



ALATHENA INTERNATIONAL ELEMENTARY SCHOOL

1446 Don Mills Rd, Suite 112, North York, Ontario M3B 3N3

Tel: 416-385-8886

Email: info@alathenaschool.com

BSID: 883648

Website: www.alathenaschool.com

Full-time Part-time

STUDENT INFORMATION

Last Name		First Name		English Name	
Date of Birth (YYYY/MM/DD)			Gender M F		Health Card Number
Street #, Street Name				Town/City	
Province		Postal Code		<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Study Permit <input type="checkbox"/> Other Expiry Date: _____(yyyy/mm/dd)	
Cell:					
Email:					
Does the student have any health problems? Yes <input type="checkbox"/> No <input type="checkbox"/>				Does the student have any allergies/dietary needs? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please list them:				If YES, please list them:	

EDUCATIONAL BACKGROUND

Is the student currently attending school? Yes <input type="checkbox"/> No <input type="checkbox"/>		Current Grade:	
If YES, name of school		Address of school	
Current Enrolled Courses:			

RECEIPT NUMBER	AFTER SCHOOL PROGRAM:
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	Grade:	Start Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information:

PARENTS/GUARDIAN INFORMATION

First Parent/Guardian			Second Parent/Guardian		
Name (Family Name, First Name)			Name (Family Name, First Name)		
(circle) Mr. Ms.	Relationship		(circle) Mr. Ms.	Relationship	
Home Phone #	Cellular #		Home Phone #	Cellular #	
If address information is different than above, fill in the area below					
Street #, Street Name			Street #, Street Name		
Town/City	Province	Postal Code	Town/City	Province	Postal Code

EMERGENCY CONTACT

The Emergency Contact information is the same as the Parents/Guardian information. If YES, please state the name. If NO, please fill in all the information.

Yes No

Emergency Contact Name	Relationship	Contact Phone #
Contact Cellular #	Contact Other #	

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 be applied to each selected course. If tuition fees are paid after 3 weeks of the semester, a \$100 late charge will be applied 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. Once a child is registered for programs, there are no refunds except for exceptional circumstances. If a child misses' class within the Afterschool Program time, there is no make-up lesson.
Refunds will not be issued for the following:
 - Occasional absences by your child due to illness
 - Registration fees or deposits
 - Vacations
 - Cancellations from the program made with less than 10 business days' notice prior to your next payment.
2. In the event that the school cancels a program or makes significant modifications, participants will be offered the option of enrolling in an alternative program or session, or receiving a credit toward future program enrollment, as determined by Alathena International Elementary School.

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

_____	_____
Student Name Print	Date
_____	_____
Signature of parents/Guardians	Date