**General Registration Information**

1. The following documents are required for registration:
	1. A signed International Student Application Form;
	2. A copy of the student’s passport (picture page);
	3. A copy of the student’s birth certificate
	4. School/Academic records for last two (2) years translated into English (copies must have an official school stamp);
	5. Letter of Recommendation from the current teacher or principal translated into English;
	6. Letter stating your intent as to why you are choosing to study in Canada; what you hope to achieve. For example, to improve English, to achieve your Grade 12 diploma or pursue a Canadian post-secondary education; and
	7. Custodianship documents (if student’s parent is appointing a custodian)
2. Confirmation of Application:
	1. Notification of receipt of application will be provided via email within five business days.
3. Official Letter of Acceptance and Study Permit Application
	1. Once a student’s application has been accepted, an Official Letter of Acceptance (LOA) will be issued along with the invoice for payment of applicable Tuition and Health Insurance Fees.
	2. The LOA is required for the student to apply for a Study Permit at the nearest Canadian Embassy.
4. Payment of Tuition & Health Insurance Fees
	1. Fees are due upon receiving the invoice and can be paid by cash (locally), cheque or wire transfer. Additional service charges may apply.
5. Custodian Appointment
	1. A custodian must be appointed for students not living with a parent.
	2. Custodian and Parent Declaration forms must be notarized and copies provided with the application (2 copies are required for Rocky View Schools). Forms are available at: <https://www.rockyview.ab.ca/UserFiles/Servers/Server_21765831/File/Schools/Learning/Programs/custodianship_declaration.pdf>
	3. Rocky View Schools requires all students to have a valid Study Permit.
6. Upon arrival in Canada
	1. It is suggested that students arrive one week prior to the first day of school to provide time for registration and adjustment. Please register at the school as soon as possible (bring acceptance letter/passport & study permit)

**Tuition Fees (payable to Rocky View Schools - Finance Department)**

* All fees are in Canadian dollars and are subject to change without prior notice
* All applicable fees must be paid in full prior to student commencing school

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| **Fee** | **Fee Amount** |
| **Application Processing Fee*** One-time only and non-refundable
* Applicable to all applicants regardless of length of program
 | $300  |
| **Tuition Fees**  **Grade 1 – 12** **Kindergarten**Fees must be paid in full prior to student attending classes | $12,000 per year or $6,000 per semester$6,000 per year |
| **Medical Insurance** | $ 500 per year or $ 250 per semester |
| **School Fees** The parents or guardians are responsible to pay all school-established optional course fees and school-established optional program fees if applicable, to the school the student is attending. There is no charge for RVS instructional resource fees as these are included in tuition fees. | Outlined in the School Handbook |
| **Co-validation fee (Mexico, Spain, Brazil only)** | $150, if applicable |
| **Grade 12 Alberta Diploma Exam fees** **(**[**Alberta Diploma Exam**](http://www.education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx)**)** | Payable to Rocky View Schools upon notification from Alberta Education as to the amount to be charged, **if** **applicable** |
| **Bank Fees** | $40 charge added to total invoice If paying by wire transfer. |
| **Tuition Fee Refund Policy*** A full refund of tuition fees (less $250 fee) if study permit is denied by Citizenship & Immigration Canada
* A refund of two-thirds of the tuition fees if registration is cancelled prior to the start of the program
* No refunds provided after student has commenced his/her education program with RVS, or is removed from the International Student Program by RVS for any reason
 |

 Please send completed application to:

For Office Use Only:

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade \_\_\_\_\_\_\_\_

Referred by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rocky View Schools

Attention: International Education

2651 Chinook Winds Drive SW

Airdrie, AB CANADA T4B 0B4

Email: international@rockyview.ab.ca

Please PRINT clearly in English

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Program Commencing: 🞎 September or 🞎 January

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| **Student Information**  |
| Legal Last Name:       | Legal First Name:       | Legal Middle Name:       |
| English Name (if applicable):       | Birth Date:       /   /      month day year |  Male [ ]  Female [ ]  |
| Country of Birth:      | Language Spoken:            |
| Student Email:  | Student Cell Phone: |
| Entering Grade:    |
| **Parent Information**  |
| Father Full Legal Name:      | Mother Full Legal Name:      |
| Permanent Overseas Address:      |
| City, Country, Postal Code: |
| Home Phone: | Father Cell/Mobile Phone: | Mother Cell/Mobile Phone: |
| Father Email: | Mother Email: |
| **School History/ School Requested:**  |
| School Requested:**[ ]  No Preference, please assign** | 1:      | 2: |

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth (YY/MM/DD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Living Arrangements and Address**  |
| 🞎 Student will live with mother/father at address indicated above (no custodian required)  |
| 🞎 The student will live with the following person; they will also be the student’s custodian: |
| Surname (family Name): | First Name: | [ ]  Ms. [ ]  Mrs. [ ]  Mr.  |
| Relationship to Student: |
| Street Address: | City: | Postal Code: |
| Home Phone: | Work Phone: | Cell Phone: | Email: |
| **Health Information**  |
| Does the student have any allergies, medical conditions or take any medication? [ ]  Yes [ ]  No |
| If YES, please describe: |
|  |
|  |
| Does the student have a perceived or documented learning disability, physical disability, social integration difficulty, behavioural concern or history of criminal behaviour? [ ]  Yes [ ]  No |
| If YES, please describe: |
|  |

Terms & Conditions:

In the event that a student does not come to Rocky View Schools or decides to leave, a request for a refund must be made in writing. A portion of the tuition fee will be refunded in accordance with our International Student refund policy. Please visit: <http://www.rockyview.ab.ca/home/international-education> for detailed information.

Rocky View Schools is not liable for losses/expenses that may incur as a result of the Division being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control. Canada is very safe by world standards. While the student will be generally supervised, such supervision cannot be constant and the Division cannot guarantee the student’s safety. Therefore, should the student be injured while studying in Canada, the Division will not be held liable.

If the student’s educational needs are greater than disclosed on the application, Rocky View reserves the right to charge for extra support if such support is available. Any inaccuracy in the application may be sufficient reason for the Division to terminate the agreement and send the student home without refund and at the parent’s own expense.

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| I confirm that I am applying to attend a Rocky View school as an international student. I agree to uphold the Rules of the Division & Regulations and cooperate with administrators, teachers and students. |
| Student Name:Date: Student Signature: |

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| As the parent(s) of the student applying for placement, I/we acknowledge acceptance and understanding policies and guideline requirements for placement.  |
| Parent(s)/Guardian Name(s):Parent(s)/Guardian Name(s):Date: Student Signature: |