



BEYOND THE LIMIT

CENTURY HIGH SCHOOL ADMISSION APPLICATION FORM

PERSONAL INFORMATION

BACKGROUND INFORMATION

LAST NAME : _____ FIRST NAME : _____
 PREFERRED NAME : _____ PEN : _____
 STATUS : LOCAL INTERNATIONAL HOME COUNTRY : _____
 GENDER : MALE FEMALE DOB (YYYY-MM-DD) : _____
 PREVIOUS SCHOOL : _____ INTRODUCED BY : _____

STUDENT CONTACT

PHONE : _____ EMAIL : _____
 ADDRESS IN CANADA : _____
 EMERGENCY PHONE : _____ RELATIONSHIP : _____

GUARDIAN / PARENTS CONTACT

NAME : _____ PHONE : _____
 RELATIONSHIP : _____ E-MAIL : _____
 ADDRESS : _____

STATUS

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

MEDICAL

MSP NUMBER : _____ EXPIRY DATE : _____
 FAMILY DOCTOR PHONE : _____ ALERT NOTE : _____

ACADEMIC INFORMATION

GRADUATION PROGRAM : REGULAR ADULT GRADE : 8 9 10 11 12
 STARTING SEMESTER : 20__ WINTER (1~4) SPRING (5~8) SUMMER 1 (5~6) SUMMER 2 (7~8) FALL (9~12)

DOCUMENTS ENCLOSED

LOCAL STUDENTS

- ADMISSION APPLICATION FORM
- PASSPORT or CITIZENSHIP / PR CARD
- PARENT'S PASSPORT or CITIZENSHIP / PR CARD
- LEGAL RESIDENCY OF PARENT - FORM A
- CARE CARD
- CERTIFIED TRANSCRIPT (ENGLISH)

INTERNATIONAL STUDENTS

- ADMISSION APPLICATION FORM
- PASSPORT
- STUDY PERMIT
- NOTARIZED CUSTODIANSHIP DECLARATION
- CARE CARD
- CERTIFIED TRANSCRIPT (ENGLISH)

**REFUND POLICY****1. GENERAL**

- 1-1. Any refund request must be submitted through the '**REFUND REQUEST FORM**'.
- 1-2. Any necessary supporting documents must be attached to process the request, such as an original **STUDY PERMIT REJECTION LETTER** from **CITIZENSHIP & IMMIGRATION CANADA (CIC)**.
- 1-3. It takes at least 10 business days to complete the process of any refund.
- 1-4. No exception will apply to the policy outlined below to adjust the amount of refund.

2. TUITION

- 2-1. **FULL REMAINING FEE REFUND** if;
 - 1) A Study Permit Application is rejected by CIC.
- 2-2. **50% REMAINING FEE REFUND** if;
 - 1) A student decides to withdraw course/program before THE FIRST DAY OF SCHOOL according to the SCHOOL CALENDAR.
- 2-3. **30% PRE-PAID FEE REFUND** if;
 - 1) A student decides to withdraw COURSE/PROGRAM before ADD/DROP DEADLINE from the first semester of registration at the school.
- 2-4. **TRANSFER** if;
 - 1) A student is graduated with remaining tuition fees but received a LETTER OF ACCEPTANCE issued by the school
- 2-5. **NO REFUND / NO TRANSFER** if;
 - 1) A student withdraws after ADD/DROP PERIOD of the first semester of registration at the school.
 - 2) A student is expelled from the school by violating school policy or instructions.
 - 3) A student receives a LETTER OF ACCEPTANCE issued by the school.
 - 4) A student received a transferred tuition fee from other students, transferred amount is not refundable/transferrable.

3. NON-REFUNDABLE

- 3-1. APPLICATION FEE
- 3-2. WIRE TRANSFER FEE
- 3-3. NON-SCHOOL FEES
- 3-4. TRANSFERRED CREDIT FROM OTHER STUDENTS

4. TEXTBOOK DEPOSIT

- 4-1. **REFUND ISSUE METHOD & DATE**

A textbook deposit refund will be issued by a cheque for pick-up at the end of each month.
- 4-2. **DEDUCTION - DAMAGE, LOSS & LATE RETURN**

All handed out textbooks must be returned with no damage or loss in order to be eligible for a refund. Deduction for any damage or loss is \$50 per a soft copy / \$200 per a hard copy. If any textbook is not returned within 1 week from the last day of final exam, \$100 will be deducted from the textbook deposit and additional \$100 will be deducted per semester thereafter.

5. EXPIRATION OF REMAINING BALANCE

- 5-1. The remaining balance of any fees or deposit paid will expire and be no longer eligible for refund if a student does not return to the school within 1 year after the last semester of enrollment.

IMPORTANT NOTE

By affixing your signature below, you acknowledge 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 legislation.

DATE

DATE

APPLICANT'S SIGNATURE

PARENT'S / GUARDIAN'S SIGNATURE