Columbia Academy
VANCOUVER, CANADA

Tel: 778 379 6811
Info@ColumbiaAcademy.ca
columbiaacademy.ca
Elementary: 792 Beatty Street, Vancouver, BC V6B 2M1
High School: 602 West Hastings Street, Vancouver, BC V6B 1P2

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 _____ (month/year) To _____ (month/year) Address _____

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Enrollment

Applying for Grade ☐

Enrolling in Sep ☐ (yyyy) Feb ☐ (yyyy)

Medical Insurance

Students are required tohave medial 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

Columbia Academy Elementary School is committed to maintaining a fair and transparent tuition and refund policy. Parents and students are encouraged to review the following terms carefully before completing enrollment.

Local Student Refund Policy

Application Fee & Seat Deposit

- The application fee and seat deposit are non-refundable.
- A $200 application fee is required upon applying to Columbia Academy Elementary School.
- A $2,000 non-refundable seat deposit is required upon acceptance to secure enrollment for the upcoming academic year. The deposit will be applied toward the student's tuition; however, it is non-refundable if the student withdraws or does not attend the school.

Withdrawal 30 or More Days Before the Program Begins

If written notice of withdrawal is received at least 30 calendar days before the program start date, 50% of prepaid tuition will be refunded. The $200 application fee and $2,000 non-refundable seat deposit are excluded from the refund.

Withdrawal Less Than 30 Days Before the Program Begins

If written notice of withdrawal is received fewer than 30 calendar days before the program start date, no tuition refund will be provided. The application fee and seat deposit remain non-refundable.

Expulsion or Required Withdrawal

Tuition is non-refundable if a student is expelled or required to withdraw due to serious or repeated violations of school policies or the Student Code of Conduct.

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International Student Refund Policy

Application & Administrative Fees
The application fee and administrative fee are non-refundable.

Study Permit Refusal
If a student's study permit application is refused by Immigration, Refugees and Citizenship Canada (IRCC), prepaid tuition will be refunded, less a $500 administrative fee, subject to the following conditions:

- A written refund request must be submitted to Columbia Academy within 60 calendar days of the date of the official IRCC refusal letter.
- The official IRCC refusal letter and all required supporting documents must be provided.
- The refusal must relate to the study permit application submitted using Columbia Academy's Letter of Acceptance (LOA).
- No refund will be provided if the refusal results from false, misleading, fraudulent, or materially incomplete information provided by the student, parent/guardian, or representative.

Refund Deadline: Refund requests received more than 60 calendar days after the date of the IRCC refusal letter will not be considered, and tuition will be non-refundable.

Study Permit Approval or Extension
Once a student has used Columbia Academy's LOA or other school documentation to successfully obtain or extend a study permit, tuition is non-refundable if the student subsequently withdraws, returns home, or changes their plans.

Expulsion or Required Withdrawal
Tuition is non-refundable if a student is expelled or required to withdraw due to serious or repeated violations of school policies or the Student Code of Conduct.

Refund Requests
All refund requests must be submitted in writing with the required supporting documentation.

- 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 _____