

**APPLICATION AND  
ADMINISTRATION POLICIES 2017-2018**

Applications for returning students and siblings are given first priority for spaces in all our programs. New student applications can be submitted at any time, are date-stamped and processed in order after December 13<sup>th</sup>, 2016. Confirmations of acceptance and registration forms will be sent as applications are processed. If there is no space in your selected program you will be placed on a waitlist.

All applications for Programs must be accompanied by the Deposit Cheque (**with current date**), a \$200.00 Non- Refundable New Student Registration Fee(if applicable); and post-dated cheques covering the balance of tuition.

***Applications will not be accepted without ALL post-dated cheques.*** Deposit cheques will not be cashed until an available space is confirmed.

The deposit is NON-REFUNDABLE and NON-TRANSFERABLE. The \$200 registration fee for **new students** is also NON- REFUNDABLE.

**There are no make-up days for civic/statutory holidays, vacations, illness or other absences.**

There is a \$25.00 charge for all NSF cheques.

We offer a 10% discount for siblings. The discount applies to the program(s) with the lower cost.

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Dated this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_.

PRINT name of parent/guardian: \_\_\_\_\_

SIGNATURE of parent/guardian: \_\_\_\_\_