



APPLICATION FOR ADMISSION

INTERNATIONAL STUDENTS

HERITAGE ACADEMY

of Learning Excellence

207 BAYSWATER AVENUE
OTTAWA, ONTARIO. K1Y 2G5
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STUDENT INFORMATION

Student's Name: _____
First Middle Last

Mailing Address: _____
Number Street Apt. #
_____ City/Town Province Postal Code

Date of Birth: Year/_____ Month/_____ Day/_____ Sex: Male Female

Place of Birth: _____ Primary Language: _____ Present Grade Level: _____

Name of Previous School: _____

Address: _____ School Board: _____

Learning Exceptionalities: _____ I.E.P/I.P.R.C.

Allergies: _____ Anaphylaxis

Medications: _____

All medications must be clearly labeled with the child's name and dosage instructions. Students must hand the medication to the school secretary for storage during the day. No students may carry medication with them during the school day with the exception of Epi-Pen's and Asthma Inhalers. Parents must provide the school with written consent in order to administer any medications.

Health Card No. : _____ Expiry Date: _____

Family Physician: _____

Medical and Physical Conditions or Restrictions: _____

My child requires: EPI-PEN (1 Epi-Pen must be kept at school) Glasses/Contacts Lens
 Physical Restrictions: _____
 Special Diet: _____
 Hearing/Auditory Aids: _____
 Mobility Aids: _____

INTERNATIONAL STUDENTS FEES

ACADEMIC YEAR 2024-2025

Tuition Fees (Registration prior to February 1 st , 2024)	\$19,200.00
Tuition Fees (Registration after to February 1 st , 2024)	\$19,600.00

There may be additional fees based on certain courses. Additional fees due upon billing.

PAYMENT TERMS

Method of Payment: Cheque EFT Wire Transfer Other: _____

Installments: <input type="radio"/> Payment 1 (due upon Registration)	\$4,000.00
<input type="radio"/> Payment 2 (due before July 1, 2024)	\$7,600.00/\$7,800.00
<input type="radio"/> Payment 3 (due before December 1, 2024)	\$7,600.00/\$7,800.00

REFUND POLICY

Refund policy is as follows;

A notice of withdrawal must be received no later than 90 days before the start date of classes. If the notice of withdrawal is submitted prior to this date, a refund of fifty percent of the years' school fees will be refunded.

STUDENT VISA

A completed Application for Admission along with the Registration Fee is required before a letter of acceptance will be issued for a student visa. If a student visa is refused, the students must provide the school with the original refusal letter from the Canadian Embassy. A refund will not be issued without this letter. A cancellation fee of \$700 will be retained from the school.

PLACEMENT FEES FOR INTERNATIONAL AGENCIES

A placement fees of \$2,000.00 will be paid to an international placement agency which has co-ordinated the enrollment of an international student.

Admission Agreement	
I, hereby agree to the above-mentioned conditions and terms.	
Parent Signature:	Date:
Agent Signature:	Date:

SCHOOL OUTINGS AND EMERGENCY INFORMATION

School Activities and Outings

A number of outings and activities are planned each year to compliment the school's academic program. Students will usually have specific activities or work as a result of an outing. In addition, a number of scheduled activities, which are part of the school program, take place away from the school site.

Scheduled Activities

Some components of the Physical Education and Sports program are conducted outside. Recess breaks are usually taken outside the school buildings.

Special Outings

Parliament Buildings, Theatres/Arts Centers, Museums, Picnic Grounds and Local Parks, Municipal pools, Universities/Colleges, Restaurants, Shopping Centers, Water Parks, Fishing, Biodome, Food Bank Farms
Outings may also include visits to special events or other activities determined by the teacher and principal.

Transport of Students

The students and staff travel to and from the above locations by chartered bus, public transit or by foot. In exceptional circumstances or emergency situations, where it is not possible to communicate with a parent, it may be necessary for a teacher to transport a student in his/her own vehicle. In this event, the teacher's personal auto insurance will cover the student as a passenger.

Standing Permission Form

I, hereby give my child permission to participate in these outings.

Parent's or Legal Guardian's Signature

Date

Emergency Transportation Waiver

Students are advised that they must report to the supervising staff in an emergency or if they are injured. When required, school authorities will give first aid. If the school is unable to reach the child's parents or emergency contacts and the situation warrants an ambulance, one will be called. Parents will be responsible for the ambulance expense. In the parents' absence, a school official will accompany the student from the school of he/she must be transported by ambulance.

I, hereby understand the above waiver and grant the school permission to transport my child to the hospital.

Parent's or Legal Guardian's Signature

Date

Emergency Contact Information

If parents are unavailable, please contact: _____

STUDENT CODE OF CONDUCT POLICY

STUDENTS ARE EXPECTED TO

- ✓ Behave properly by doing the best work possible at all times.
- ✓ Follow the directions of the teachers and school officials.
- ✓ Not interfere in any way with another student.
- ✓ Use proper language without profanity at all times.
- ✓ Avoid any behaviour that disrupts the learning in any class.
- ✓ Avoid damaging school property or equipment.
- ✓ Arrive at school on time and being ready to learn.
- ✓ Show respect for themselves and others.
- ✓ Keep the school environment safe.
- ✓ Not engage in any form of bullying and harassment.
- ✓ Follow the rules and take responsibility for their actions.
- ✓ Follow the rules and procedures indicated in the Student Handbook.

Consequences:

Unfortunately in every school population there are students who will misbehave. Students who misbehave will be reported to the Principal who shall assign proper corrective consequences.

Code of Conduct Agreement

I, _____ (Parent/Guardian) of _____
agree to my child being governed by this Code Of Conduct. I understand that continued failure to follow the school rules may lead to my child's expulsion from school.

Parent's or Legal Guardian's Signature

Date

Student's Signature

Date

PHOTO RELEASE FORM

During the course of the academic year, Heritage Academy may wish to use photographs of its students on school bulletin boards, school website, in educational publications or in general media releases on a controlled basis. Any such photographs would highlight the student(s) either demonstrating learning techniques or participating in approved school activities. In the past, Heritage Academy staff and students have made the local and national media numerous times for their initiatives and achievements.

In accordance with school policy, names of individual students will not be released with any photographs.

Student's Name: _____

____ I/We consent to the use of my child's image; such use may include all Heritage Academy Publications (print, online, video, etc.). Such photographs would highlight the students either demonstrating learning techniques or participating in approved school activities.

____ I/We DO NOT consent to the use of my child's image ever; this use includes all Heritage Academy Publications (print, online, video, etc.), with the exception of Heritage Academy's School Yearbook photographs and individual classroom website pictures.

Parent's/guardian's signature _____ Date _____
