



ALATHENA INTERNATIONAL ACADEMY

- NORTH YORK CAMPUS

1446 Don Mills Rd, Suite 110

North York, Ontario M3B 3N3

Tel: 416-390-9666 Fax: 416-390-9666

BSID: 881704

Full-time

Part-time

STUDENT INFORMATION

Last Name		First Name		English Name	
Date of Birth (YYYY/MM/DD)			Gender	OEN Number	
Street #, Street Name				Town/City	
Province	Postal Code		Status in Canada*: 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"/>		OUAC #:
If YES, name of school		Address of school
Grade 10 Ontario Secondary School Literacy Test(OSSLT) Successfully Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>		

RECEIPT NUMBER	COURSE CHOICE:	
	Course Code:	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. If a student drops a course, with the principal's approval and before six (6) school days from the date student started the course, the tuition fee for the course will be credited to the next semester. The tuition fee will not be credited to a future semester if the course is dropped after five (5) school days from the date student started the course, and the full tuition fee for the course will be charged. A Course Drop Form must be completed by the student and approved by the principal.
2. In the event that a Letter of Acceptance is issued on behalf of a student for visa or passport extension purposes, there will be no tuition refund unless the extension is rejected. Proof from Canadian Immigration or Embassies must be provided in order to receive a refund.
3. If a student is granted student visa and decides not to study at our school, there will be no tuition refund under any conditions.

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

Student Signature

Date

Signature of parents/Guardians (if applicant is below 18 years of age)

Date