PROGRAM CHOICE

Course Name: Start Date:

_____   _____

_____   _____

_____   _____

PAYMENTS AND REFUND POLICIES

A. **School Policy**

1. The application fee is non-refundable and should be submitted with the completed application Form and other documents.
2. All tuition fee and other fees (if applicable) should be paid in full before the first week of the semester. For those students who pay the fee later than the first week of the semester, a $30 late charge will be applied to each selected course. If tuition fees are paid after 2 weeks of the semester, a $60 late charge will applied to each selected course. If tuition fees are paid after 3 weeks of the semester, a $100 late charge will apply to each selected course. Fees can be paid by cash, cheque, certified cheque, or bank draft. There will be a CAD$40 charge for any returned cheques, and the subsequent school fees will be accepted in cash only.
3. All fees are non-transferable under any conditions.

B. **Refund Policy**

1. If a student decides to drop a course for a valid reason before or within the first week of the semester, 70% of the Tuition fee will be refunded. If the student drops out within two weeks, 50% of the Tuition Fee will be refunded. After two weeks of the semester, there will be no refund.
2. In the event that a Letter of Acceptance is issued on behalf of a student for visa or passport extension purposes, there will be no tuition refund unless the extension is rejected. Proof from Canadian Immigration or Embassies must be provided in order to receive a refund.
3. If a student is granted a student visa and decides not to study at our school, there will be no tuition refund under any conditions.

I agree to follow the above policy and I am willing to abide by the regulations set up by the School thereafter.

_____   Date :_____

Student Signature

_____   Date: _____

Signature of parents/Guardians (if applicant below 18 years of age)

YORKVILLE HIGH SCHOOL

Address: Unit 506B 3621 Hwy 7 E, Markham, ON L3R 0G6 / Email: adm@yorkvilledu.com

COURSE REGISTRATION FORM

STUDENT INFORMATION		

Last Name	First Name	Date of Birth

Grade:	OUAC #	OEN #	Gender M ☐ F ☐

Street #, Street Name	Town / City

Province	Postal Code
E-mail:	Contact Cell #:

☐ Canadian Citizen	☐ Permanent Resident	☐ Study Permit	☐ Other

EDUCATIONAL BACKGROUND

Is the student currently attending school?   Yes ☐   No ☐

If Yes , Name of School	Address of School
Phone Number Of School	School Board

PREREQUISITES CHECK LIST

☐ Document

☐ ID for online program

☐ Passport photo page

☐ Credit summary or transcript

☐ Study Permit

STAFF ONLY