

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 & 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: _____
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

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.

Current Grade	Course Code	Course Name	Session (July or August)	Course Fee
				\$
				\$
				\$
* all admissions will be contingent on students meeting the prerequisite requirements				\$
TOTAL DUE				\$

Part A – Fees & Guidelines

- a. Payments must be made to La Citadelle and completed registration packages must be received prior to April 30th 2023 to secure enrolment for July courses and May 31st, 2023 to secure enrolment in August courses.
- b. Course fees include a non-refundable \$300.00 Administrative & Processing Fee.
- c. Fees must be paid in full no later than April 30th, 2023 for July courses and May 31st, 2023 for August courses, which confirms the student’s enrolment 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 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. 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 10 business 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 Enrolment

- 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 given 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 their enrolment, including 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.
- 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. 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.
- 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.
- n. The school reserves the right to cancel registration in the event of low enrolment 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 enrol my child in La Citadelle for the 2023 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

Session 1* (July 3rd – July 28th, 2023)

Grade	Course Code	Course Name	Prerequisite	Schedule	Fee
Grade 11	CHA3U	American History	Canadian History since World War I, Grade 10, Academic or Applied	9:00 a.m. –2:00 p.m.	\$1,750.00
Grade 11	CLU3M	Understanding Canadian Law	Canadian History since World War I, Grade 10, Academic or Applied	9:00 a.m. –2:00 p.m.	\$1,750.00
Grade 11	HRT3M	World Religions & Belief Traditions: Perspectives, Issues & Challenges	None	9:00 a.m. –2:00 p.m.	\$1,750.00
Grade 11	SBI3U	Biology	Science, Grade 10	9:00 a.m. –2:00 p.m.	\$1,750.00
Grade 12	CPW4U	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.	\$1,750.00
Grade 12	MFH4U	Advanced Functions	MCR3U Grade 11 or MDM4U Grade 12 or MCT4C Grade 12	9:00 a.m. –2:00 p.m.	\$1,750.00

*School Closure: Canada Day – Monday July 3rd, 2023

Session 2* (July 31st – August 25th, 2023)

Grade	Course Code	Course Name	Prerequisite	Schedule	Fee
Grade 12	ENG4U	AP English	Grade 11 ENG3U	9:00 a.m. –2:00 p.m.	\$1,750.00
Grade 12	CHY4U	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.	\$1,750.00
Grade 12	HSC4M	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.	\$1,750.00
Grade 12	CLN4U	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.	\$1,750.00
Grade 12	BOH4M	Business Leadership: Management Fundamental	None	9:00 a.m. –2:00 p.m.	\$1,750.00

*School Closure: Civic Holiday – Monday August 7th, 2023

Additional Summer Credit Courses & Programs

Grade	Course Code / Name	Prerequisite	Session	Schedule	Fee
Gr. 8 – 12	ESL D English Second Language – Level 4	ESL C English Second Language – Level 3	Session 1 (July 3 – 28, 2023) *School Closure: Canada Day – Monday July 3 rd , 2023	9:00 a.m. –2:00 p.m.	\$2,000.00
Gr. 8 – 12	ESL E English Second Language – Level 5	ESL D English Second Language – Level 4	Session 2 (July 31 – August 25, 2023) *School Closure: Civic Holiday – Monday August 7 th , 2023	9:00 a.m. –2:00 p.m.	\$2,000.00
Grade 11 or Grade 12	OLC40 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.)	Session 2 (July 31 – August 25, 2023) *School Closure: Civic Holiday – Monday August 7 th , 2023	9:00 a.m. –2:00 p.m.	\$2,000.00
Gr. 5 – Gr. 7	Francisation French for non-francophones	None	Session 1 (July 3 – 28, 2023) *School Closure: Canada Day – Monday July 3 rd , 2023	9:00 a.m. –1:00 p.m.	\$1,500.00