



Application Procedures for Summer School

La Citadelle International Academy of Arts & Science

Summer Credit Courses and Summer School Class Registrations

All students applying to summer school must complete and submit the appropriate documents as outlined below. Students registering for Summer Credit Courses must provide proof of required pre-requisites or equivalencies.

Enrolled La Citadelle Students:

Students currently enrolled at La Citadelle registering for summer school credit courses must complete and submit the following:

- A completed and signed [Application for Summer School Form S](#)
- Applicable Registration fees**

Canadian & International* Students:

A completed summer school application package must be submitted with the following:

- Copy of applicant's proof of age, name and status in Canada (passport or birth certificate)
- Copy of Student Visa (International students only)
- Copy of applicant's health card and immunization record
- Copy of School Transcript
- Copy of most recent report card
- A completed and signed [Application for Summer School Form S](#)
- Applicable Registration fees**

*all documents must be provided with official English translation

** all cheques must be made to the name **La Citadelle**

Address & Mailing Information:

Application packages may be submitted in person or by mail to:

La Citadelle – Admissions Office
Summer School Program
36 Scarsdale Road,
North York, Ontario
M3B 2R7
Canada

La Citadelle



International Academy
of Arts & Science



APPLICATION FOR SUMMER SCHOOL

Applicant Name: _____

Current Grade: _____ Applying for Summer Year: _____

APPLICATION CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> Completed & Signed <u>Application for Summer School Form</u> | <input type="checkbox"/> Copy of Health Card |
| <input type="checkbox"/> Completed & Signed <u>Summer School Registration Form S</u> | <input type="checkbox"/> Copy of most recent Report Card |
| <input type="checkbox"/> Copy of Proof of Age document | <input type="checkbox"/> Transcript (Secondary Students Only) |
| <input type="checkbox"/> Copy of Student Visa (for International Students Only) | <input type="checkbox"/> Summer School Course Fees |

SECTION 1: STUDENT PERSONAL INFORMATION

Applying for Summer Year: _____ Current Grade: _____ Application Date: _____

Legal Surname/Family Name: _____ Legal First Name: _____

Preferred Name: _____ Email Address: _____

Cell Number: _____ Home Number: _____

Date of Birth: ____/____/____ Male Female Health Card Number: _____
yy mm dd

Ontario Education Number (OEN): _____

Student's Status in Canada: Are you a Canadian Citizen? Yes _____ No _____
Are you a Foreign Student? Yes* _____ No _____ Country of Origin: _____

* If you answered yes you must include a copy of your Student Visa with the application

Language Spoken: English: _____ French: _____ Other: _____ First language spoken: _____
(Please specify)

Home or Permanent Address: _____
Street Number Street Name Unit Number

City Province Postal Code

SECTION 2: PARENT AND/OR GUARDIAN INFORMATION

Student Resides with: Both Parents _____ Mother _____ Father _____ Other: _____

Mother: _____ Occupation: _____ Email: _____

Home Number: _____ Cell Number: _____ Business Number: _____

Home or Permanent Address: _____
(if different from above) Street Number Street Name Unit Number

City Province Postal Code

Father: _____ Occupation: _____ Email: _____

Home Number: _____ Cell Number: _____ Business Number: _____

Home or Permanent Address: _____
(if different from above) Street Number Street Name Unit Number

City Province Postal Code

Guardian: _____ Occupation: _____ Email: _____

Home Number: _____ Cell Number: _____ Business Number: _____

Home or Permanent Address: _____
(if different from above) Street Number Street Name Unit Number

City Province Postal Code

SECTION 5: EMERGENCY AND MEDICAL INFORMATION

Name of Physician: _____ Telephone Number: _____
Area Code & Telephone #

Address of Physician: _____

Alternate Emergency Contact: _____ Telephone Number: _____
Area Code & Telephone #

Address of Emergency Contact: _____

Relationship to Student: _____ Immunization Record Submitted: ____ Yes ____ No

Specify any allergies, asthma or special needs the student has that we should be made aware of, what reaction(s)/symptom(s) the student will have and what treatment must be used.

Specify any serious health issue for which the student may need accommodation or assistance, including the details of such accommodation, emergency medical contact information, etc.

If the student is seeking accommodation for a disability or special circumstances requiring an IEP, please provide any information that you think would be helpful to the school in providing that accommodation, including reports and recommendations from speech therapists, psychologists, eye specialists, social workers, physiotherapists, or other health care workers, as applicable.

Please provide full details of the basis for which any accommodation is sought for the student, or any special medical needs that the school should be aware of in order to provide appropriate accommodation and supervision to the student.

Can your child fully participate in regular Physical Education and sports activities? If not, please explain any limitations or accommodations.

Specify any special diet and rest requirements for the student:

Provide a full history of the student communicable diseases if applicable:

Please read and complete each of the following:

1. To the best of my/our knowledge, my/our child is in good health. I/we hereby agree to inform the school immediately of any infectious disease to which my/our child has been exposed or of any changes to his/her medical condition.
2. In the event of injury and/or emergency at school or during any school activity, I/we grant permission to the Headmaster or any person acting on his behalf to administer first-aid, and to obtain and/or authorize the necessary medical treatment for my/our child.
3. In case of serious injury or emergency at school or during any school activity, I/we understand that the Headmaster or any person acting on his behalf will make the necessary arrangement to have my/our child transported by ambulance if hospitalization is required. I/we would prefer that our child be transported to the following hospital if possible: _____
4. In case of minor health problems such as headaches, stomach aches, ear aches, fever, etc, I/we authorize the school to give our child the following medication: Acetaminophen () Ibuprofen () Other: _____
5. In case prescribed medication is required to be administered to our child during school hours, we agree to submit a written note to the school stating all pertinent information related to such medication including specifics concerning dosage, frequency, storage, etc.

I/we understand that in case of any emergency, the school will make every effort to contact one of the parents or the emergency contact person named above. If no contact can be made, I/we grant permission to the Headmaster or any person acting on his behalf to authorize the necessary medical treatment for my/our child. We also understand that in the event of a medical emergency, a medical practitioner and/or the Headmaster or any person acting on his behalf can authorize medical care. It is understood that this consent and the information given above shall remain in effect until such time as we indicate any modification of it in writing.

Date: _____ & _____
Father's/Guardian's signature Mother's/Guardian's signature



36 Scarsdale Road
North York, Ontario
M3B 2R7

Registration/Form S
Summer 2017

Student's name: _____

Grade/Level: _____

Summer School Registration

Summer School Credit Courses, Fee and Guidelines

Summer School course(s) selection must be checked and initialled in the available spaces. Registration Form S and applicable payment must be submitted prior to processing student file.

	Course Code	Schedule	July 3 to July 28 2017	July 31 to August 25 2017	Fee	Course Selected	Parent and/or guardian Initials	
SECONDARY CREDIT COURSES								
English as a Second Language	ESL	9:00AM – 1:30 PM		✓	\$2,500.00			
English 11	ENG3U	9:00AM – 1:30 PM		✓	\$2,500.00			
* Pre-requisites are required - All textbooks are made available to students							TOTAL DUE	\$

Part A – Fees & Guidelines

- a. Payments must be made to La Citadelle and completed registration packages must be received prior to July 1st, 2017 to secure enrolment.
- b. Course fees include a non-refundable \$300.00 Administrative & Processing Fee.
- c. Fees must be paid in full no later than May 31, 2017, which confirms the student's enrolment in the course.
- d. Post-dated cheque must be enclosed with registration form.
- e. All outstanding balances, regardless of the source, are subject to a service charge of 1.5% monthly (18% annually), compounded on the 1st of each month until the account is paid in full.
- f. Administrative & Processing Fees are non-refundable in all circumstances. In the event a parent wishes to withdraw a student from a course, then the parent must provide La Citadelle with the Official School Withdrawal Form available in the main office. The effective date of the withdrawal will be the latter of the date the notice is received or the date stated in the notice. If the effective date of withdrawal of a student is prior to May 31st, 2017, the parent will have no further obligation for the student's tuition fees after payment of the Administrative & Processing Fees. If the effective date of withdrawal of the student is between June 1st 2017 and June 15th, 2017, then the parent will be obligated to pay 50% of the balance of the fee, after payment of the Administrative & Processing Fee (any excess will be refunded) and in the event the effective date of withdrawal of a student is between June 16th, 2017, and June 30th, 2017, then the parent will be obligated to pay 70% of the tuition fee after payment of the Administrative & Processing Fee (any excess will be refunded) and in the event the effective date of withdrawal of a student occurs on or after July 1st, 2017, the parent will be responsible for payment in full of the tuition fees.
- g. Parents may not receive official statements of results, transcripts, or diplomas and may not register a student in the school until all accounts have been paid in full or in accordance with the withdrawal policy set out in the preceding paragraph. In addition, La Citadelle reserves the right to suspend a student until all accounts are paid in full.

Part B – Terms of Enrolment

- h. By enrolling their child at La Citadelle, parents and students agree to abide by and be bound by the academic, non-academic, administrative, disciplinary and other rules and regulations of the school, including the Code of Conduct, and agree to pay in full academic and incidental fees as required by the school. For purposes of this document and to school policies including the Code of Conduct, reference to parents includes, where applicable, custodial and non-custodial parents and/or guardians.
- i. The parents agree that during their child's enrolment at La Citadelle, all works or products, including written works, works of art, audio or video recordings may be photographed or recorded, during school activities and extra-curricular activities and that La Citadelle may publish such content in any promotional, advertising, marketing or historical content, either for internal or external purposes. Further, during their enrolment, the parent understands, agrees that La Citadelle may photograph, record and film its students during school, activities and extracurricular events and/or activities and consents that these will remain the property of La Citadelle in perpetuity and that the content may be used by La Citadelle for any publication, web based school related content, marketing and promotional purposes, either for internal use or external market. All references to "La Citadelle or the school community" include the students, teachers, staff, parents and guardians, school administration and volunteers. All members of the school community are expected to comply with the Code of Conduct and school policies.
- j. The Code of Conduct, official school policies, and this agreement constitute a legally binding agreement with the school. However, information provided for information purposes such as information on the school website, and updates provided by teachers or the school about school activities is provided for information purposes only and is not intended to be legally binding.
- k. The first year of enrolment will be considered a probationary period in which the school in its absolute discretion will determine the student's suitability for continued enrolment in La Citadelle. During the first year of enrolment, La Citadelle reserves the right to determine if a student is permitted to re-enrol for the following year.
- l. La Citadelle International Academy of Arts and Science is committed to provide a high standard of education and instruction and in that context, reserves the right to expel or suspend any student whose conduct or performance is unsatisfactory. If a student is suspended or expelled, the tuition fees will not be refunded and the remainder of the fees will be calculated in accordance with the school withdrawal policy.
- m. The school reserves the right to dismiss any student if the school determines in that the continued enrolment of that student would not be in the interest of the student or the school.

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, you are hereby notified that the personal information relating to you and your child is being collected for the proper administration of La Citadelle International Academy of Arts & Science only.

I agree to enrol my child in La Citadelle for the 2017 summer school program. I have selected course(s) and have read and understood the rules and conditions stated above and agree to be bound by the above terms and conditions. I have authority to do so on behalf of _____

(Student's name)

Date: _____ & _____
 Father's/Guardian's signature Mother's/Guardian's signature