



DIAMOND & RELEVANT SCHOOLS 2019-20 NEW APPLICANT REGISTRATION PROCEDURE

Welcome to Diamond & Relevant Schools!

If you wish to apply for admission to our schools, please read the following information carefully:

- (1) **ADMISSIONS PROCEDURE:** Parents are welcome to submit new student applications at any time. To apply for admission to our schools for the 2019-2020 school year, complete and submit a New Student Application form to the school office, along with all required documentation as listed below. Please note that school tuition and fees are payable upon acceptance, not at time of application. Due to the number of applications, the Admissions Committee will only be contacting families to schedule an interview when a seat becomes available.

NEW STUDENT APPLICATION CHECKLIST:

Please note that we are unable to process incomplete applications. A complete student application will include the following:

- Completed New Student Application form
- A copy of the student's most recent report card (current year), in addition to copies of all the student's reports for the year immediately preceding the application year
- Kindergarten applications require a confidential Pre-Kindergarten Evaluation Form from the child's preschool/daycare (*This form will be emailed to you upon receipt of the completed Kindergarten application*)
- A copy of the student's birth certificates or passports, and immigration documents if applicable
- A copy of the parents' birth certificates or passports, and immigration documents if applicable
- A copy of any court order appointing legal guardianship or regarding care/custody of the student
- Upon acceptance**, the following is required to confirm enrollment for the 2019-2020 school year:
 - A \$350 non-refundable Entrance Fee paid by cheque or cash
 - Tuition payment:
 - o Full Fees Option: Paid by cheque or cash at the time of registration
 - OR
 - o 5-Payment Option: Cheque or cash for the first tuition payment plus the PAD Processing Fee, completed Payer's PAD Agreement + accompanying void cheque for the four (4) pre-authorized debit (PAD) tuition installment withdrawals
 - A Consolidated Technology, Resource & Bus (CTRB) Fee paid by cash or cheque post-dated April 1, 2019; refer to 2019-20 Tuition & Fee Schedule for amount.

- (2) **ADMISSIONS POLICY:** Our Admissions Committee works hard to ensure the fairness of our registration process. Every application submitted is carefully considered. As there is a high volume of new student applications each year and limited space available, we cannot make any guarantee of admission to any applicants. Currently enrolled student re-registration applications are processed before new student applications, and registration in any grade is contingent on sufficient enrollment in that grade. Applications are processed according to a number of criteria, including available space, student academic and social considerations, whether a sibling is already enrolled, parental support for academic and social development, alignment with our social and educational philosophy, date of application, gender equality, humanitarian grounds, and so on. None of these criteria are determinative, and the presence or absence of any one factor cannot trigger automatic admission. Our goal is to ensure equality and accept those who will most benefit from our unique educational environment. Please note that standardized tests are not part of our admissions process, as we believe such tests are not indicative of a student's future social and academic success in our schools.

- (3) **WAIT LIST POLICY:** If your child is not accepted during our spring registration, their application will be kept on the wait list until December 31st. To keep a student's application on our wait list for the following school year, 2020-2021, please notify the office in writing prior to December 31st and include a copy of the student's end of year report card. Please be aware that we do not number or 'rank' applicants on our wait list.