

## APPLICATION FOR ADMISSION

### Personal Details

Family Name: ..... Given Name: ..... Preferred Name: ..... Gender: .....  
 Date of Birth (dd/mm/yyyy): ...../...../..... Country of Birth: ..... Status in Canada: .....  
 Home Address: ..... City: ..... Province: ..... Postal Code: .....  
 Phone: ..... Email: ..... First Language: ..... Language Spoken at Home:.....

#### Parent / Guardian Contact

Name : ..... Phone (Home) : .....  
 Relationship: ..... Phone (Business) : .....

### Education Background

#### Current/Previous School(s) Attended

High School Name	Grade	From (mm/yy)	To (mm/yy)	Certificate or Diploma Obtained

IELTS score..... Other English test score, please specify.....

### Academic Program/Course Applying For

Course Code (O/T)	Course Name	Prerequisite	Start Date ( month/year )	Class Time

Note: O - Online Course T- Tutoring Course

I have provided the following supporting documents:

- Identification                     
  Transcript                                     
  Report Card                                     
  Credit Summary

- I hereby declare that the information given in this application form is to the best of my knowledge complete and correct.  
 If I am accepted as a student at Trinity Academy of Canada, I hereby agree to abide by all the rules and regulations of the School.  
 I understand that Trinity Academy of Canada collects personal information pursuant to the Education Act, the Ontario Educational Communications Authority Act and their respective regulations. I understand that the information collected will be used to establish and maintain a Student Record for the purposes of providing educational services to the student. This information may also be used for statistical purposes.

.....  
 Signature of Applicant                                      Date (dd/mm/yyyy)                                      Name of Parent or Guardian (if applicant is under 18)

### For Office Use Only

#### The applicant is

Approved by \_\_\_\_\_  
 (Signature of Admission Officer)

Referred By (If applicable): .....

## **Refund Policies**

1. If an applicant accepts a place in a course or program offered by the school and pays the required tuition and fees, it means that a binding contract is created between the two parties.
2. Application/Registration fees and other administrative charges are non-refundable and are not included in the tuition fee.
3. No refund of tuition if a student withdraws after the commencement of the course or program.
4. Any student who is expelled by the School will not be entitled to any refund of any fees.
5. Any student who is given any form of preferential financial package, tuition fee discount, and/or any other form of special tuition incentive for studying at the school is not entitled to any tuition refund.
6. If an international applicant is refused with the application for a study permit or temporary resident visa, the following documents are required to process a tuition refund:
  - a) The original copy of the student's written request and the completed application form for tuition refund;
  - b) The original copy of the decline letter from the Canadian Embassy or Consulate;
  - c) The original copy of the official acceptance letter issued by the School;
  - d) The original copy of the tuition fee receipt issued by the SchoolWhen all of the above documents are received and verified, the school shall refund all the tuition fees to the applicant. The refund shall be processed no later than two months after the written refund request, completed refund application form, and all other required documents are received.
7. Notification of withdrawal/cancellation from a course(s) or program(s), or deferral from a course(s) or program(s) of study must be made in writing to the School.
8. The School reserves the right not to offer a course or a program previously made available at its own discretion. In case of cancellation or discontinuance of any course or program, the student will be registered in a course or the program on the next start date available immediately.

.....  
Student Signature

.....  
Date (dd/mm/yyyy)

.....  
Name of Parent or Guardian (if applicant is under 18)