

# INTERNATIONAL STUDENT APPLICATION FORM



Thank you for your interest in Urban Academy and for considering us for your child's education. Urban Academy provides an academically rigorous, arts-infused education and is pleased to be able to welcome International Students into our school community. Our vision is to inspire excellence through innovative, engaging education.

The application process and forms for International applicants can be found on the following pages. Please contact the Admissions Team if you have any questions.

## APPLICATION PROCESS

Urban Academy takes the following steps to process an application:

1. Completed application forms are received with \$250 application fee and official transcripts (translated into English by an Official Translator and certified with a school stamp) for the current year and past two years if possible. **Incomplete applications will not be considered.** Submit the completed application to: Urban Academy, 101 Third St, New Westminster, BC, Canada, V3L 2P9. Tel: 604-524-2211.  
Email: [admissions@urbanacademy.ca](mailto:admissions@urbanacademy.ca)
2. Applicant is screened for admittance by the Head of School and acceptance will be granted or denied. Acceptance is based on the applicant's educational background, academic standing and English proficiency. Acceptance is also based on the availability of space in the grade to which the applicant is applying.
  - a. If the student and his or her family are in Canada when the application is submitted, an interview will be scheduled with the Head of School as part of the admissions process. After the interview, the student will have a full-day visit day in the appropriate class during which the student will be assessed.
3. If acceptance is granted, an acceptance letter and invoice is submitted to applicant for payment within two weeks of acceptance date. **Space will only be held for two weeks.**
4. Tuition paid by applicant (by cheque, Visa/MC, wire transfer).
5. Formal Letter of Acceptance is emailed to applicant indicating acceptance and that tuition has been paid.
6. Student applies to the Canadian Embassy, Consulate or High Commission for Study Permit. Approval may take 6-12 weeks to process. The event of a visa denial is the **only** instance in which the tuition and consolidated fees are fully refundable.

## FEE SCHEDULE (\$ CDN)

**Application Fee** (*one-time, non-refundable*): \$250

**Tuition** (*non-refundable*):  
Junior Kindergarten: \$15,350  
Kindergarten to Grade 12: \$18,945

**Consolidated Activity Fee:** This fee is due annually and is *non-refundable*. It includes the Facilities Fee, Text Book & Technology Fee, Field Trip and Special Events Fees. The Consolidated Activity Fee for JK-Grade 5 also includes school supplies. For students entering Grades 6-12, the Consolidated Activity Fee covers a portion of their school supplies. As courses vary for middle and high school students, in advance of the start of the school year, a list of the remaining school supplies to be purchased and brought to school will be provided for students in Grades 6-12.

Consolidated Activity Fee by grade for international students is as follows:

JK to Grade 12: \$ 1,500

Fees must be payable to Urban Academy and may be paid by money order, cheque, Visa/MC or wire transfer. **ALL FEES ARE NON-REFUNDABLE.** Fees are due two weeks following acceptance into the program.

**Students must provide a copy of their student visa and proof of medical insurance (company name and coverage number) prior to attending class.**



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## STUDENT'S ADDRESS WHILE ATTENDING URBAN ACADEMY

Student will be living with:  Parent(s)  Custodian  Homestay  Other: \_\_\_\_\_

(Please note that students living in Canada without a parent are required to arrange a homestay and provide Urban Academy with contact details of their homestay or guardian)

\_\_\_\_\_  
Last Name Given Name

\_\_\_\_\_  
Street Address City Province/State

\_\_\_\_\_  
Postal Code Telephone E-mail

## CUSTODIAN (if applicable)

International students are required to have a local custodian while residing in Canada, unless they are living with their parents while they are here.

- My child's custodian is as listed above
- My child will be under the custodianship of the following person:

\_\_\_\_\_  
Last Name Given Name

\_\_\_\_\_  
Street Address City Province/State

\_\_\_\_\_  
Postal Code Telephone E-mail

## AGENT / AGENCY

The student's application to Urban Academy is due to the efforts of the following person or agency:

\_\_\_\_\_  
Name of Agency Name of Agent

\_\_\_\_\_  
Street Address City Province/State

\_\_\_\_\_  
Postal Code Country E-mail

\_\_\_\_\_  
Telephone Fax Number

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## ACADEMIC INFORMATION

Name and location of current and last school attend:

Name of School	Location	Date(s) Attended	Grade(s) Completed
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Name of School	Location	Date(s) Attended	Grade(s) Completed
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When would you like to begin at Urban Academy? \_\_\_\_\_  
Month Year

First language spoken at home: \_\_\_\_\_ Other languages: \_\_\_\_\_

Written English ability (circle one):      Poor      Fair      Good      Excellent

English comprehension (circle one):      Poor      Fair      Good      Excellent

Spoken English (circle one):      Poor      Fair      Good      Excellent

## QUESTIONNAIRE

Please state briefly your reasons for applying to Urban Academy:

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Does the student have any academic problems? If so, please explain. This will help us establish whether, and how, we can meet the student's needs.

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Has additional testing or tutoring been indicated for your child at any point in school? If so, at what grade level and in what areas?

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Does the student have, or has he/she experienced and social or behavioural problems? (Explain)

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Please list student's interests and hobbies (e.g. sports, music, art, etc.)

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Is there anything else you wish to convey to the school?

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For our information, how did you hear about Urban Academy (circle one)?

Website      Online advertising      Friend/Relative      Agency      Newspaper / Magazine

Other, please specify: \_\_\_\_\_

## **DECLARATION**

I understand that acceptance is based in part on the information provided in this application and that it is critical to provide complete, accurate information about my family and my child. I understand that failure to provide complete information or the provision of false information may result in denial of admission or revocation of enrollment, in which case tuition will not be refunded.

I understand that admissions will be based on a number of factors including, but not limited to, academic results, the information provided in the application and available space in the grade for which I am applying. Urban Academy reserves the right to request additional information before an admissions decision is made.

A successful experience depends upon the student making his/her best effort in every area of school life. The school reserves the right to dismiss students and return them home, at the parent's expense, without tuition refund, for violations of the School's Code of Conduct and/or student expectations.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

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Parent signature \_\_\_\_\_

Date \_\_\_\_\_

**EMERGENCY CONTACT PERSON IN HOME COUNTRY**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Given Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province/State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Relationship to student

## MEDICAL INFORMATION

Is your child able to participate in a full Physical Education Program?  Yes  No  
(\* Please note: A doctor's certificate is required for exemption from PE class, as this is a compulsory subject.)

Does your child have any of the following (please circle as applicable)?

Diabetes	Yes	No	Hearing problem	Yes	No
Heart condition	Yes	No	Asthma	Yes	No
Vision problem	Yes	No	Contact lenses	Yes	No
Epilepsy	Yes	No	Allergies	Yes	No

Other: \_\_\_\_\_

Briefly explain above condition(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of family doctor (if applicable) \_\_\_\_\_

Travel insurance number and/or phone \_\_\_\_\_

Care card number (if applicable) \_\_\_\_\_

*All international students are required to submit a copy of their medical insurance coverage prior to attending class.*

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By completing this application, should a student become a successful applicant and join Urban Academy in the International Student Program, you agree to the following school wide policies:

**CLASS ASSIGNMENT:** Class organization and grade assignment is the sole discretion of the Head of School. Factors including educational goals, enrollment numbers, multi-age or grade groupings, social and gender balance, physical space and teacher assignment are all considered in this process to create the strongest, most beneficial learning environment for all students each year. Class assignment may not be determined at the time of registration due to these various factors and has no legal impact on this contract.

**RULES AND REGULATIONS:** You hereby agree to abide by the policies and procedures of Urban Academy as set forth in the Urban Academy Parent Handbook, the Urban Academy Student Handbook and the Urban Academy Code of Conduct, as amended from time to time, and understand that the school may dismiss students who do not abide by said rules and regulations. Urban Academy reserves the right to dismiss any student whose conduct, or whose parents' or sponsors' conduct, is determined by the Head of School and/or the Board of Directors in their sole discretion, to be disruptive or detrimental to the learning process and environment at Urban Academy.

**OUT-OF-SCHOOL-CARE, ELL & MISCELLANEOUS CHARGES:** Are due on their noted due date. A late charge of 1.5% per month will be added to unpaid balances over 30 days past due. NSF or returned payments will be subject to a \$25 fee for each occurrence. Failure to make the required payments as agreed may result in jeopardy to the student's enrolment in the school.

I have carefully read and agree to the above terms:

\_\_\_\_\_  
Signature of parent or guardian financially responsible

\_\_\_\_\_  
Date

## DOCUMENT CHECKLIST

**Please ensure that all required information is enclosed with your application!**

- Completed application form
- Copy of passport and current student authorization (if available)
- Two officially translated pieces of academic reference. One of which would be a report card, the second can be either another report card or a reference letter from a teacher
- \$250 application fee (non-refundable) payable to Urban Academy

**Once the student is accepted you will be asked to submit the following information:**

- Tuition and consolidated activity fees must be paid in full before an official Letter of Acceptance will be issued to submit to the embassy for visa application
- Residency forms
- Copy of student visa
- Emergency contact information (in Canada)
- Medical information (e.g. inhaler or Epi Pen, if applicable) – officially translated into English
- Immunization records – officially translated into English
- Field trip permission form
- Student pick up form
- Media release form
- Copy of medical insurance coverage must be submitted prior to first day of school – company name, coverage number and contact information. Care Card number, if applicable, must also be provided.

### *FOR OFFICE USE ONLY*

Application Fee  Date: \_\_\_\_\_ Visa MC Wire Transfer Cheque # \_\_\_\_\_

Received: Passport and/or Student Authorization  Date: \_\_\_\_\_

Prepaid Tuition Received  Date: \_\_\_\_\_ Visa MC Wire Transfer Cheque # \_\_\_\_\_

Registration Complete  Date: \_\_\_\_\_

Application Status: \_\_\_\_\_