



VINERIDGE ACADEMY

Application for Admission

STUDENT INFORMATION

Surname		First Name	
Preferred name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (mm/dd/yyyy)		Age	
Citizenship		Country of Birth	
E-mail Address		Home Phone #	

CURRENT EDUCATIONAL INFORMATION

Attach the most recent original or certified copies of transcripts or school records (translated into English) from the previous two years of study.

Name of your current school			
E-mail Address		Current Grade Attending	
Current School Year Start Date (mm/dd/yyyy)		End Date (mm/dd/yyyy)	
Certificate/Diploma Received			
TOEFL Score/Year Taken		IELTS Score/Year Taken	
Other Language Proficiency Test Taken			

STUDY PLAN

Applying for	<input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12 <input type="checkbox"/> Pre-University
Start Date	<input type="checkbox"/> September <input type="checkbox"/> January <input type="checkbox"/> March <input type="checkbox"/> July <input type="checkbox"/> Other: _____
Specific Ontario Courses/Credits Required (for current Ontario students):	
Area(s) of Interest/Future Stream of Study (Grade 11/12 students only) <input type="checkbox"/> Arts <input type="checkbox"/> Business <input type="checkbox"/> Computer Studies <input type="checkbox"/> English <input type="checkbox"/> Science <input type="checkbox"/> Mathematics <input type="checkbox"/> Social Science <input type="checkbox"/> Engineering <input type="checkbox"/> Other (please specify):	
Post-Secondary Goals <input type="checkbox"/> Attend University in Canada <input type="checkbox"/> Attend College in Canada <input type="checkbox"/> Attend University in the USA <input type="checkbox"/> Other (please specify):	
Extra-Curricular Activities	<input type="checkbox"/> Sports (please specify): <input type="checkbox"/> Arts (please specify): <input type="checkbox"/> Musical Instruments (please specify): <input type="checkbox"/> Film or Video Production <input type="checkbox"/> Photography or Journalism <input type="checkbox"/> Other (please specify):

STUDENT SERVICES INFORMATION

Custodianship: <input type="checkbox"/> Required <input type="checkbox"/> Not Required	Airport Pick-up: <input type="checkbox"/> Required <input type="checkbox"/> Not Required
Medical Insurance	Required to purchase through the Academy
Accommodation & Care	All international students are required to live in accommodation arranged by the Academy.



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UNIFORM SIZING INFORMATION

All measurements must be in centimetres.

Height		Chest	
Waist		Pants Length	
Weight (kg)		Hips	

PARENT AND FAMILY INFORMATION

Father's Surname		First Name	
Date of Birth (mm/dd/yyyy)		E-mail Address	
Job Title		Employer	
Cell Phone #		Phone #	
Mother's Surname		First Name	
Date of Birth (mm/dd/yyyy)		E-mail Address	
Job Title		Employer	
Cell Phone #		Phone #	
Home Country Mailing Address			
Province	Country	Postal Code	
Home Phone #	Emergency Contact	[] Mother [] Father	
E-mail address to receive information from the Academy			
Accompanying Family Members (to the Academy)		[] Mother [] Father [] Other (please specify):	
Other Contact Information in Canada (if applicable)			
Surname		First Name	
Relationship to the Student			
Home Phone #		Cell Phone #	
Work Phone #		E-mail Address	
Home Address			
Province	Country	Postal Code	
Medical Information: An up-to-date immunization record is required for the Public Health Department. A form outlining immunizations requirements will be sent to all students accepted to the Academy.			
Does the student have any allergies, medical condition or take any medication? [] No [] Yes, please describe:			
Does the student have perceived or documented learning disability, physical handicap, social integration difficulty; or behavioural concerns? [] No [] Yes, please describe:			

MEDICAL AND HEALTH INFORMATION

Vineridge Academy will not be responsible or liable for any illness or medical condition you may suffer while you are participating in Academy events, even if you have disclosed the details of that illness or medical condition.



Do you have health problems? (Please Describe)	
Do you have any food allergies? (Please Describe)	
Do you have any medicine allergies? (Please Describe)	
Do you have physical handicaps? (Please Describe)	
Do you drink alcohol?	
Do you smoke?	
Do you currently have or have you ever suffered from any medical or psychological condition that may be relevant or impact your residence arrangements?	

DIETARY REQUIREMENTS

Select the foods you are accustomed to eating:

<input type="checkbox"/> Beef	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Fruit
<input type="checkbox"/> Lamb	<input type="checkbox"/> Cheese	<input type="checkbox"/> Fish
<input type="checkbox"/> Pasta	<input type="checkbox"/> Chicken	<input type="checkbox"/> Potatoes
<input type="checkbox"/> Pork	<input type="checkbox"/> Rice	<input type="checkbox"/> Bread

Terms and Conditions

The Academy is not liable for losses/expenses that may incur as a result of the Academy being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control.

The Academy will not be held liable, should the student be injured while studying in Canada.

The Academy reserves the right to dismiss a student and send the student home without refund and at the parents'/guardians' own expense as a result of any inaccuracy in the application

The Academy reserves the right to dismiss, without refund, a student who is a hazard to the safety or rights of others, or who appears to have rejected reasonable controls of the Academy

The Academy, its officers, employees, agents, volunteers and representatives will not be held responsible for any injury, loss or injury suffered by a student during periods of travel and study. If a student becomes ill or incapacitated, the Academy and its representatives may take action as it considers necessary, including securing medical treatment and transporting the student home at his/her expense.

Payment Policy

Payments can be made payable to the Academy by bank draft, money order or certified cheque. If paid by Tele-transfer, a surcharge of \$30.00 CAD is applicable. The Academy will only issue the letter of acceptance and payment receipt when the full payment and completed application package have been received by the Academy.

Deferral of Fees

If a study permit is not issued in time for the student to attend the first day of classes, the student may request that admission be deferred to the following term. Request for deferral must be submitted in writing prior to the start date of the registered term. If a study permit is denied and the student wishes to re-apply, the student may request that admission be deferred to the following term. Request for deferral must be submitted in writing within 30 days of denial of the study permit. The original letter of refusal from Citizenship & Immigration Canada (CIC) must accompany the written request.

Refund of Fees

All fees are non-refundable if you are issued a student visa by Canadian Immigration Authorities. The Academy will issue a refund **only if a student does not get a student visa from CIC.** In this case, the student must submit the following documentation within 30 days of the date of issue of the original refusal letter from CIC. A written refund request signed by the parent(s) and student indicating to whom the refund cheque should be made payable

The original letter of refusal from CIC

The original letter of acceptance issued by Academy

The original payment receipt issued by Academy

No refund will be granted after a 30-day period.

Please refer to the chart below for refundable fees:

Items	Terms	Deduction	Total Refund	Note
Application fee	Non-refundable	N/A	N/A	
Tuition fee	Refundable	\$150.00		Administration fee
Custodianship fee	Refundable	\$300.00		Legal fee
Residence fee	Refundable	N/A		

The Academy **will NOT** issue a refund in the following circumstances:

- (1) If a student voluntarily withdraws from the program after a study permit has been granted to attend the Academy.
- (2) If a student is in violation of the Academy's policies of the Student Code of Conduct and dismissed from the Academy.
- (3) If the student does not provide the full documents by the requirements of study permit application
- (4) If the student provide fake documents for their study permit application
- (5) If the student fails to comply with the conditions of the study permit as stated by Citizenship and Immigration Canada (CIC) and is dismissed from the Academy.



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Anti-Smoking Policy

In accordance with the Smoke-Free Ontario Act, smoking or the holding of lit tobacco is prohibited on all school lands and premises.

In addition, any smoking device and smokeless tobacco product (e.g., chewing tobacco), or vaping device, which includes e-cigarettes, are prohibited from all school lands and premises.

Vineridge Academy reserves the right to restrict admission to students who engage in smoking in order to maintain a smoke-free learning environment.

Any students who are found engaging in smoking activity will be expelled from the school. All the fees paid will not be refunded.

All students enrolled with the Academy must comply with the following guidelines and rules:

Students residing in the accommodations provided by the Academy must obey the laws of Canada and the rules and customs regulated by the government of Ontario;

Students must follow the rules and guidelines outlined by the Academy and the Residence Accommodation Contract;

Students are required to inform the Academy when they change their custodian/guardian in Canada. With student's permission the school will share the contents of school attendance records and academic report with custodians/agents/parents for guidance team to provide the necessary assistance and intervention;

It is expected that students attend all scheduled classes daily, respect teachers, and other school members;

Students must maintain a full-time table during their academic year. Completion of all homework and assignments along with the tests and exams is mandatory and students will not be given a second chance unless a valid doctor's note is provided;

Students are expected to wear uniform in compliance with the guidelines provided by the school;

Students are expected to participate in school's clubs and activities;

Any student who is found to spread negative rumors about the school in person or on social media and acting maliciously towards the image of the school will be given a warning letter, which may lead to expulsion;

Any continuous violation of the above stated guidelines may result in dismissal from the Academy. Students who have been dismissed from the Academy may be sent home at his/her own expense without refund of fees.

Consent for School Field Trip and Extra Curriculum Activities

The undersigned hereby agrees to permit my child to participate on any field trip arranged by the Academy within Canada. I/ we understand and acknowledge that every excursion or activity has an element of risk and that in a case of accident, loss or injury, I/ we agree to waive all claims against the Academy, its officers, teaching staff, agents, employees, representatives and volunteers harmless from any and all liability or claims, which may arise out of or in conjunction with my child's participation in the school field trips or extra-curricular activities.

Consent for Information Release

The undersigned hereby agrees to permit the Academy to use university/college offers, photographs, videotaped images and activities, voice recording of my child and/or artwork and/or written work produced by my child in any promotional material and/or professional media for the Academy.

Residence Terms and Conditions

Upon my submission of this contract of residence, and for the term of my residency, I become the "Resident" of the assigned "Room" and hereby acknowledge that this is a legal and binding contract between Vineridge Academy (hereafter refer to as The Academy), and myself.

FINANCIAL OBLIGATIONS:

The Resident shall be enrolled as a full-time student at The Academy in order to be assigned to Residence.

The Resident shall pay to The Academy a deposit of \$200.00, which is refundable (less any damage deductions), at graduation.

Residence fees and deposits are due and payable on the date(s) determined by The Academy. Interest will be charged on overdue accounts at such rate as is currently subscribed by The Academy.

The Resident will receive information from **Residence Services** detailing the fees associated with the residence location and Room type to which they are assigned.

Residence fees apply to the Room for the paid academic year of which the Resident is accepted into.

It is the Resident's responsibility to ensure payment is received by The Academy on or before due dates. A late fee charge of C\$100 will be applied to student accounts for late instalment payments.

Failure to pay residence fees in accordance with the established deadlines may result in The Academy withholding academic results and graduation diploma. It may also result in termination of this Contract and eviction.

If the Academy assigns the Room to the Resident after the start day of the first term, according to The Academy Academic Calendar, the Room Fee shall be prorated to the day of the assignment.

RESIDENT RESPONSIBILITIES

The Resident may apply to the **Residence Services** in advance for permission to extend the occupancy beyond 24 hours after his/her last contractual day.

Permission to remain in residence beyond 24 hours after the last contract day will be decided based on the Resident's extenuating circumstances and prior approval. Charges and additional contracts may apply.

The Resident agrees to be governed by The Academy Code of Residence Community Standards, which may be amended periodically. Students are expected to familiarize themselves with all policies prior to arrival.

Residents are expected to take good care of the premises and grounds. Rooms should be maintained in a clean and healthy condition. Every Sunday is considered a cleaning day and residents must show the residence staff that their rooms are cleaned before they leave the residence. If the student plans to leave early on Sunday morning or go away for the weekend, they must show the residence staff before departure. Garbage and recycling is to be disposed of on a regular basis. Upon vacating the residence, Residents shall leave the premises in a neat, tidy and orderly condition and remove all items owned by Residents.

Outdoor doors are not to be opened after 11PM unless there is an emergency. It is the students' responsibility to make sure that all the doors providing access to their rooms are always locked. Any doors left open and consequent theft or entry to the building will be the responsibility of the student who left their doors unlocked and any property that must be replaced will be charged to the resident. The potential fine for leaving a door unlocked upon departure or at night is \$250.

The Resident agrees that The Academy is not responsible in contract or in law or in any other manner for any injury to the Resident or his/her guests or for losses or damage to property owned by or under the control of the Resident or his/her guests.

The Resident agrees to indemnify The Academy for any losses, expenses and costs sustained by The Academy as a result, direct or indirect, of the Resident or his/her guests willful or negligent acts.

The Resident accepts responsibility for the use of the assigned Residence Room and its contents and accepts financial responsibility for any damages, theft, or loss incurred and any extra cleaning required due to the actions of the Resident and/or his/her guests.

Damages, theft and/or loss in a common area which cannot be identified as the responsibility of specific individuals, will be the responsibility of the Residents living in the residence section, house, staircase, or floor in which the damage, theft and/or loss occurred.



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The cost for repairing damage to common areas or for replacing The Academy property stolen or lost from common areas will be prorated among the Residents living in the residence section, house, staircase, or floor in which the damage, theft and/or loss occurred.

The Academy assumes no obligation or liability for lost, stolen, or damaged items of personal property under any circumstance.

The Resident acknowledges and agrees that authorized Academy personnel, or its agents, are entitled to enter without notice the Room for reasons considered appropriate or necessary for The Academy, including, but not limited to, reasons of health, safety or general welfare, to make necessary repairs to the Room, or to inspect the Room for suspected breaches of any applicable rules or regulations of The Academy.

Residents are advised that their room may be inspected once each week and again at checkout; Residents are advised that the premises may be inspected during each vacation period and again at checkout. The Resident shall not do or permit anything to be done in the Room or in the Residence, which is not legal; is a danger to anyone in the Residence; or Causes or could reasonably cause damage to a person or property in the Residence.

The Academy may, from time to time, assign an alternate Room to the Resident. Within 24 hours after The Academy gives notice to the Resident of the reassignment, the Resident shall vacate the first Room and occupy the reassigned Room.

The Resident shall not assign this contract or permit any person to occupy the Room other than as assigned by The Academy.

Where the Resident does not vacate the Room in accordance with this Contract, The Academy or its agents may enter and occupy the Room, and the Resident shall pay The Academy for occupation of the Room beyond the date vacancy is required by this Contract.

TERMINATION OF A RESIDENCY

Residents who confirm and then withdraw less than 30 days prior to the start day of the first term and have not occupied the room will be charged a C\$300 cancellation fee and two months residence fees following written notification by The Academy. Residents who withdraw after the start date of this contract will be charged a C\$300 cancellation fee, five months residence fees and will receive a credit for the remaining room fees from the date they vacate the premises based on the following schedule: Any outstanding fees owed to The Academy will be deducted from the Damage Deposit before a final refund is issued. If the amount exceeds the dollars on deposit an invoice will be issued to the Resident and will be payable to The Academy. The Academy may terminate this Contract by giving the Resident 24 hours notice if the Resident: ceases to be a student at The Academy; fails to make any payment owing under this Contract by the date on which it falls due; Is dismissed from residence for disciplinary reasons. Residents are required to vacate their residence within 24 hours of academic withdrawal; or in the case where the Resident is released from this contract due to compassionate or other grounds at the sole discretion of The Academy. Whenever and to the extent that The Academy shall be unable to fulfil, or shall be delayed or restricted in fulfilling its obligations or any of them under this agreement in respect of the supply or provision of any heating, service, utility, or the doing of any work or the making of any repairs by any cause beyond its control, The Academy shall be relieved from the fulfilment of its obligation during the period which it is unable to fulfil or is delayed or restricted in fulfilling the obligation.

It is understood and agreed that if the heating, water, or other service equipment or furniture provided by The Academy becomes damaged or destroyed, The Academy shall have reasonable time in which to repair replace same. Any excusing, condoning, or overlooking by The Academy of any default, breach, or non-observance by a student at any time of covenant, condition, or regulation in this agreement shall not operate as a waiver of The Academy's rights under this agreement in respect of subsequent defaults, breaches, or non-observances of terms of this agreement, and shall not defeat or affect in any way The Academy's rights in respect of any such subsequent default or breach.

KEYS

The Resident shall be issued a fob and a set of keys for access to their Residence and their assigned Room. The Resident is responsible for the safekeeping of the keys and fob and must report all lost or stolen keys to a member of Residence Services within 24 hours of not having the keys/fob in his/her possession. Failure to alert school staff will result in a fine of \$500. The Resident shall pay a key replacement and lock change fee for all lost or stolen room keys. Call outs to replace locks and keys on weekends and holidays will result in an additional charge. The Resident shall pay a key replacement fee for lost or stolen entrance/ exit door keys. Keys may not be duplicated or transferred to other individuals. The penalty for duplicating keys is \$500. All residence keys must be returned when the Resident vacates the Room. If a room key is not returned, the room will be re-keyed and the Resident will be charged for the replacement of the lock and keys. If an entrance/exit door key is not returned, the Resident will be charged a key replacement fee.

INTERNET AND COMPUTER SAFETY

The resident agrees to only use safe and secure websites. The resident will not download illegal items or software to their personal computers. The resident will not post or say harmful words on the Internet about themselves or the public. The resident will not post harmful or illegal images on any website or social media. The resident is aware that if any of the above mentioned internet rules are broken the resident will be subject to penalty under the Criminal Code of Conduct and/or Suspension/Termination from the residence based on the severity of the offence. The resident understands that Vineridge Academy will not take any responsibility for computers left in public spaces. Computers must be guarded in student rooms at night. If the student leaves the computer in a public space (e.g. study room) over night, the residence staff will confiscate the computer and residents must pay \$10 to retrieve their items. Students may use the study room for gaming purposes until 11PM only. After 11PM, if students are not studying, they must vacate the study room.

LAUNDRY CARD

The resident will use their assigned laundry card to wash their own personal items in our residence facilities. The Resident will return their assigned laundry card to the office when they leave the dormitory. If the assigned laundry card is not returned a \$50.00 charge will be taken from the residence deposit.

ALCOHOL AND SMOKING

Vineridge Academy takes smoking and alcohol very seriously. Students are NOT ALLOWED UNDER ANY CIRCUMSTANCES to smoke on school property. This includes inside the building and in the parking lot. If students are caught smoking, they will be liable to pay a \$500 fine, which will be discounted from their residence deposit. A second offense will result in expulsion without refund. Students are NOT ALLOWED UNDER ANY CIRCUMSTANCES to drink alcohol on our program regardless of their age. If students are caught with alcohol, they will be liable to pay a \$500 fine, which will be discounted from their residence deposit. A second offense will result in expulsion without refund.

OVERNIGHT ABSENCES, CURFEW AND THE SIGN-OUT BOOK

Students must have written parental permission 24 hours before any overnight absence. Breaking curfew is a very serious offense and students should be in their rooms, prepared for check-in, by 11:00. Students in the study room must be studying or they will be asked to vacate the study room. Video gaming can only continue in student rooms after 11PM. Students are responsible for always signing in and out of the sign-out book (placed in the lobby) and failure to communicate a student's whereabouts with residence staff will result in one week of detention.

DRIVING WITH A THIRD PARTY

Vineridge Academy does not take any responsibility for anything that may happen to a student if they drive in the vehicle of a staff member, another student or a third party. Students should be aware in accepting rides that they travel at their own risk.

BIKE SAFETY

Residents may use the bikes available at the residence, but it is a use at your own risk policy. Bikes must be properly locked and stored. If they are not properly locked and stored there is a \$250 fine for the resident. Residents must use a helmet when biking, as it is the law for all minors to always use a helmet while biking. I, the Resident, understand that by signing this Residence Contract, I agree to pay residence fees, deposits and charges arising from occupancy of a room at the Residence of The Academy. I acknowledge that this residence contract forms a part of an agreement with The Academy and agree to be bound by its terms and conditions.



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AGENCY INFORMATION (if applicable)

Agency		Contact Person	
[<input type="checkbox"/>] I hereby authorize the above named agent to receive personal, school and accommodation information electronically for _____ (name of student) on my behalf.			
Parent or Guardian's Signature (1)		Date	
Parent or Guardian's Signature (2) * If applicable		Date	

CREDIT CARD PAYMENT FOR APPLICATION FEE

I agree for my credit card to be charged the \$300.00 CAD application fee

Name of Cardholder		Expiry Date (mm/yy)	
Credit Card Number		Security Code	
Cardholder's Signature		Credit Card Type	[<input type="checkbox"/>] Visa Card [<input type="checkbox"/>] MasterCard

I/We have read, understand and agree to the Terms and Conditions outlined above.

Student's Signature		Date	
Parent or Guardian's Signature (1)		Date	
Parent or Guardian's Signature (2)		Date	

FOR ACADEMY USE ONLY	
	1. Transcript - Grade 8 Grade 9 Grade 10 Grade 11 Grade 12
	2. Graduating Certificates- Junior
	3. References
	4. TOEFL/IELTS Score & Year Taken
	5. Photocopy of Passport
	6. Photocopy of the Notarized Custodianship Declaration Form-Parents' Copy /Custodian Copy
	7. Letter of Acceptance
	8. Other