



# | STUDENT APPLICATION FORM FOR ADMISSION



## SECTION I: PERSONAL INFORMATION

### GENERAL

NAME :	_____	PEN :	_____
	LAST / FIRST / MIDDLE		
PREVIOUS SCHOOL :	_____	REFERRED BY :	_____
STATUS :	<input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> LOCAL	CITIZENSHIP :	_____
GENDER :	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH :	_____
			YYYY / MM / DD
ADDRESS :	_____		
HOME PHONE :	_____	CELLPHONE :	_____
EMERGENCY PHONE NO. :	_____	RELATIONSHIP :	_____

### GUARDIAN / PARENTS

NAME :	_____		
ADDRESS :	_____		
PHONE NUMBER :	_____	RELATIONSHIP :	_____

### STATUS

PASSPORT NUMBER :	_____	EXPIRY DATE :	_____
CIC CLIENT ID NUMBER :	_____	EXPIRY DATE :	_____

### MEDICAL INFORMATION

MSP NUMBER :	_____	EXPIRY DATE :	_____
FAMILY DOCTOR / TEL :	_____	ALERT NOTE :	_____

### ACADEMIC INFORMATION

GRADUATION PROGRAM :	<input type="checkbox"/> REGULAR <input type="checkbox"/> ADULT	GRADE :	<input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
STARTING SEMESTER :	20 _____	<input type="checkbox"/> WINTER	<input type="checkbox"/> SPRING
		(JAN~APR)	(MAY~AUG)
		<input type="checkbox"/> SUMMER 1	<input type="checkbox"/> SUMMER 2
		(MAY~JUNE)	(JUL~AUG)
		<input type="checkbox"/> FALL	(SEP~DEC)

## SECTION II: DOCUMENTS ENCLOSED

#### FOR INTERNATIONAL STUDENTS:

- APPLICATION FORM
- ONE PASSPORT SIZE PHOTOS
- CERTIFIED TRANSCRIPT IN ENGLISH
- COPY OF PASSPORT
- COPY OF VALID STUDY PERMIT
- NOTARIZED CUSTODIANSHIP DECLARATION
- COPY OF CARE CARD

#### FOR LOCAL STUDENTS:

- APPLICATION FORM
- ONE PASSPORT SIZE PHOTOS
- CERTIFIED TRANSCRIPT IN ENGLISH
- COPY OF PASSPORT or CITIZENSHIP CARD or PR CARD
- LEGAL RESIDENCY OF PARENT - FORM A
- COPY OF PARENT'S PASSPORT or CITIZENSHIP CARD or PR CARD
- COPY OF CARE CARD

### **SECTION III: REFUND / COURSE DROP POLICY**

1. Any request for refund must be made by submitting 'Tuition Refund Request Form' of the school and supporting documents such as a study permit rejection letter from CIC must be submitted to the school to process the request.
2. The application fee is a NON-REFUNDABLE and will be deducted as administration fee.
3. TUITION REFUND REGULATIONS :
  - 3-1. **FULL REMAINING FEE REFUND** : A full refund (excluding application fee) will be guaranteed if a study permit application is rejected by the Canadian Immigration Authorities. A student must present the original rejection letter from CIC with 'Tuition Refund Request Form' to the school to process the request.
  - 3-2. **50% REMAINING FEE REFUND** : A student who decided to withdraw course/program before the first day of school is eligible to request a refund with 50% deduction.
  - 3-3. **30% PRE-PAID FEE REFUND** : A student who decided to withdraw course/program within 14 calendar days from the first day of school is eligible to request a refund with 30% of the remaining tuition fee.
  - 3-4. **NO REFUND** :  
If a student withdraws after 14 calendar days from the first day of school.  
If a student is expelled from the school by violating school policy or instructions.  
If a student obtains/renews a study permit by using Letter of Acceptance (LOA) issued by the school.
4. Textbook deposit will be refunded if all handed out textbooks are returned with no damage or loss. If any textbook is damaged or lost, CAD \$50 for a soft copy / CAD \$200 for a hard copy will be deducted from the textbook deposit.

### **IMPORTANT**

By affixing your signature below, you acknowledge the receiving and complying with the Student's Code of Conduct, and understand CHS is committed to meeting the privacy standard established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislations.

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*DATE*

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*DATE*

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*APPLICANT'S SIGNATURE*

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*PARENT'S / GUARDIAN'S SIGNATURE*