



## PARENT/GUARDIAN INFORMATION (preferably both parents/guardians information required)

### PARENT/GUARDIAN 1

Surname (Family Name)

Given Name(s)

Telephone Number

Date of Birth (mm/dd/yy)

Home Address

### PARENT/GUARDIAN 2

Surname (Family Name)

Given Name(s)

Telephone Number

Date of Birth (mm/dd/yy)

Home Address

## SCHOOL INFORMATION

Last School Attended

Grade Completed

School Address

Telephone Number

Fax Number/Email

Contact Person

Do you currently hold a Visa to study in Canada?

YES  NO

## MEDICAL INFORMATION (to be completed by parents or guardians)

Do you have any of the following medical conditions that may require emergency care at school?

Severe Asthma  Seizure-disorder/epilepsy  Diabetes  Life-threatening allergy (anaphylaxis)

None

Other (please specify): \_\_\_\_\_

## SCHOOL FEE (Please refer to the Fee Schedule posted in our Admissions Section)

### METHOD OF PAYMENT

Bank Draft

Bank Wire

Cheque (Domestic)

E-Transfer

**SCHOOL CONDUCT AND POLICIES** (Please read the School Conduct and Policies on the next page)  
Please check the items to be enclosed with this application

- \$100 Non-Refundable Registration Fee
- Copy of most recent academic transcript
- Copy of ID (passport, health card, student card, etc)

**TERMS, CONDITIONS, AND REFUNDS**

(Please read the following carefully before you submit the application form)

1. A deposit of \$100 must be paid upon registration in order to reserve a spot. The balance owing must be paid prior to course commencement.
2. Students must submit proof of student ID and completion of the pre-requisite course to register for the course. A copy of the student's report card or OST will be accepted.
3. There will be \$100 deposit required for a textbook if the course subject requires a textbook in the class. Students will get a refund of \$70 upon the return of the textbook.
4. TIA reserves the right to cancel courses at any time due to insufficient enrolment. In the event that a course is withdrawn, students will have priority access to another course or will receive a full refund
5. If you withdraw from the course 30 days before the first class, we will fully refund your tuition.
6. If you withdraw from the course between 1 to 29 days before the first class, we will refund your tuition less the registration fee of \$100.00.
7. The refund process will take 2-3 weeks.
8. **Once the class begins, there is NO REFUND.**

**E-SCHOOL STUDENTS**

1. After the E-School registration is complete on a full-time or part-time basis, **NO REFUND** of tuition fees will be made. This includes student withdrawal at any time after registration.

**PLEASE READ AND SIGN BELOW**

I declare that the information given in this application is complete and correct to the best of my knowledge and I have read and fully accept the school conduct and refund policy.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's or Legal Guardian's signature (for students below 18 years old): \_\_\_\_\_

**OFFICIAL USE ONLY** (the following information must be submitted)

**SUPPORTING DOCUMENTS**

- Application Form
- Original Transcript or School Record
- Immunization Record
- Study Permit
- Student's Photo I.D.
- Health Insurance

**ADMISSION**

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Program: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_



## SCHOOL CONDUCT AND POLICIES

The school requires students to observe the following expectations:

1. Be punctual for class and in handing in assignments.\*
2. Come to class prepared, and to keep course materials neat and well organized.\*
3. Observe school rules and the student code of conduct.
4. Respect the rights, health and safety of others and their property.
5. Respect the educational process and the learning environment of others.
6. Respect the authority of all School employees.

The school strictly forbids the following:

1. Physical violence, intimidation or threats.
2. The possession, use or distribution of illegal or restricted drugs, including alcohol.
3. The carrying or possession of weapons or simulated weapons.
4. Verbal abuse, profanity, racism, and sexism.
5. Disruption of the classroom or learning environment.
6. Vandalism of school property.
7. Smoking on school property.

Breaches of these rules including the defiance of school authority will be viewed most seriously and may result in suspension, possibly dismissal. In some cases, it may be appropriate for the school to involve the participation of the Police.

Parents and students should know the School Act authorizes administrative officers, teachers, and other appropriate personnel at Toronto International Academy to discipline students, in the classroom, the school at large and in extra- curricular situations.

\*Excessive absences, missing homework and assignments, and cheating on tests, exams and assignments will result in NO CREDIT being given for the student's course work.

In case students request any extra sessions from the teacher in addition to regular classes, the students will get permission from the school first and be responsible for covering additional fees for these sessions.

Initials:            Student's: \_\_\_\_\_

Parent's: \_\_\_\_\_