



Phil & Jennie
Gaglardi Academy

International Student Program
Admission Application

1475 Noel Avenue, Comox, BC V9M 3H8
Telephone: (250) 339-1200 | Fax: (250) 339-1215

office@gaglardiacademy.ca
www.pjgaglardiacademy.ca

*Admission: ISA
Last updated June 26, 2015*

INTERNATIONAL STUDENT PROGRAM APPLICATION PROCEDURE

Dear International Family,

Welcome to Phil & Jennie Gaglardi Academy. We are excited that you have chosen to apply to our academy where we emphasize foundational standards of academic excellence, athletics and the arts. It's a good place for your children to grow in Christian values and Biblical teaching. We have been very fortunate to have students from around the world attend our school. We appreciate the many contributions our international students make towards our school community and the education of all the children.

Attached is a collection of important information that our school requires in order to consider your child for admittance.

Application Checklist:

- Completed Application form attached
- Completed Student Information Questionnaire form
- Completed Consent for Personal Information Collection form
- Signed Code of Conduct between the student and their parents
- Completed and signed Payment & Refund policy
- Academic Transcript copies translated into English
- Study Certificate verifying the last grade completed
- Copy of student's passport
- Child's immunization record (*please submit when you receive the students study visa*)
- \$5,000 CAD deposit that should be wired within 10 workdays from the date admission is offered
- The balance of the tuition fee should be wired from the date the Canadian Visa (i.e. Study Permit) is issued within 10 workdays unless other arrangements have been made with the Registrar

Also included in this package for your information:

- Schedule of fees
- Parent Manual
- Uniform Manual

Thank you for your interest in Phil & Jennie Gaglardi Academy

Sincerely,

Bernadette Pitcher
Director

ADMISSION APPLICATION

Student: Legal Last Name		Student: Legal First Name	
Student: English Name		Student: Country of Birth:	
Student: Date of Birth (mm-dd-yyyy)		Student: Gender:	
Student: Primary Language:		Student: Last grade of school successfully completed:	
Years of English Studies:		Favourite Subjects:	
Has the student ever been suspended from school? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain:			
Has the student ever been expelled from school? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain:			
Has the student ever been denied attendance at another school? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain:			
Last school registered with: (name/address)			
How would you describe the student's academic performance: <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor			
While in Canada, student will reside at the following address:			
Student is living with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Other (please explain):			
Father/Guardian Legal Last Name:		Father/Guardian Legal First Name:	
Occupation/Employer:		Work phone:	Cell phone:
Mother/Guardian Legal Last Name:		Mother/Guardian Legal First Name:	
Occupation/Employer:		Work phone:	Cell phone:
Mailing Address:			City:
Street Address (if different):			Postal Code:
Email:	Home Phone:	Unlisted Number: <input type="checkbox"/> YES <input type="checkbox"/> NO	
If this is the first time your children will be attending Phil & Jennie Gaglardi Academy, please state briefly your reasons for wishing to enroll your child(ren) at our school:			
Parental Commitment:			
In making this application, I/we understand and agree with the purpose of the school and indicate that I/we enrol our child because of our earnest desire that he/she receive a Christ-centered education. I/we have read the Parent Handbook and agree to abide and support the policies of the School Board and commit to uphold the school's Discipline Policy, Code of Conduct and all other policies relating to the health and safety of children.			
I/we understand our financial commitment to Phil & Jennie Gaglardi Academy and agree to the required 25 hours of voluntary service to the school community each year. I/we also agree to attend orientation meetings and information sessions that are held to acquaint parents with the school and its policies.			
Parent/Guardian Signature: _____ Date: _____			

STUDENT INFORMATION QUESTIONNAIRE

1. Does your child suffer from any medical illness? <input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please explain)
2. Does your child have any special learning needs? <input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please explain)
3. Does your child have a history of medical, psychiatric or emotional difficulties? <input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please explain)
4. Has your child had a history of criminal behaviour? <input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please explain)
5. Does your child have any allergies or other life threatening health concerns? <input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please explain)

Parent Guardian Name (please print): _____

Signature: _____ Date: _____

CONSENT FOR PERSONAL INFORMATION COLLECTION

PARENT/GUARDIAN NAME: _____

(please print)

STUDENT NAME: _____

(please print)

1. I consent to having the Phil & Jennie Gaglardi Academy (herein referred to as Gaglardi Academy) collect personal information that may include student identification information, birth certificate, legal guardianship, court orders, if applicable, parents/guardians' work numbers and email address, behavioural, academic and health information, recent report cards, emergency contact names and numbers, doctor's name and number, health insurance number and any similar information needed for registration.

I further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of Gaglardi Academy:

- a. for the purpose of establishing, maintaining, and terminating the student's or parent/guardian's relationship with Gaglardi Academy,
 - b. for additional purposes identified when or before personal information is collected, and
2. I also consent to the collection, use and disclosure of such personal information by and to agents, contractors and service providers of Gaglardi Academy.

This information is required in order to register your child at this school and assist the school authority in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency.

Parent/Guardian Signature: _____ Date: _____

3. I consent to having photographs and work samples of my child(ren) used by Gaglardi Academy in the yearbook, newsletters and other promotional material.

Parent/Guardian Signature: _____ Date: _____

4. The school may prepare a family phone list (class list, volunteer list, etc.) or a family phone directory. If you DO NOT want your phone number and address included, please indicate by placing an 'x' in the box: NO

5. I consent to having photographs and promotional video clips posted on the school website, Facebook and YouTube page.

Parent/Guardian Signature: _____ Date: _____

BEHAVIOUR CODE AGREEMENT

WITH INTERNATIONAL STUDENTS AND THEIR PARENTS

Each student is held accountable for their actions and high moral standards are required to remain at Phil & Jennie Gaglardi Academy. All parents with children from Kindergarten to Grade 7 AND all children from Grade 8-12 must agree to the rules outlined in the Phil & Jennie Gaglardi Academy Student Handbook which will be given to each student upon arrival to the school.

The rules of the Handbook include, but are not limited to:

1. No cheating or plagiarism.
2. No use of profanity.
3. No weapons of any kind on the property.
4. No fighting.
5. Must agree to abide by school dress code as outlined in the Uniform manual, including Physical Education class.
6. International students must agree to be culturally sensitive and respectful to students from other countries and students from their own country.
7. There will be no speakers of your native language; however, you must agree to use English while in the classroom, on the playground or sports field.

Grade 8-12

1. No drinking alcoholic beverages.
2. No use of tobacco (smoking or chewing).
3. No consumption of illegal drugs.
2. No premarital sexual relations.
6. Must complete 25 hours of community service.
7. Must agree to obtain permission from biological parents in order to travel within Canada without the host family.
8. No International student is permitted to obtain a driver's license while attending school.
9. If a student participates in extra-curricular activities, they must have a physical examination annually.
10. Must agree to the homework and attendance policies.

I understand that failure to abide by these codes of conduct will result in disciplinary action that could result in suspension or expulsion from Phil & Jennie Gaglardi Academy. My signature indicates that I have read and understood these codes of conduct and consequences.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PAYMENT AND REFUND POLICY

We agree to pay the tuition and fees, and comply with all other policies while my child is attending Phil & Jennie Gaglardi Academy. With my signature affixed to the bottom of this document, I accept the following international refund policy:

1. **Deposit Refund**

The deposit of \$2,500 CAD is non-refundable. If the student is unsuccessful in obtaining a Visa (Study Permit), \$2,000 of the deposit less any wiring fees or bank charges will be refunded. This is the ONLY condition under which any of the deposit will be refunded.

2. **Tuition Fees**

The total tuition fees for the 2014-15 school year is \$13,520 CAD. If the student is successful in obtaining a Visa (Study Permit), the entire balance will be wired within 10 workdays unless other arrangements have been made with the school registrar.

3. In addition to the above tuition fees, students are required to purchase the approved school uniform and be responsible for additional fees such as field trips, bus fees and athletic activities.

The faculty at Phil & Jennie Gaglardi Academy understands that an international student needs a period of adjustment to adapt to a new environment in Canada. The faculty will to our best to help your child with that adjustment. However, if your child disobeys the school rules or fails to abide by the Code of Conduct, this will result in disciplinary action. This may include suspension or expulsion from the Phil & Jennie Gaglardi Academy.

Any student who is expelled, dismissed from school permanently, withdraws or transfers to any other school for any reason will only receive the unused portion of any home-stay fees paid.

Parent/Guardian Signature: _____ Date: _____