuss the course outcome and repeat options.
2. Application: Submit a Course Repeat Request Form to the school office.
3. Scheduling: The school will assign a suitable schedule for repeating the course, either in the current academic year or the following term.
4. Completion: Students must attend all classes, complete all assignments, and meet all assessment requirements for the repeated course.

Important Notes

- Repeated courses may affect graduation timelines.
- Students are responsible for tuition and any applicable fees for repeated courses.
- Academic support is available to help students succeed in repeated courses.

Grading

Nova International College follows the Alberta Education curriculum. Student performance is evaluated through assignments, tests, projects, class participation, and examinations.

Grades are reported as percentages, and a minimum of 50% is required to earn course credit.

General Grading Scale:

- 80–100% – Excellent
- 65–79% – Good
- 50–64% – Satisfactory
- Below 50% – Not Meeting Expectations

Students are expected to complete all work on time and follow the school's Academic Integrity Policy. Late or missing work may affect final grades.

Progress reports and report cards are issued regularly. Students experiencing academic difficulty are encouraged to seek support from their teachers early.

Grade Dispute

At Nova International College, students have the right to clarify or dispute a grade if they believe it does not reflect their work accurately.

Procedure

1. Step 1 – Speak to the Teacher:
Students should first discuss the grade with the teacher to understand the assessment and provide any necessary explanation or evidence.
2. Step 2 – Submit a Formal Request:
If the issue is unresolved, students may submit a written Grade Dispute Form to the school administration within 10 school days of receiving the grade.
3. Step 3 – Review:
The administration will review the grade, consult with the teacher, and make a final determination.

Important Notes

- The decision of the administration is final.
- During the dispute process, students should continue attending classes and completing assignments.
- Grade disputes must be handled respectfully and professionally.

Graduation

To graduate from Nova International College, students must:

- Complete all required courses according to the Alberta curriculum
- Achieve passing grades in all required subjects
- Meet minimum credit requirements for high school graduation
- Fulfill attendance and academic integrity requirements

International students must also maintain study permit compliance throughout their program.

Graduation ceremonies celebrate student achievement and the successful completion of their program. Students are encouraged to plan their courses carefully to ensure they meet all graduation requirements.

Dispute Resolution Policy

Nova International College is committed to providing a fair, transparent, and respectful process for resolving disputes or concerns raised by students, parents, or guardians.

Procedure

1. Informal Resolution
 - Students or parents/guardians should first try to resolve the issue directly with the teacher, staff member, or relevant department.
2. Formal Complaint
 - If unresolved, a written complaint should be submitted to the school administration with details of the concern and supporting documentation.
3. Review and Response
 - Administration will review the complaint, consult relevant staff, and provide a written response within a reasonable timeframe.
4. Final Decision
 - The decision of the school administration is final. All parties are expected to respect and follow the outcome.

Guiding Principles

- All disputes are handled confidentially, fairly, and professionally.
- Retaliation against anyone raising a legitimate concern is not permitted.
- Students and parents are encouraged to raise issues early to facilitate prompt resolution.

International Office

International Student Services

International Office at Nova International College welcomes international students!

Making a decision to study in a foreign country is often filled with a mixture of emotions and tensions. To make the decision to study at “Nova International College” stress free and to ease your transition into our school, “International Office” provides support and services and customized advising for all our international students which directly relates to their unique needs for adjusting to studying at the Nova International College and to

life in Canada.

For a prompt response to your queries, please email us at international@novaic.ca or call us at 825-540-3220 between 9:00 AM and 5:00 PM (MST).

We provide a variety of resources that we hope will be of assistance to you in preparing to become a successful student. There are two designated positions available to assist and advise you.

International Admission Officer

The International Admission Officer will provide guidance and information for every step from your admission to enrollment including interview, screening and admission application processing including:

- Admission and pre-arrival information

International Student Coordinator

The International Student Coordinator will be available to assist, guide and address issues of international students and will provide following services including helping them with adapting to Canada:

- Meet and Greet
- International Student Orientation
- Cross Cultural communication and support
- Banking, city attractions, maps and traveling information
- Personal issues and other required information and assistance

Academic and Career Services

Nova International College provides Academic and Career Services to help students achieve their academic goals and plan for future education and careers. These services are available to all students, with additional guidance for international students navigating post-secondary opportunities abroad.

Services Offered

- Academic Guidance – Support with course selection, academic planning, and meeting graduation requirements.
- Study Skills & Tutoring – Assistance with time management, study strategies, and subject-specific tutoring.

- Post-Secondary Planning – Guidance on applying to universities and colleges in Canada and internationally.
- Career Counseling – Advice on career exploration, internships, and work-study opportunities.
- Workshops & Seminars – Regular programs on academic success, career readiness, and personal development.

Immigration Service Support

Nova International College provides dedicated Immigration Service Support to help international students maintain compliance with Canadian immigration regulations and study permit requirements.

Services Provided

- Study Permit Guidance – Support with understanding and meeting study permit conditions
- Visa Documentation Assistance – Help with required documents
- Monitoring Compliance – Tracking attendance and academic progress to ensure legal compliance
- Updates and Advisories – Informing students about changes in Canadian immigration policies
- Referrals – Guidance to professional immigration advisors if additional support is required

Health and Wellness

Health link

Health link is a great source of information for health advice, information with access simply dialing 811. This service is great for international students; You can find further information at

<https://www.albertahealthservices.ca/info/Page12630.aspx>

Alberta Health Care Insurance Plan (AHCIP)

International students are eligible for AHCIP if they are in a program of study of 12 months or more. Further information can be found at

<https://www.alberta.ca/ahcip-students.aspx>

For private insurance you may have information at

<https://www.internationalstudentinsurance.com/study-abroad/>

Housing and Custodianship

Nova International College is committed to providing safe, supportive, and well-monitored housing for international students. All homestay placements are managed in partnership with the Canada Homestay Network (CHN) to ensure student safety, well-being, and access to educational opportunities.

Homestay Placement

- All placements are screened and approved by CHN, including:
 - Criminal background checks for household members
 - Site visits and interviews to assess safety and readiness
 - Reference and character checks
- Placement decisions are made to match the student's needs, preferences, and profile.

Host Family Responsibilities

CHN-approved host families must:

- Provide a private, furnished bedroom
- Offer nutritious meals (three meals per day plus snacks)
- Maintain a safe, clean, and welcoming home
- Communicate regularly with CHN and the school regarding attendance, behaviour, or emergencies
- Comply with CHN monitoring visits and welfare checks

Student Responsibilities

Students living in CHN homestays must:

- Respect household rules, customs, and cultural norms
- Maintain a clean and orderly personal space

- Communicate concerns promptly to the host family, CHN, or school
- Follow school rules and Canadian laws
- Participate in CHN orientation and check-ins

Parent/Guardian Responsibilities

- Provide accurate information about the student's medical, dietary, and behavioural needs
- Pay all required homestay and school fees on time
- Support CHN and school expectations and ensure the student complies with them

Homestay Changes

- CHN may relocate students if there are safety concerns, unsuitable placements, or behavioural/welfare issues
- Additional fees may apply according to CHN guidelines

Transportation

- Optional School Bus Service: \$350 CAD per year, with registration required before the academic year
- Students outside bus service areas must rely on host family or private transport
- Students must follow transportation rules for safety

Refund Policy

- Non-refundable fees include homestay registration, custodianship registration, bank/transfer fees, and insurance (if invoiced by CHN)
- Before arrival: Partial refunds available depending on notice period and visa outcomes
- After arrival: Refunds are available for unused days minus withdrawal/cancellation fees
- No refund for dismissal due to misconduct, misrepresentation, or policy violations
- Refunds are processed by CHN; the school provides support and documentation

Students Code of Conduct

At Nova International College, all students are expected to uphold high standards of behaviour, integrity, and respect. This applies to academic work, school activities, online interactions, and conduct in the community.

Guiding Principles

- Respect: Treat peers, staff, and community members with kindness and dignity.
- Responsibility: Be accountable for your actions, attendance, and academic work.
- Integrity: Act honestly in all academic and personal matters.
- Safety: Contribute to a safe learning environment.
- Inclusivity: Value cultural, religious, and social diversity.

Expectations

In the Classroom:

- Arrive on time and be prepared
- Participate actively and respectfully
- Follow teacher instructions
- Avoid disruptive behaviour

Respect for Others:

- Speak politely and cooperate with peers and staff
- Avoid bullying, harassment, or discrimination
- Respect cultural and religious differences

Academic Integrity:

- Do not cheat, plagiarize, or allow others to copy your work
- Use school technology responsibly

Attendance & Punctuality:

- Maintain at least 80% attendance
- Provide valid documentation for absences

School Property & Environment:

- Respect school facilities, equipment, and resources
- Keep the school clean and safe

Behaviour Outside the Classroom:

- Follow rules during breaks, events, field trips, and online learning
- Conduct outside school must not harm the school's reputation or safety

Dress Code:

- Wear the school uniform neatly
- Maintain personal hygiene
- Avoid clothing or accessories that are unsafe or offensive

Prohibited Conduct

- Physical or verbal aggression
- Bullying or cyberbullying
- Use of tobacco, drugs, alcohol, or vapes
- Theft, vandalism, or unsafe behaviour
- Academic dishonesty

Consequences

Misconduct is addressed based on severity and frequency:

1. Verbal warning
2. Written warning
3. Parent conference
4. Behaviour contract
5. Detention or loss of privileges
6. Suspension (in-school or out-of-school)
7. Expulsion (in extreme cases)

All actions are guided by fairness, transparency, and restorative practices.

Student Rights

- Learn in a safe, inclusive environment
- Be treated with respect and dignity
- Receive academic and emotional support
- Have concerns heard and addressed fairly

Student Responsibilities

- Follow school rules and policies
- Respect others' rights and safety
- Maintain attendance and academic integrity
- Communicate respectfully with staff and peers

Behaviour

Students are encouraged to promote positive attitude and good and polite behavior towards students, college staff and instructors. College has ZERO tolerance for abusing, bullying, gender and cultural discrimination and sexual harassment. Students must be respectful to other religions and cultures

Computer Usage

- No food or beverage is allowed in computer labs
- Pen drives, diskettes must be scanned for viruses and malwares prior to use on school computers –
- It is strictly NOT permitted to delete any file or program from school computers
- College computers are not to be used for illegal or unlawful purposes including copyright infringement, obscenity, libel, slander, fraud, defamation, forgery, impersonation, illegal gambling, computer tempering and spreading of computer viruses.
- Access to unauthorized and restricted areas of computer hard drive including program files, registry files and system files etc.
- Accessing nudity, pornographic, sexual or violence websites ARE STRICTLY PROHIBITED AND NOT ALLOWED
- Any type of file or programs upload are NOT ALLOWED

Cellphone Usage

- Cell phones and other electronic devices are NOT to be used during school hours.
- However, each teacher has the right to permit the use of Electronic Devices for instructional purposes only and during his/her class time only.

Consequences of Violation

1. First violation: The cell phone/electronic device will be confiscated by the teacher/coordinator for the remainder of the day. The phone/device will be returned to the student at the end of that school day after signing the Electronic Device Contract. The parents will be informed about this incident and about.
2. Second violation: Cell phones/electronic devices will be confiscated into the care of school administration until a parent/guardian comes to school for a conference to review the school policy regarding electronics, and to collect the device. Parents/guardians must then sign a form stating that they understand that any subsequent violations will result in the student losing the privilege of having a cell phone/electronic device at school for one week. The cell phone/electronic device will be returned to the parent at that time.
3. Third violation: Cell phones/electronic devices will be confiscated into the care of the school administration for one week. After one week, the parents/guardians must come to school to collect the device and sign an Electronic Device Contract which states that any incident after the third situation will result in the loss of the privilege of having the electronic device at school for one month.

Miscellaneous

- Students must be honest on resumes
- Students must be punctual and prepared for the classes
- No stealing of books or study material
- No damage to college properties
- No defamation of school or its staff
- Smoking is not permitted in the school outside of designated or permitted areas
- The use of alcohol or drugs is not allowed