

# La Citadelle



International Academy  
of Arts & Science



## APPLICATION FOR SUMMER SCHOOL

**Applicant Name:** \_\_\_\_\_ **Current Grade:** \_\_\_\_\_

**Applying for Summer Year:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### APPLICATION CHECKLIST

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

**SECTION 1: STUDENT PERSONAL INFORMATION**

Legal Surname/Family Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female Health Card Number: \_\_\_\_\_  
DD MM YY

**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

# Registration Form – S1

## Summer School Credit Courses, Fee and Guidelines

Summer School course(s) selected must be filled into the below chart along with the sessions offered and associated fees. The completed application form, including this Registration Form S1 and all applicable payment must be submitted prior to processing student file. Please note times of classes vary by course and all registered students must have access to internet as well as desktop/laptop computers.

Grade	Course Code	Course Name	Session (July or August)	Course Fee
* all admissions will be contingent on students meeting the prerequisite requirements				
<b>TOTAL DUE</b>				

### Part A – Fees & Guidelines

- a. Payments must be made to La Citadelle and completed registration packages must be received prior to May 31<sup>st</sup>, 2025 to secure enrollment.
- b. Course fees include a non-refundable \$300.00 Administrative & Processing Fee.
- c. Fees must be paid in full no later than May 31<sup>st</sup>, 2025, which confirms the student’s enrollment in the course.
- d. Program fees may be paid via cheque, cash, debit, e-transfer, wire, Visa or MasterCard. Visa and MasterCard payments will be subject to a 2.25% processing fee. All wire transfers must include the student’s full legal name and copy of the transfer receipt must be submitted as payment confirmation.
- e. All outstanding balances, regardless of the source, are subject to a late payment interest charge of 1.5% monthly (18% annually), compounded on the 1<sup>st</sup> 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. All refunds and course changes will be subject to the Administrative & Processing Fee. Cancellations received 30 days prior to the start of the program are eligible for a full refund, less the Administrative & Processing Fee. Cancellations received less than 30 days prior to the start date of the program will not receive a refund.
- g. For international students registered in any of the above programs, full refunds less the Administrative & Processing Fee, will only be issued with proof of visa denial or a medical emergency supported by an officially translated certification from a legally qualified medical practitioner not related to the student.
- h. 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 policies set out in the preceding paragraphs. In addition, La Citadelle reserves the right to suspend a student until all accounts are paid in full.

### Part B – Terms of Enrollment

- i. 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.
- j. The parents agree that during their child’s enrollment 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 enrollment, 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.
- k. 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.
- l. The first year of enrollment will be considered a probationary period in which the school in its absolute discretion will determine the student’s suitability for continued enrollment in La Citadelle. During the first year of enrollment, La Citadelle reserves the right to determine if a student is permitted to re-enroll for the following year.
- m. 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.
- n. The school reserves the right to dismiss any student if the school determines in that the continued enrollment of that student would not be in the interest of the student or the school.
- o. The school reserves the right to cancel registration in the vent of low enrollment or exceptional and/or unforeseen circumstances. If this occurs a full refund will be provided.

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 enroll my child in La Citadelle for the 2025 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

La Citadelle  
 Summer Credit Courses  
 4 to 8 students per course

<b>July 7<sup>th</sup> – August 1<sup>st</sup>, 2025 (In Person)</b>					
Grade	Course Code	Course Name	Prerequisite	Schedule	Fee
Grade 12	<b>BOH4M</b>	Business Leadership: Management Fundamental	None	9:00 a.m. –2:00 p.m.	\$2,250.00
Grade 11	<b>CHA3U</b>	American History	Canadian History since World War I, Grade 10, Academic or Applied	9:00 a.m. –2:00 p.m.	\$2,250.00
Grade 11	<b>CLU3M</b>	Understanding Canadian Law	Canadian History since World War I, Grade 10, Academic or Applied	9:00 a.m. –2:00 p.m.	\$2,250.00
Grade 12	<b>CPW4U</b>	Canadian and International Politics	Any university or university/college preparation course in Canadian and world studies, English, or social sciences and humanities	9:00 a.m. –2:00 p.m.	\$2,250.00
Grade 11	<b>ENG3U</b>	English	ENG2D	9:00 a.m. –2:00 p.m.	\$2,250.00
	<b>ESL D</b>	English Second Language – Level 4	ESL Level 3 or equivalent	9:00 a.m. –2:00 p.m.	\$2,250.00
Grade 11	<b>HRT3M</b>	World Religions & Belief Traditions: Perspectives, Issues & Challenges	None	9:00 a.m. –2:00 p.m.	\$2,250.00

<b>August 4<sup>th</sup> – August 29<sup>th</sup>, 2025 (Online)</b>					
Grade	Course Code	Course Name	Prerequisite	Schedule	Fee
Grade 12	<b>CHY4U</b>	World History since the Fifteenth Century	Any university or university/college preparation course in Canadian and world studies, English, or social sciences and humanities	9:00 a.m. –2:00 p.m.	\$1,950.00
Grade 12	<b>HSC4M</b>	World Cultures	Any university, college, or university/college preparation course in social sciences and humanities, English, or Canadian and world studies	9:00 a.m. –2:00 p.m.	\$1,950.00
Grade 12	<b>ENG4U (AP)</b>	AP English	ENG3U	9:00 a.m. –2:00 p.m.	\$1,950.00
	<b>ESL E</b>	English Second Language – Level 5	ESL Level 4 or equivalent	9:00 a.m. –2:00 p.m.	\$1,950.00
Grade 9	<b>FSF1D*</b>	Core French	None	9:00 a.m. –2:00 p.m.	\$1,950.00
Grade 12	<b>CLN4U</b>	Canadian & International Law	Any university or university/college preparation course in Canadian and world studies, English, or social sciences and humanities	9:00 a.m. –2:00 p.m.	\$1,950.00
Grade 11 or Grade 12	<b>OLC4O</b>	Ontario Secondary School Literacy Course	Students who have been eligible to write the OSSLT at least twice and who have been unsuccessful at least once are eligible to take the course. (Students who have already met the literacy requirement for graduation may be eligible to take the course under special circumstances, at the discretion of the principal.)	9:00 a.m. –2:00 p.m.	\$1,950.00

\*Mandatory for all La Citadelle Applicants entering Grade 10.