

HIGH SCHOOL APPLICATION FORM



Application Checklist

INTERNATIONAL/DOMESTIC STUDENTS

<input type="checkbox"/>	1. Application Form completed
<input type="checkbox"/>	2. Application Fee of \$250 (non-refundable)
<input type="checkbox"/>	3. Copy of Passport
<input type="checkbox"/>	4. Copy of Report Cards or Transcripts* for the past two years
<input type="checkbox"/>	5. Medical Insurance (International ONLY)

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STUDENT INFORMATION (Please attach a copy of the applicant's passport)

Legal First Name		Legal Last Name	
English Name		Birth Date (dd/mm/yyyy)	
Current Address			
P.O Box	Apt./Unit	Street No.	Street Name
City	Province	Country	Postal Code
Permanent Address			
P.O Box	Apt./Unit	Street No.	Street Name
City	Province	Country	Postal Code
Student Email		Home Phone	
Cell Phone		Citizenship	

PARENT & GUARDIAN INFORMATION

Parent/Guardian			
Legal First Name		Legal Last Name	
City	Province	Country	Postal Code
Relation	Cell	Email	
Parent/Guardian			
Legal First Name		Legal Last Name	
City	Province	Country	Postal Code
Relation	Cell	Email	

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AGENT INFORMATION (if applicable)

Agency Name	
Main Contact Name	Email

INSURANCE INFORMATION (Medical Insurance is required during your full study period)

Do you have valid medical insurance in Canada?	
<input type="checkbox"/> Yes	If yes, please provide proof of coverage with this application.
<input type="checkbox"/> No	I would like to purchase medical insurance from (dd/mm/yyyy): _____ to _____

Medical Insurance

International students are required by law to enroll in the British Columbia Medical Services Plan (MSP). Students are responsible for applying directly to MSP. Students are required to have private medical insurance for the first three (3) months after arrival into Canada (if not a Canadian resident) and must provide proof of the private insurance.

Please provide a copy of your insurance policy or BC Services Card.

MSP Personal Health Number:

Expiration Date: (dd/mm/yyyy):

Health Concerns

Do you have any health concerns that the school should be aware of? (e.g. migraines, epilepsy, allergies, etc.)

CANADIAN CUSTODIAN

Students under 19 years old who are not living with their parent/legal guardian in Canada are required to have a Canadian custodian in order to make necessary arrangements for the care and support of the student in place of the parents as appropriate.

Legal First Name	Legal Last Name
Cell	Email
Current Address	

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ADDITIONAL INFORMATION

Where did you hear about us?		
<input type="checkbox"/> Website <input type="checkbox"/> Agent <input type="checkbox"/> Walk-In <input type="checkbox"/> Facebook Ads <input type="checkbox"/> Google Ads <input type="checkbox"/> Other		
Do you have any medical conditions or allergies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:

PREVIOUS SCHOOL INFORMATION

Previous School Name:		
Enrolled from (mm/yyyy): _____ to _____		Last Grade Completed:
Location:	<input type="checkbox"/> In British Columbia <input type="checkbox"/> Other	If in BC, please provide PEN:
Intake at Canada Royal Arts High School (yyyy): Sept _____ Jan _____ May _____		
Enrolled in High School Program: Grade <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		

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REFUND POLICY

1. Any request for course or program withdrawal involving tuition refund must be made by Tuition Refund Request Form of the school. The school reserves the right to inform the Canada Immigration of an international student's withdrawal or expulsion from school.

2. The amount of tuition refund is determined by the following regulations:

A. Full Prepaid Tuition Fee, minus a processing fee of \$ 800 CDN will be refunded to an international student whose visa application is rejected by Canadian Embassy outside of Canada. (The original letter of rejection for the latest Letter of Acceptance is mandatory with the completed Tuition Refund Request Form).

B. No Refund will be granted to a:

- Student who is expelled from Canada Royal Arts High School due to a violation of school policy.
- Student who obtains a new or extended visa or study permit with our school letters.
- No fees will be refunded for mid-term transfers, leaves of absence, withdrawals, course changes, or course suspensions.
- Student who provides false documents or information.

3. The school will determine individual specialized cases and will deal with accordingly.

* Please be advised that the tuition refund process typically takes 6-8 weeks from the submission of the completed and signed Tuition Refund Request Form. However, this timeframe may be extended due to the verification of the refusal letter issued by Immigration, Refugees and Citizenship Canada (IRCC).

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AGREEMENT & RELEASE

I/we hereby give consent to request all confidential school records pertaining to my child from their previous school. These records are necessary to provide appropriate assessments, programming, and services for my child, and will become part of their permanent record at the School if he/she is accepted.

We, the student, and parent(s):

- a. Declare that the information submitted in this application and all supporting documentation is true and complete;
- b. Authorize the School to verify this information submitted with the application, and the authenticity of all supporting documentation;
- c. I/We have read and understand the Student Handbook, Code of Conduct and all policies;
- d. Agree to provide the applicant with prescribed uniform;
- e. Agree to provide the applicant with an iPad/laptop for use at school;
- f. Agree to provide proof of private medical insurance coverage (first three months of study time) or valid MSP card;
- g. Agree to give full disclosure at the time of the application, of all confidential information; educational evaluations, psychological assessments, or special medical needs relevant to our child(s) application;
- h. Have read and understand the refund policy;
- i. Agree to be responsible for paying all fees related to enrolment at Canada Royal Arts High School.

By signing below, we have read and agree to Canada Royal Arts High School Refund Policy.

Signature of Student

_____ Date _____

Signature of Parent/Legal Guardian

_____ Date _____



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