



APPLICATION FORM

Student Information

Mr. ☐ Ms. ☐ Last Name First Name English/Preferred Name
Name in Native Language (if applicable) Date of Birth PEN
Address Postal Code Province Country
Status in Canada Citizen/Landed Immigrant ☐ International Student ☐ Email
Nationality Native Language Cell Number

Parent Information

Father's Name Cell Email
Mother's Name Cell Email
Address Province Country

Emergency Contact (in Canada)

Name Relation to Student Cell
Email Address

Guardian/Custodian

Name Tel Cell
Email Facebook/Instagram
Address

Education History

Current School School Website Current Grade
From To Address
(month/year) (month/year)



Enrollment

Applying for Grade

Enrolling in

Jan

(yyyy)

May

(yyyy)

Sep

(yyyy)

Medical Insurance

Students are required to have medical Insurance. It is the student's responsibility to provide proof of adequate medical coverage. The parent/guardian or student (if over 19) agrees to assume responsibility for any injury resulting from participating in school activities. The school is not responsible for any loss or injury by the student while he travels to or from the school.

I have private insurance

☐

I have MSP

☐

How did you find out about our school ?

Friend

☐

Internet

☐

Newspaper

☐

Other source

☐

Agent (if applicable)

Refund Policy

- Full prepaid tuition fee will only be refunded if the student fails to obtain a Study Permit.
 - International Students (Visa Refusal) International students who have been issued an official Letter of Acceptance from Columbia Academy are not eligible for a refund unless the official study permit application has been denied by Citizenship and Immigration Canada. In the event of a Study Permit application denial, fees are fully refundable minus the non-refundable administration fee of \$500. Refund applications will only be reviewed after the following documents have been submitted:
 - Request for Refund form
 - Refusal letter issued by Citizenship and Immigration Canada. The date of the refusal letter must be dated later than the most recent Letter of Acceptance.
 - Note: We require the hard copy of the refusal letter, and we reserve the right to require notarization to validate authenticity.
 - 1/2 of the prepaid tuition fee will be refunded if the student withdraws prior to the start of the program.
 - 1/3 of the prepaid tuition fee will be refunded if the student withdraws within 15 days after the program starts.
- The prepaid tuition fee will not be refunded under the following circumstances:
- Student obtains a Study Permit or extended visa by use of the Letter of Acceptance from Columbia Academy.
 - Student is expelled or made to withdraw from the school due to breach of Code of Conduct policies, and/or other school policies as outlined in the student handbook in effect for the present semester.

- I hereby certify that the information above is truthful and accurate.
- I hereby agree to abide by all rules, regulations and policies of the school.
- I consent to the personal information collected on this form.
- I give my consent for the school to use my child's image in pictures, videos, or social media for school promotional material and for school related purposes.

Parent/Guardian Signature

Date

Student Signature

Date