



Toronto International Academy

APPLICATION FOR ADMISSION (FULL TIME)

223-1140 Burnhamthorpe Rd. W.,
Mississauga, Ontario, CANADA L5C 4E9
Tel: (905) 615-1011 Fax: (905) 615-1029
Email: info@tiaschools.com www.tiaschools.com

REGISTER GUIDELINES

Please complete all sections of the form clearly and accurately and send this application to your local representative or directly to the Admissions Team at info@tiaschools.com.

EXPECTED ENROLLMENT

- | | | |
|--|--|--|
| ☐ Semester 1 (September – November) | ☐ Semester 2 (November – January) | ☐ Semester 3 (February – April) |
| ☐ Semester 4 (April – June) | ☐ Summer 1 (July) | ☐ Summer 2 (August) |

PROGRAM APPLIED FOR (please check all that applies)

- ☐ High School Program ☐ E-School Program ☐ UGP Program ☐ Other (specify): _____

STUDENT STATUS

- ☐ Canadian Citizen ☐ Permanent Resident ☐ Study Visa ☐ Other (specify): _____

PERSONAL INFORMATION

Surname (Family Name)	Given Name(s)	Gender	
		☐ Male ☐ Female	
Date of Birth (mm/dd/yy)	Citizenship	First Language	Country of Birth

PERMANENT MAILING ADDRESS

Address	City	
State/Province	Country	Postal Code
Home Phone Number	Mobile Phone Number	E-mail Address

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 (specify):

SCHOOL FEE (Please refer to the Fee Schedule posted on our Website Admissions Page)

METHOD OF PAYMENT

☐ Bank Draft

☐ Bank Wire

☐ Credit Card (Flywire, OTT)

☐ Cheque (Domestic)

SCHOOL ACCEPTANCE

International Students should pay the required fee(s) by bank draft or bank wire transfer directly to Toronto International Academy. With a receipt of payment, we will issue you a Letter of Acceptance for Student's Visa Application.

APPLICATION CHECKLIST

Please check the items to be enclosed with this application

INTERNATIONAL STUDENTS

- ☐ \$350 Non-Refundable Registration Fee
- ☐ Copy of the student's transcript for the past 3 years
- ☐ Copy of the student's passport
- ☐ Immunization Record

LOCAL STUDENTS

- ☐ \$150 Non-Refundable Registration Fee
- ☐ Copy of the student's transcript for the past 3 years
- ☐ Student Photo ID

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

INTERNATIONAL VISA STUDENTS

Case 1) Study Permit refused

1. A full refund of all fees, except the registration fee (\$350 for regular & \$500 for UGP), the administration fee (\$200), the overseas bank wire fee (\$100), and the custodianship legal fee (\$200) will be granted if study permit for international students is not approved by Citizenship and Immigration Canada. The written proof of such refusal is required.
2. Refund will be processed once the original Letter of Acceptance and the original receipt from the school have been returned. The refund process will take 4-6 weeks.

Case 2) Student Not applied for study permit

1. 70% of the tuition fee, except the registration (\$350 for regular & \$500 for UGP) the administration fee (\$200), the overseas bank wire fee (\$100), and the custodianship legal fee (\$200) will be refunded if the student has not applied for a Study Permit and has withdrawn the application prior to the commencement of school semester student applied for.
2. Refund will be processed once the original Letter of Acceptance and the original receipt from the school have been returned. The refund process will take 4-6 weeks.

There will be no refund in any of the following cases:

1. **After a Study Permit has been granted, no refund of tuition fees will be made even if the student withdraws for whatsoever the reason.**
2. There will be no refund of any portion of the tuition fee that has been paid to the school once the student has started attending classes.
3. There will be no refund of any portion of the tuition fee if the student changes immigration status during the school year. A student who becomes a Permanent Resident of Canada after tuition fee is paid is not eligible for a refund.
4. There will be no refund of the tuition fee if the student is found in violation of school conduct and policies and asked to withdraw from the school.

LOCAL STUDENTS

1. If student withdraws from the school registration 60 days before the first class, the tuition will be fully refunded.
2. If student withdraws from the school registration 1 to 59 days before the first class, the tuition less the registration fee of \$150 will be refunded.
3. The refund process will take 2-3 weeks.
4. Once the class begins, there is no refund.

E-SCHOOL FULL-TIME AND PART-TIME STUDENTS

Once registration is complete, whether on a full-time or part-time basis, NO REFUND of tuition fees will be issued. This includes students who withdraw 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 (see below).

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: _____