



February 21, 2023

Dear Prospective Diamond Parents,

RE: NEW STUDENT APPLICATIONS FOR THE 2023-24 SCHOOL YEAR

Thank you very much for your interest in joining the Diamond School community. Please read the following information carefully to learn about our application process for the upcoming 2023-24 school year.

OUR SCHOOL: The purpose of Diamond School has always been to offer a well-rounded, unique educational experience to our students. Our educational program focuses on both academic excellence and social awareness. We strive to instill in students an understanding of the rights and responsibilities of the community in which they live. It is a fundamental goal of our school to ensure students believe in themselves and recognize the part they must play to make our world a better place. To do that, a cornerstone of our educational philosophy is to promote kindness, cooperation, respect for others, and to teach students to honor and celebrate their diversity. These values will always remain at the heart of what we do at Diamond School.

FVS PARTNERSHIP: We have been excited to be partnering with Fraser Valley School (FVS) since start of School in 2022, and will begin merging our school communities in the 2024-25 school year. Both schools are committed to fostering a close-knit family atmosphere, supporting learners that are known and that care for others, building a strong academic program, encouraging curiosity in learning, and growing courageous socially responsible citizens. These values form the very heart of both school communities, making the partnership between our schools a natural fit and an exceptional opportunity. We are excited this partnership will enable us to build new, purpose-built school facilities, and to share and collaborate with new friends and colleagues in our shared journey of educational excellence. As one of our core values, we believe that more can be achieved together than anyone can achieve alone, and when it comes to learning and building a school community, that has never been more true.

TUITION AND FEES: The Diamond School Tuition & Fee Schedule for 2023-2024 school year may be found on page 3. We are committed to making our school an affordable choice in the independent school community and maintaining affordability, accessibility, and diversity in the school population. It is extremely important to our school that financial concerns are not a deterrent to any family joining or continuing to be part of our community. We encourage any families who find the tuition and fees create difficulties to confidentially email accommodation@diamondschool.ca. If your child is admitted, you can complete an application through Apple Financial Services, and we will then work with you to find an accommodation that will meet the needs of your individual circumstances.

ADMISSIONS POLICY: Please review the full [Admissions Policy](#) on our website. As there are a high volume of new student applications each year and limited spaces available, we cannot guarantee admission to any applicants. Once re-registration of current students is complete, all submitted new student applications are considered equally. New student applications are processed according to a number of criteria, and there are no factors that trigger automatic admissions for any applicants. All applications are considered carefully with the goal of ensuring equality, fairness, and accepting those who would benefit from our unique educational environment and contribute positively to our school community.



WAIT LIST POLICY: Although we would love to be able to offer every new applicant a space at our school, we unfortunately do not have enough space to do so. Once all spaces are full and re-registration of current students is complete for the upcoming year, we maintain a Wait List Pool of qualified student applicants for that school year. While it is uncommon for a space to become available after our spring registration is complete, it does occasionally happen. In such an event, the Admissions Committee may make an Offer of Admission to a student applicant from the Wait List Pool. All applications in our Wait List Pool for that grade for that school year are reviewed according to our Admissions Policy at that time. We do not number or rank the applicants in our Wait List Pool.

Please note that a new Wait List Pool is created for each school year. The Admissions Committee considers new student applications for each school year independent of all previous school years' applications. The Wait List Pool for a given school year consists only of application packages submitted for that school year (i.e. only 2022-23 application packages will be considered for an opening in the 2022-23 year, and only 2023-24 application packages will be considered for an opening in the upcoming 2023-24 year). You will be required to complete and submit a New Student Application package for each school year that you seek admission for your new student applicant.

NEW APPLICANT PROCEDURE: To apply for your student to attend Diamond School in the 2023-24 school year, the student's parent/court-appointed legal guardian must complete the following steps:

1. Review the Tuition & Fee Schedule on page 3 below. Make note of other costs on page 4.
2. Complete a 23-24 New Student Application for each new student applicant by completing the fillable forms on pages 6-11 below.
3. Submit the Application Package by saving the completed form and emailing it to 23-24admissions@diamondschool.ca in a single email along with copies of ALL of the following:
 - a. All report cards for grade 1 to 12 student applicants for the current school year (2022-23) and the previous school year (2021-22).
 - b. All applicable evaluation and assessment reports relevant to the student applicant's education or schooling.
 - c. The student applicant's birth certificate or passport.
 - d. Documentation of legal guardianship (student's long-form birth certificate and/or all applicable documentation regarding legal guardianship and care and custody of the student, including all applicable court orders and custody agreements).
 - e. For Kindergarten only:
 - i. A signed **Pre-K Evaluation Form** (download from website) from a preschool, daycare, or pre-k program.
 - ii. A **character reference letter** from an educator (teacher, instructor, coach, club leader, etc.) who interacts with the child in a group setting. (Not family friends, tutors.)

Only selected applicants will be contacted.

Thank you for considering Diamond School. We look forward to receiving your application!



Tuition and Fee Schedule

	Grades K to 3	Grades 4 to 7	Grades 8 to 11	Grade 12	Family Sibling Discount**
New Student Entrance Fees	350	350	350	350	
23/24 CTRB Fee*	600	650	750	750	2 Siblings 1,750 per family
Graduation Fee (G12 Commencement Day Expenses)				100	3 Siblings 3,200 per family
23/24 Tuition Fee	8,530	8,530	8,690	8,690	4+ Siblings 1,100 per additional sibling
Total Tuition and Fees	9,480	9,530	9,790	9,890	

***A non-refundable** Consolidated Technology, Resource & Bus (CTRB) Fee payable upon registration and receipt of invoice. CTRB fees are used for purchases such as student technology, robotics equipment, garden supplies, supplementary books & computer programs, in-house speakers and events, and other incidentals designed to enrich and enhance our school programs. The K to 3 CTRB fee also includes all student school supplies.

**Students must have a shared parent or legal guardian to be eligible for the sibling discount. (i.e., Cousins are not eligible.)

B.C. Provincial Government Funding

The above tuition fees are dependent on the school receiving a provincial per student operating grant. To qualify for this grant, at least one of a student's legal guardians must be ordinarily resident in British Columbia and either be a Canadian citizen, permanent resident, or otherwise lawfully admitted to Canada. In addition, students with extended absences from school may not be eligible for the full provincial grant. If a student does not qualify for this grant, either in full or in part, the parents/guardians of the non-qualifying student will be responsible for paying the full amount of the grant lost.

NSF Fees 2022-23 (If applicable)

There is a **\$50** administrative charge applied to all payments returned by the bank for Non-Sufficient Funds (NSF). If a second payment is returned, the \$50 charge will be applied and payment of the total remaining tuition fees in full may be required. Please make sure to notify the Finance Committee in advance if you will be unable to make a payment.

Cancellation Fee (If applicable)

If a student withdraws or is asked to leave for any reason prior to September 30th, 2023, the following Cancellation Fee will be deducted from the amount of tuition fees that are eligible to be refunded:

Cancellation fee for withdrawal by August 31st, 2023: \$3,500

Cancellation fee for withdrawal in September 2023: \$4,000

No refunds will be issued after September 30th, 2023. Entrance Fees, CTRB Fees, and NSF Fees are non-refundable. Graduation fees are non-refundable after September 30th.

Overdue Accounts (If applicable)

Interest will begin to accrue on accounts more than 30 days overdue at a rate of 1.5% per month.



Tuition Assistance

We believe that financial considerations should not determine who is able to attend our school. If you wish to request financial accommodation, please send a confidential email to accommodation@diamondschool.ca, briefly explaining your family's situation and specifying the accommodation you request. You will then be directed to complete an accommodation application via Apple Financial Services. All requests for financial accommodation will be kept strictly confidential. For further information about tuition assistance, please contact the school office.

Other Costs

1. Uniform Dress Code

Students are required to wear uniform dress code as set out in the Uniform Dress Code policy available in June of each year. Certain clothing items must be purchased through the school's uniform supplier, such as gym strip, sweaters, kilts, and jumpers. Other items may be purchased from our uniform supplier or may be purchased from your retailer of choice.

2. Grade 7-12 Personal Computers

Students in Grades 7 through 12 must have a Wi-Fi-enabled laptop or netbook for use at school.

3. Basic School Supplies

Students in grades 4 through 12 are responsible for purchasing and supplying personal basic school supplies as outlined in the grade-specific School Supply Lists available in June of each year.

4. Other Costs

Other additional costs will apply throughout the school year. These costs are most often for services, resources, and equipment that are optional or not applicable to all students. Examples include fees for optional field trip admissions, experiential learning camping trips (Grades 7 to 9), instrument rentals, special lunches, and co-curricular programs.

Donations

To only raise tuition as much as is absolutely necessary, we invite families to make a tax-deductible donation that will help purchase the "extras" for our programs. We are suggesting a \$200 donation per student but ask you to consider an amount suitable to your circumstances.

These tax-deductible donations help us purchase technology, literary, and hands on/inquiry materials for our school. Donations are a key part of our growth strategy here at Diamond School to excel as a place of learning, and to attract and retain top students and faculty. We thank you in advance for your contributions, whether it be through volunteering, fundraising, or donating.

Please write your donation as a separate cheque for accounting purposes or select for this option in the Pre-authorized Debit form included in this package.



Payment Methods

1. Cheque, Bank Draft, or Certified Cheque

Payments may be made by cheque, bank draft, or certified cheque, payable to Diamond School and delivered to the school office. You must follow all instructions set out in your invoice for your account to be credited.

2. Pre-Authorized Debit (PAD) (Preferred Method)

For Pre-Authorized Debit (PAD) payments, you will be required to provide a void cheque for the bank account you wish to use. PAD withdrawals are made on certain dates only, as specified in the PAD form. If you miss a PAD withdrawal date, you are responsible for paying via payment method 1 above.

When to Pay

1. Registration Invoice (CTRB Fees + New Student Entrance Fees)

Upon acceptance of your student's registration application, a Registration Invoice will be emailed to you. The Registration Invoice will require you to pay the CTRB Fees and any New Student Entrance Fees (if applicable) via payment methods 1 or 2 in order to accept your student's admission to Diamond School for the 2023-2024 school year.

2. Tuition Invoice (Tuition Fees)

Once your student has been registered, a Tuition Invoice will be emailed to you.

How to Submit Your Application

Save this document in its entirety after completing the forms on pages 6-11 as applicable. Email the Application with all required supporting documentation to 23-24admissions@diamondschool.ca.

TIP: How to sign the Admissions Application pdf.

Go to the page where signature required. In the upper menu bar, click on the **Sign** symbol.

Click **add signature** then enter/edit signature. Click "apply" button and when your signature appears, drag it to the signature box. Repeat on each page where signature required. The **Sign** symbol may now include the words "Sign Yourself".



Sign Yourself



New Student Application Checklist

Please confirm the following:

Step 1: Student Information

- I have completed the Student Applicant and Previous Schooling sections of the Application form.

Step 2: Parent/Guardian Information

- I have completed the Parent/Guardian Information for each of the student's parents or court- appointed legal guardians.

Step 3: Applicant Survey

- I have completed all questions of the Applicant Survey.

Step 4: Parent/Guardian Signature

- I have carefully read and signed the application on page 9.

Step 5: Attached Documents. I have attached the following:

- All report cards for the student applicant for the current school year (2021-22) and the previous school year (2020-21).
- For Kindergarten – A Character reference letter from a teacher, instructor, coach, club leader who interacts with the child in a group setting. (Please do not include 1:1 tutors or family friends.)
- All applicable evaluation and assessment reports relevant to the student applicant's education or schooling.
- Immunization Records
- Recent Photograph
- A copy of the student applicant's birth certificate (long-form preferred*) or passport.
- Completed Form A or B (below) with Proof of Legal Residency (valid passport, valid work visa, birth certificate, Permanent Residency Card)
- Address Verification (Utility bill)
- Documentation of legal guardianship, including all court orders, legal custody agreements, and all other documentation related to the care and custody of the student.

Step 6 – For Kindergarten

- I have signed the 2022 Confidential Pre-Kindergarten Evaluation Form from the Diamond School website and delivered the signed copy to the last preschool/daycare/pre-kindergarten school my child attended.
- My child has not attended any school-like programs in the past two years.

***NOTE:** No additional documentation is required to prove legal guardianship if the long- form birth certificate is provided, the certificate includes all the student's legal parents, and no legal agreements or custody arrangement exist for the student



Application for Admission

Child's First Name _____ Middle Name: _____ Last Name: _____

Preferred First Name: _____ Current Grade: _____ Birthdate: _____

Street Address: _____ City, Province: _____ Postal Code: _____

Has the child previously attended daycare / preschool? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous School / Daycare attended: _____	
Are there any circumstances concerning your son/daughter the school should be aware of? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: _____	
Are there any physical or mental medical circumstances concerning your child the school should be aware of? If yes, please specify: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Parent/Guardian 1 Information**Parent/Guardian 2 Information**

Full Name:		Full Name:	
Street Address:		Street Address:	
City:		City:	
Province:	Postal Code:	Province:	Postal Code:
Home Phone:	Cell Phone:	Home Phone:	Cell Phone:
Email:		Email:	
Occupation:		Occupation:	
Employer:		Employer:	
Relationship:		Relationship:	
Is Primary Payor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is Primary Payor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is Diamond Alumni? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is Diamond Alumni? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Sibling Information

Name:	Gender:	Birth Date:
Present School:	Attended Diamond in Past? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:	Gender:	Birth Date:
Present School:	Attended Diamond in Past? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:	Gender:	Birth Date:
Present School:	Attended Diamond in Past? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Emergency Contacts Other Than Parent or Guardian – Authorized to Pick-Up

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

Is there a custody agreement? Yes No

If yes, please provide details. (Applicant must provide a copy of any court documents.)



Student Health and Nutrition Information

Has a vision issue? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has a speech / language issue? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has any extreme food dislikes? <input type="checkbox"/> Yes <input type="checkbox"/> No
Take medicine? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has any other health concerns? <input type="checkbox"/> Yes <input type="checkbox"/> No
Require a special diet? <input type="checkbox"/> Yes <input type="checkbox"/> No	Illness or Medical Disability? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has a hearing issue? <input type="checkbox"/> Yes <input type="checkbox"/> No	Illness or Medical Conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please specify and comment on any above of the item(s) marked "Yes": _____

Family Citizenship: Canadian Landed Immigrant International Work Visa

Language most often spoken at home: _____

First Nations Status: Yes No If Yes...

Living on reserve? Yes No

Name of Band: _____

Special Interests

Does the student applicant have any special interests or hobbies?

Marketing Information (Please check all that apply)

How did you hear about our school?

Internet Our Kids Parent of our school Friend Facebook School Advice

Another school Referred By (Name): _____

What are the top three characteristics you look for in a school? _____

What motivated you to apply? _____

Do you (parent) have any skills or talents that you are willing to share with the school:

If our school is unable to provide space for your child, do you want to remain on the waiting list? Yes No



Admissions policy

The Admissions Committee works hard to ensure the fairness of the application and admissions process at our school. Every application package submitted is carefully considered. As there is a high volume of new student applications each year and limited spaces available, we cannot guarantee admission to any applicants. Registration in any grade is also contingent on sufficient enrollment in that grade. Due to our school's small size, there is only one class and educational program available at each grade level.

Applications are processed according to a number of criteria, including available space, student social and academic considerations, whether a sibling has already been admitted to our school, gender equality, diversity in each grade, whether our program will meet the student's needs, parental support for academic and social development, demonstrated parental alignment with our social and educational philosophy, humanitarian grounds, and so on. None of these criteria are determinative and the presence or absence of any one factor will not trigger automatic admission. All of these considerations are weighed carefully with the goal of ensuring equality, fairness, and accepting those who would benefit from our unique educational environment and contribute positively to our school community.

The time an application was submitted is not a consideration. Once re-registration of current students is complete, all submitted applications within our registration timeframe are considered equally.

Parent/Guardian Signature

In completing and submitting this application form, I am certifying the following:

Admissions policy

I have read and understand the Admissions Policy (contained above for reference).

Information is true & correct

I certify that all information provided in this application is true and correct to the best of my knowledge. I agree that my child's admission to Diamond School is reliant on the information provided in this application. If any information is found to be incorrect, untrue, or missing, I understand my child's admission or enrollment may be revoked at the discretion of Diamond School.

Application is not enrollment

I understand that submission of this application does not in any way indicate or guarantee my child is admitted or enrolled at Diamond School. It is an application form only.

Incomplete applications not processed

I understand that incomplete application forms without all required documentation provided will not be processed. (See page 6, *Application Checklist – Step 5* for required documentation.)

Additional documents required

I understand that, if my child is made an offer of admission, I will be required to provide additional documentation supporting the statements made in this application prior to my child's registration.

By signing this application, you give our school permission to contact your son/daughter's present school and make inquiries about their progress.

Signature _____ Printed Name _____

Date signed _____



Legal Residency of Parent/s – FORM A

(If parents are deceased, please use Form B as follows.)

Completion of this form is required by the Ministry of Education and must be returned with your Application Form. It is to be completed and signed by the applicant's parents or legal (court-appointed) guardian. (If the legal guardian is completing this form, please attach a copy of the court order stating legal guardian appointment.)

Lawfully admitted into Canada

I am (Please only X one):

- A Canadian Citizen (attach photocopy of citizenship: passport or birth certificate)
- A Landed Immigrant (attach photocopy of landed immigrant status paper or PR card)
- Lawfully admitted to Canada under one of the following documents (please mark the appropriate box below and attach a clear photocopy of the document).
 - Admission as a refugee claimant;
 - A person claiming refugee status who has a letter of no objection;
 - A Student Permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years);
 - A Work Permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years);
 - A person carrying out official duties as a diplomatic or consular official (with a foreign representative acceptance counterfoil in his/her passport);
 - Other – Document description (Must be cleared with immigration Canada):

Residency in British Columbia

(Please only X one)

- Yes, I am a resident of British Columbia *(Please attach a copy of one of the following: a recent utility bill, a tenant agreement, property purchase agreement, or income tax statement) All names and addresses must match the application.*
- No, I am not a resident of British Columbia.

Signed by:

Parent's/Legal Guardian's Name: _____

Parent's/Legal Guardian's Signature: _____

Date: _____



Legal Residency of Parent/s (Deceased) – FORM B

To be completed and signed by the student applicant or a knowledgeable adult (one who knows the student’s parent/s) and has knowledge of the facts respecting their demise and the matters set out in this document.

The student’s deceased parent was at time of death:

- A Canadian Citizen
- A Landed Immigrant

The student’s deceased parent was at time of death a resident of British Columbia

- A Canadian Citizen
- A Landed Immigrant

Residential Address:

Street Address: _____

City: _____ Province _____ Zip Code _____

No, _____ was not a resident of British Columbia.

Signed By:

Knowledgeable adult is one who knows the student’s parent/s and has knowledge of the facts respecting their demise and the matters set out in this document.

Knowledgeable Adult’s Name

Knowledgeable Adult’s Signature

Student Name
