



## APPLICATION PROCESS for DAY STUDENTS

Thank you for your interest in Académie Ste Cécile International School.

In order to expedite the application process, please observe carefully each of the following steps:

### **Stage #1:**

Please Submit:

- the completed "Application for Admission" form;
- copy of applicant's birth certificate;
- the non-refundable Application Fee of \$100.00 (Canadian)\*;
- the \$500.00 Tuition Deposit\*;
- the student's last year's report card as well as this year's most current report card (for High School Students, a transcript of all high school grades is also required); and
- the "Confidential Reference" form.

### **Stage #2:**

When the school receives and reviews all of the above documents, a written decision will be issued. If the school accepts your application, you will receive a "Registration Package". Upon receiving this package, the student will have ten (10) days to submit all forms and payments. In order to maintain the priority of your application and to avoid any processing delay and/or late fee, the student and parents must complete the following:

- Read the Student Manual;
- Fill out in entirety the Registration Package: this includes Parental and Student Agreement, Payment of Fees
- Fill out the appropriate Medical Form; and provide copy of OHIP card
- Fill out and return to ASCIS the OSR Requisition Form
- Submit proper tuition cheques according to the chosen Payment Plan\*\*;
- Supplementary Services Forms (Hot Lunch Programme, Transportation Services) will be provided under separate cover.
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***\*Please note that each application must be accompanied by a payment of \$600.00. This amount is comprised of a \$100.00 non-refundable Application Fee and a \$500.00 Tuition Fee Deposit. Once a student has been accepted by ASCIS, the \$500.00 Tuition Fee Deposit also becomes non-refundable. ASCIS will refund the \$500.00 Tuition Fee Deposit only if a student is not accepted for enrollment. Therefore, once ASCIS accepts a student for enrollment, no part of any amount paid to the school will be refunded.***

***\*\*Regardless of the student's academic achievement, a persistently non-studious and/or non-cooperative student or a student who seriously breaches ASCIS' code of conduct and whose parents have been duly informed may be given notice of termination. Upon such notice, all tuition fees paid in advance to ASCIS remain non-refundable and all outstanding tuition fees for the year remain owing.***



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## ACADÉMIE STE CÉCILE INTERNATIONAL SCHOOL

925 Cousineau Rd, Windsor, ON, Canada N9G 1V8

PHONE: 519-969-1291 | FAX: 519-969-7953

www.stececile.ca | E-MAIL: info@stececile.ca

<https://twitter.com/OnlyatASCIS>

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Académie Ste Cécile International School ("ASCIS") was founded by Thérèse H. Gadoury in 1993 upon principles of education in accordance with the teaching of the Roman Catholic Church and therefore in respectful submission to the authority of the Magisterium of the Church, the Holy Father, the Pope who is head of the Holy See operating from Vatican City. ASCIS is committed to the Church's ecumenical movement and thus welcomes students representing "the religious traditions of the world".

In considering the values which these religions witness to and offer humanity, with an open and positive approach, the Second Vatican Council's Declaration on the relation of the Church to non-Christian religions states: "The Catholic Church rejects nothing of what is true and holy in these religions. She has a high regard for the manner of life and conduct, the precepts and teachings, which, although differing in many ways from her own teaching, nonetheless often reflect a ray of that truth which enlightens all men. (Second Vatican Council, "Declaration "Nostra aetate, 2" in Inside the Vatican October 2000)

Continuing in this line of thought, ASCIS promotes a great sensitivity to the Holy See's practice of inter-religious dialogue by respecting the religious and cultural diversity of students and faculty. However, although not expected to espouse the beliefs of the Roman Catholic Church, faculty and students must comport themselves respectfully either in submission to or in tolerance of the principles of the Roman Catholic Church upon which ASCIS is based: thus, they must not hinder the adherence to and promotion of the principles of the Roman Catholic Church. Furthermore, ASCIS expects that all of its members, staff and students, comport themselves at all times with mutual courtesy and respect forbearing whatever may impede the harmonious interaction of peoples of diverse faiths.

While ASCIS recognizes and respects the religious diversity of its students, faculty and staff, the teaching of religion remains an integral part of ASCIS' programme with an emphasis on imparting the Roman Catholic faith to its Catholic constituents.

At the time of registration, parents shall declare the religion of their children.

All children who have been baptized into the Roman Catholic faith, without exception, shall be required to take religion classes as an integral part of their education. These classes are approved by the Bishop of the Diocese of London. Non-Catholic children are exempt from these Catholic religion classes but may elect to participate in them.

All students and staff must be in respectful attendance at morning and mealtime prayers. Resident students must also be present during Chapel time.

In the matter of field trips involving both day and resident students, the weekend Mass policy shall be as follows:

- i) Catholic day students and all boarding students must attend Holy Mass as scheduled by ASCIS in the designated church.
- ii) All other day students will be invited to remain with the group, however, those who choose not to attend shall be required to spend the equivalent time in a designated area in quiet meditation and/or prayer according to their religious beliefs.

The school will not permit the proselytizing of its students, faculty or staff, nor shall religious publications be allowed to circulate on school premises unless they have been previously approved by ASCIS' Administration.

In any matter of dispute arising at ASCIS on account of religious studies and/or practices and/or opinions, the decision of the Administration shall be final.



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## Application for Admission

Completion of this application does not automatically hold a position for your child in any class. This form is a preliminary step toward the admission process. Admission will be based upon past school reports.

**Please note that each application must be accompanied by a payment of \$600.00. This amount is comprised of a \$100.00 non-refundable application fee and a \$500.00 tuition fee deposit. Once a student has been accepted by ASCIS, the \$500.00 tuition fee deposit also becomes non-refundable. ASCIS will refund the \$500.00 tuition fee deposit only if a student is not accepted for enrollment. Therefore, once ASCIS accepts a student for enrollment, no part of any amount paid to the school will be refunded.**

ASCIS further reserves the right to cancel a class for which there is insufficient enrollment. Under these circumstances, the application fee, in its entirety, will be refunded.

I/we wish to make application for the admission of my/our son/daughter to be enrolled as a Day Student at Académie Ste. Cécile International School commencing on: \_\_\_\_\_.

_____	_____	_____	_____
LAST NAME	FIRST NAME	MIDDLE NAME	SEX
_____		_____	_____
HOME ADDRESS		POSTAL CODE	HOME PHONE
FATHER'S NAME: _____	WORK PHONE # _____		
MOTHER'S NAME: _____	WORK PHONE _____		
DATE OF BIRTH _____	EXPECTED GRADE: _____		
MM/DD/YYYY			

Please describe all allergies, illnesses, diseases, visual and/or auditory difficulties, emotional and/or mental and/or physical disabilities which either have affected and/or may affect the student's general health, and/or his/her school work and/or participation in school activities:

In terms of your child's health, development and/or school life, has your child ever been recommended for specialized testing and/or evaluation (ie. psychological, motor skills, intellectual, behavioural, speech and language, etc)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, has your child ever undergone such testing and/or evaluation? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Pending

Type of testing: (e.g. psychological, motor skills, intellectual, etc.) \_\_\_\_\_

If yes, please give details: (Name of firm) \_\_\_\_\_

(Address of Firm) \_\_\_\_\_

(Name of consultant) \_\_\_\_\_ (Date) \_\_\_\_\_

**I/We acknowledge that I/we have read the above and that the information is correct and complete. I/We submit a cheque in the amount of \$600.00 according to the above terms.**

_____	_____
(printed name of mother)	(signature of mother)
_____	_____
(printed name of father)	(signature of father)
_____	_____
(printed name of guardian)	(signature of guardian)

\_\_\_\_\_ Date Nov/10







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## CONFIDENTIAL REFERENCE

for

\_\_\_\_\_

(Name of Student Applicant)

from

\_\_\_\_\_

(Name of School Principal or Teacher)

\_\_\_\_\_

(Name of School)

Address of School:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

1. I have known this student for \_\_\_\_\_ year(s).

2. In my opinion, the strengths of this students are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. In my opinion, the weaknesses of this student are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Confidential Reference for \_\_\_\_\_  
(Name of Student Applicant)

4. I have observed that, in terms of behaviour and adherence to school rules, this student:

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5. In my opinion, in terms of social skills and interaction with peers, this student:

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6. I have observed that this student has the following interests:

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7. I am aware that this student has participated in the following activities:

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8. In my opinion, this student's experience at Académie Ste. Cécile International School should be \_\_\_\_\_ because

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Signature \_\_\_\_\_ Date: \_\_\_\_\_

Académie Ste Cécile International School thanks you very sincerely for your kind assistance.