



AP COURSE REGISTRATION FORM

Please complete all required fields clearly.

1

PERSONAL INFORMATION

Last Name *	Enter legal last name
First Name *	Enter legal first name
English Name	If applicable
Date of Birth *	MM / DD / YYYY
School Attending *	Full school name
Government ID Number *	Passport / government-issued ID
Phone Number *	
Email Address *	Gmail preferred

2

AP COURSES REQUESTED

AP COURSE NAME

1

2

3

4

5

Important: Both the registration steps and payment must be completed as soon as possible to secure the seat.

3 PAYMENT INFORMATION

Course Fee	• AP Course Fee: \$2,850 • AP Exam Fee: \$350 (separate from the course fee)
Payment Method	E-transfer only.
Send Payment To	info@columbiaacademy.ca
Submit Documents To	Email the completed application form, government-issued ID, and a screenshot of the payment confirmation to info@columbiaacademy.ca
Receipt & Questions	info@columbiaacademy.ca

4 REFUND POLICY & CANCELLATION

- **Refund Policy: The AP Exam Fee** is non-refundable, except when an exam seat is no longer available. All refunds are subject to the refund policy outlined below.
- **AP Course Refund Policy:** Columbia Academy AP courses are offered **with limited enrolment**. Upon completion of registration and payment, a seat is formally reserved for the student, and the school commits the necessary teaching and academic resources. Accordingly, **all AP course tuition and registration fees are non-refundable once registration is confirmed**. If Columbia Academy cancels the course, the applicable course tuition will be refunded.

5 STUDENT DECLARATION & SIGNATURE

I confirm that the information provided on this form is accurate and that I have read and understood the payment information, College Board registration requirement, and refund policy above.

Student Signature

Date (MM / DD / YYYY)