



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>

APPLICATION PROCESS for INTERNATIONAL STUDENTS

Thank you for your interest in Académie Ste. Cécile International School.
In order to expedite the application process, it is very important that you follow carefully each of the following steps:

Stage #1:

Please Submit:

- the completed "Application for Admission" form;
- the non-refundable fee of \$300.00 (Canadian);
- your last year's report card as well as this year's most current report card and
- the "Confidential Reference" form.

Stage #2:

When the school receives and reviews all of the above documents, a decision in writing will be sent to you.

(a) If the school accepts your application, you will also be sent the following documents which you should read and complete as soon as possible:

- the "Registration" forms;
- the "Medical" form requiring, by law, that all students have received the appropriate immunization and testing prior to entering school;
- an invoice requiring payment in the total amount which has been calculated according to the details of your chosen programme:

You may choose one of the following options to send the funds:

- i. a bank draft made payable to the order of "Académie Ste. Cécile International School"
- ii. Electronically transferred funds to our bank:

TD Bank

156 Ouellette

Windsor, ON N9A 1A4

Transit Branch Number: **38802**

Institution Number: **004**

Account Number: **524-2611**

BE SURE TO INCLUDE THE APPLICANT'S NAME IN ALL TRANSACTIONS

For either option, please send the completed "Payment of Fees" form along with the funds. Please be sure to include the student's name on all transfers. In the case of electronic transfers, parents are responsible for all domestic and international service charges incurred.

Please note: This money will be held in trust to the credit of the student. Once a Student Authorization and Visa are granted to the student applicant, no part of any amount paid to the school will be refunded. If a Student Authorization and a Visa are not granted to the student applicant, then, all amounts except for the application fee will be refunded.

(b) If the school does not accept your application, you will be encouraged to re-apply at a later date. The application fee will not be refunded.

Stage #3:

(a) When the school receives and reviews all of the completed documents as outlined in Stage #2 and when the school has received and deposited the required payment, you will receive a "**Confirmation of Acceptance**" letter stating that you have thus far fulfilled all of the registration requirements.

(b) Since you must complete all visa arrangements **prior** to your arrival in Canada, you should **promptly** take the "Confirmation of Acceptance" letter to the Canadian Consulate General Office located nearest to you and make application for a Student Authorization and Visa in order to come and study in Canada at the Académie Ste. Cécile International School. You are responsible to pay for all expenses incurred in this process.

(c) When you procure your Student Authorization and Visa, kindly notify the school as soon as possible by sending us a copy of these documents. You should then make appropriate travel arrangements.

(d) Again, please note: **Once a Student Authorization and a Visa are granted to the student applicant, no part of any amount paid to the school will be refunded.** Only when a Student Authorization and Visa are not granted to the student applicant, will all amounts (except for the application fee) be refunded.



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Application for Admission
(Kindly complete a separate application for each child in the family)

This form is a preliminary step toward the admission process. Completion of this application does not automatically hold a position for your child at Académie Ste. Cécile International School ("ASCIS"). Final admission will be based upon completion of all the application and registration requirements (including forms and payments of fees).

Académie Ste. Cécile International School reserves the right to deny admission to any applicant who does not meet ASCIS's admission and entrance requirements. Furthermore, students are responsible to complete, at their own expense, all visa/immigration arrangements and to obtain a Student Authorization and Visa prior to their arrival in Canada. Therefore, students may not attend ASCIS until visa arrangements are completed satisfactorily.

A **non-refundable application fee of \$300.00** must accompany each application.

Student Photo

LAST NAME

FIRST NAME

MIDDLE NAME

SEX

HOME ADDRESS

COUNTRY

POSTAL CODE

HOME TELEPHONE _____ FAX: _____

EMAIL ADDRESS: _____ DATE OF BIRTH: (month/day/year)

NATIONALITY _____ CITIZENSHIP _____ MOTHER TONGUE _____

FATHER'S NAME _____ WORK PHONE # _____

MOTHER'S NAME _____ WORK PHONE # _____

GRADE/ DIPLOMA / CERTIFICATE COMPLETED _____

NAME OF CURRENT SCHOOL _____

ADDRESS OF SCHOOL _____

PRINCIPAL'S NAME _____

Student's career goals (including goals for post-secondary education)

Please detail any illnesses, diseases, visual and/or auditory and/or physical disabilities which either have affected or may affect the student's general health, his/her school work or participation in school:



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Application for Admission Agreement Form for _____
Name of Student

1.1 I/We wish to make application for the admission of my/our child as a Boarding Student at Académie Ste. Cécile International School for _____ year(s) commencing on: _____
number of years

2.1 I/We state that my/our child has not received any testing or psychological evaluation.

OR

2.2 I/We state that my/our child has received testing or psychological evaluation which was done on _____ (month) _____ (day) _____ (year), by _____ (name of consultant) of _____ (firm), located at _____ (address of firm)

Phone: _____. I/We enclose copies of this evaluation for ASCIS' review and evaluation.

3.1 I/We understand that this Application Form is only an initial step in the admission process and that if my/our child is accepted to register as a student at ASCIS, there will be other requirements to fulfill (including completion of all registration and medical forms, payment of tuition and boarding fees, endorsement of School Policies and Rules.).

3.2 I/We further understand that:

(i) there is a non-refundable application fee of \$300.00 which must accompany this application; and

(ii) when my/our child receives the Student Authorization and Visa, no part of any amount paid to ASCIS will be refunded; and

(iii) the student is responsible for all expenses incurred in the admission process including visa/immigration fees.

3.3 I/We acknowledge that I/we have read the above and that the information which I/we have provided in this application is correct and complete.

Printed name of Student

Signature of Student

Printed name of Mother

Signature of Mother

Printed name of Father

Signature of Father

(Printed name of Guardian)

(Signature of Guardian)

Date



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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: _____

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

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

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

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

Signature _____ Date: _____

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