



APPLICATION INSTRUCTIONS

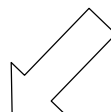
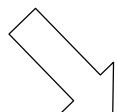
All of the following requirements must be submitted in full in order to process the student's application. Once the application is processed, the school will inform the student in writing if he/she has been accepted into St. John's International School.

INTERNATIONAL STUDENTS

1. **Application Form** completed
2. **Application Fee** of \$200
(refer to Page 5 for payment details)
3. **Passport**
4. Canada **Study Permit**
5. Canada **Entry Visa**
(except exempt nationals)
6. Previous Two (2) Years Education
Transcript (must be notarized in English)
7. **Medical Insurance** (please ✓ one):
 BC Medical Services Plan
 Private Insurance
8. Notarized **Custodian Declaration Form**
9. **Detailed and accurate Health Record**

LOCAL STUDENTS

1. **Application Form** completed
2. **Application Fee** of \$200
(refer to Page 5 for payment details)
3. Proof of **permanent residency**
(please ✓ one):
 Canadian Passport
 Permanent Resident Card
4. Previous Two (2) Years Education
Transcript
5. **Medical Insurance** (please ✓ one):
 BC Medical Services Plan
 Private Insurance
6. **Detailed and accurate Health Record**



SUBMIT APPLICATION



APPLICATION FORM

Application Date: _____
 (mm/dd/yyyy)

1. STUDENT INFORMATION

Passport-standard photograph 3.5 x 5 cm	Last Name	Given Name(s)	
	English Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
	Date of Birth (mm/dd/yyyy)	Citizenship	
	Home Address	City	
	Province/State	Country	Postal Code
	Home Phone	Cell Phone	
	Email Address	Study Permit Expiration Date (mm/dd/yyyy)	

2. FAMILY INFORMATION

Father:

Full Name	Cell Phone	Email Address	We Chat ID
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Mother:

Full Name	Cell Phone	Email Address	We Chat ID
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Home Address

3. CANADIAN CUSTODIAN

Students under 19 years old who are not living with their parent/legal guardian in Canada are required to have a Canadian custodian in order to make necessary arrangements for the care and support of the student in place of the parents as appropriate.

I will require a Canadian custodian and request that the school assist me.

I have my own Canadian custodian:

 Custodian's Name

 Cell Phone

 Email Address

 Home Address



4. SCHOOL INFORMATION

Previous School Name: _____

Enrolled from: _____ to _____ Last Grade Completed: _____
(mm/yyyy) (mm/yyyy)

Location: In B.C. (Please provide PEN: _____)
 Other

Intake at St. John's International School: January _____ May _____ September _____
(yyyy) (yyyy) (yyyy)

Enrolled in: Grade: 10 11 12

5. AGREEMENT AND RELEASE

a) Personal Information Privacy Policy

- i. I consent to having St. John's International School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents' work numbers and e-mail address.
- ii. I consent to disclose of academic and health information, most recent report card, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration. I further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of St. John's International School (1) for the purpose of establishing, maintaining, and terminating the student's or parent's relationship with St. John's International School, (2) for additional purposes identified when or before personal information is collected, and (3) as otherwise provided in St. John's International School's Personal Information Privacy Policy, a copy of which is available on request. I also consent to the collection, use and disclosure of such personal information by and to agents, contractors and service providers of St. John's International School. This information is required in order to register your child at this school and assist the school authority in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, please contact the privacy officer for St. John's International School at info@stjohnsis.com.
- iii. I consent to having photographs and work samples of my child(ren) used by St. John's International School in the yearbook, newsletters and other promotional material.

Parent's Initial: _____

Student's Initial: _____



b) Student Safety

- i. We, the parent/legal guardian or custodian and the student, agree to assume responsibility for any accidental injury resulting from risks associated with school sports activities and field trips.
- ii. We (parent/legal guardian) understand that St. John's International School is not responsible for any loss or injury suffered by the applicant during periods of independent travel from the Program.
- iii. We (parent / legal guardian) acknowledge that we are obligated to disclose all and every health information of the child(ren) so that the school can adequately prepare for the student or decline admission. Any complications resulting from non-disclosure will result in cancellation of admission without refund.

c) Custodianship Stipulations

We, the parent and student understand that in the case where a school staff member is engaged by the parent to be the student's legal custodian in Canada, the custodianship will faithfully last until the student either successfully graduates from the school or exits the school for any reason (transfer, dismissal, expulsion). The custodianship will also terminate if the monthly payment for the custodianship is not made.

6. CODE OF CONDUCT

The student code of conduct sets standards for appropriate student behaviors during school, a school-sponsored event, or when engaging in any activity that impacts the school environment.

This code is used to ensure a Safe, Caring, and Orderly School environment where all students may learn, work, and grow. Our school is a diverse community of students, teachers, and staff who are responsible for contributing to the positive environment.

Acceptable Conduct

- Respect yourself and others
- Respect the school's facility and grounds
 - Keep school grounds clean, use our recycling program
- Promote safety of yourself and others
 - Report any concerns to a teacher or office staff
- Actively participate in school and engage in learning
 - Attend classes regularly, be prepared for class, complete all assignments, respect classroom rules, and contribute to the class
- Model responsibility, compassion, and respect for others in the community
- All visitors must report to the office
- Speak English during class

Parent's Initial: _____

Student's Initial: _____



Unacceptable Conduct

- Bullying and cyber-bullying
- Threats, intimidation, violence or harassment in any form
- Discrimination of any kind
- Retribution against a person who has reported an incident
- Theft, vandalism, or possession of a weapon
- Possessing or under the influence of illicit drugs or alcohol
- Smoking or Vaporizing on school property or within 6 meters of an air intake

Misuse of Technology

- Technology should be used in a way that supports learning (at the teacher's discretion)
- Students may be subject to discipline or confiscation of personal property for misuse of technology if it negatively impacts on the school environment.

Consequences

Students will be disciplined in a timely and fair manner. Possible consequences include verbal warnings, detention, suspension, expulsion, and refusal to offer an educational program. Mandatory consequences are required for some offences. Progressive discipline methods will be implemented to alter the inappropriate and/or unsafe behavior. Consequences will be preventative and restorative.

Notification

Students will be notified of the code of conduct during the school assemblies, on the student application form, in the student handbook, online, and on the notification board. Parents and guardians will be notified of serious infractions of the code of conduct when it is deemed appropriate. Authorities (police and immigration) will be notified for serious offences.

Appeals

Appeals may first be made informally with the person directly involved. If the problem is not resolved, consider speaking with the school principal. Next consider speaking with office staff. Formal appeals may be made with the Superintendent of Appeals at the Ministry of Education.

We have read the 'Agreement and Release' and the 'Code of Conduct' and agree to abide by the rules. We understand that by breaking the Code of Conduct, the student may be dismissed from the school. This dismissal may lead to the termination of the student authorization to study in Canada.

Student's Signature: _____ Date Signed: _____

Parent/Legal Guardian
 or Custodian's Signature: _____ Date Signed: _____



How did you hear about our school?

Student

Name: _____

Date: _____

Consulting Agencies

Agent: _____

Company: _____

Media

(newspaper, Internet, TV, etc.)

Please specify: _____



WAIVER OF CLAIMS AND RELEASE FROM LIABILITY

Please read this document carefully before signing. By signing this document, you are assuming risks which may have financial and other consequences for you and/or your family should you be injured or killed while participating in any of the activities of St. John's International School.

The undersigned parent/legal guardian permits the child/ward to participate in one or more activities that are offered by St. John's International School as part of the authorized activities.

The undersigned parent/legal guardian acknowledges and agrees that in exchange for, and as a condition of the participation in any of the activities, the parent/legal guardian shall assume full responsibility for any damage to property which may be sustained in connection with the parent/legal guardian participation in any of the activities of the school.

The parent/legal guardian further acknowledges that:

- he/she is aware that participation in any of the activities may be hazardous and could result in damage or injury including death;
- he/she is in satisfactory physical and mental condition to safely participate in the activities;
- he/she has disclosed to the Instructor or the office any allergy or other medical condition that may affect his/her ability to safely participate in the activities;
- he/she is competent to sign this document; and
- he/she has read and understands the terms of this document.

Accordingly, the parent/legal guardian and student hereby releases St. John's International School, its agents, its instructors, employees, and volunteers from all liabilities, claims, demands, actions, and causes of action of any nature whatsoever arising from or related to any injury, including loss of life, that the student may sustain, howsoever arising, including any damage, loss, theft or destruction of property, injury or death resulting from the negligence of St. John's International School, its agents, its instructors, employees or volunteers, while attending at, participating in or travelling to or from any of the activities of the school.

This document shall bind the student's heirs, estate trustees, successors, and assigns.

Student's Name: _____

Local Address: _____

Student's Signature: _____ Date signed: _____

If the student is under the age of 19:

Parent/Legal Guardian
 or Custodian's Name: _____

Parent/Legal Guardian
 or Custodian's Signature: _____ Date signed: _____

Telephone: _____

Email Address: _____



Absence Policy

1 unexcused absence	<ul style="list-style-type: none"> • 1 detention 4:30 – 5:30
2 unexcused absences	<ul style="list-style-type: none"> • Meeting with Guardian and Counsellor
5 unexcused absences	<ul style="list-style-type: none"> • No credit for course
<p>All excuse notifications must be sent via email to attendance@stjohnsis.com and must be sent within 24 hours of the students' absence. If an email is sent after the 24 hours, the students' absence will NOT be excused. Absences must be for a legitimate and acceptable reason. If you have a chronic medical issue, a valid doctor or physician documents must be submitted to the office before course registration.</p> <p>A student who stops attending the course or school, will be expelled from the school for non-attendance, forfeit tuition fees, and the school will inform Immigration Canada providing student non-attendance record, which could lead to revocation of Student Visa and deportation to the country of origin.</p> <p>A student who chooses to return to school after beginning of a new trimester, will be considered absent, and marked as "unexcused absence."</p>	

Late Policy

1 – 19 minutes	<ul style="list-style-type: none"> • Student must check in with front desk • 1 day detention 4:30-5:30
20 minutes or more	<ul style="list-style-type: none"> • Student must sign in with front desk • Student will be marked absent • Student will work in the office • Student will be re admitted into the classroom at break time • 1 detention 4:30 – 5:30 same day
<p>Detention may happen in any area designated by the available administrator</p> <p>Detention may include any task the administrator administers including but not exclusive to: physical labour, community service, or academic work.</p>	
5 LATES = 1 UNEXCUSED ABSENCE	

To be filled out by Guardian or Student (If student is over 19)

I hereby understand the rules and regulations of St. John's International School's late and absence policy.

Date: _____ Guardian Signature: _____

Guardian Phone Number: _____ Guardian Email: _____



Health Record

Last Name: _____ First Name: _____

Date of Birth: _____ Nationality: _____

Sex: Male Female

Health Record

Physical Checkup: Yes No Date of Recent Checkup: _
 Regular Medication: Yes No Type of Medication: _

Health Issues

Does the student have any chronic health illnesses? Yes No *(if yes, please complete the following)*

Name of Illness: _____

Details: _____

Does the student have any health issues that might affect his/her performance in any school functions?

Yes No *(if yes, please complete the following)*

Name of health issue: _____

Details: _____

Allergy Details

Does the student have any allergies? Yes No *(if yes, please complete the following)*

Name of Allergy: _____

Symptoms: _____

Medication: Yes No Name of Medication: _____

Seriousness: Mild Serious Requires Medical Attention

Other details: _____

Family Doctor Information

Name of Doctor: _____ Phone No.: _____

Address: _____

Can the student take Aspirin? Yes No

Can the student take Tylenol? Yes No

Can the student take Penicillin? Yes No

Student's Signature: _____ Date: _____



St. John's International School
 395 West Broadway, Vancouver, BC V5Y 1A7
 Tel: 604-683-4572 Fax: 604-683-4679
 Web Site: www.stjohnsis.com

PAYMENT INFORMATION

FEE SCHEDULE (3 SEMESTERS/ 1 YEAR) *

Type of Fee	International Student	Local Student
Application Fee	\$ 200	\$ 200
Tuition Fee	\$ 19,800	\$ 14,400
Student Service Fee	\$ 900	\$ 900
Student Activity Fee	\$ 900	\$ 900
Textbook Fee (50% refundable)	\$ 600	\$ 600
Total fees	\$ 22,400	\$ 17,000

+++ **\$1,980/course** (with permission only). Please speak to Academic officers for more information.

- **School Uniform: \$600**

FEE PAYMENT

We accept the following forms of payment:

1. **Cash**
2. **WeChat Pay**
3. **Credit Card (Mastercard / Visa/ Union Pay)**
4. **Personal Cheque, Money Order, or Bank Draft**

Pay to: St. John's International School Ltd.
Mail to: 395 West Broadway, Vancouver,
 BC, Canada V5Y 1A7

4. **Wire Transfer**

(Please include sender's name, student's name and DOB)

Transfer to: St. John's International School Ltd.

Bank Name: TD Canada Trust

Account Number: 5243506

Transit Number (Branch Number): 00340

Bank Institution Number: 004

Swift Code: TDOMCATTOR

CC Code: 00400340

Address: 511 West 41st Avenue Vancouver, BC
 Canada V5Z 2M7

- All fees must be paid in Canadian dollars (CAD).
- All application fees are non-refundable
- If paying by wire transfer, please add CAD \$40 bank service charge

Other Fees (if applicable):

1. BC Medical Services Plan (MSP)/ Private Insurance
2. Homestay and airport pick up Service
3. Custodian Service

* Tuition and fees subject to change without prior notice.



REFUND POLICY

Students will be granted a tuition refund or transfer under the following circumstances:

1. The student's study permit is not approved by *Citizenship and Immigration Canada*, providing the original rejection letter from *Citizenship and Immigration Canada*.
2. The student graduates from St. John's International School with a British Columbia Certificate of Graduation (Dogwood Diploma) showing St. John's International School as his/her home school and the full tuition was not required to complete the program. A partial refund of unspent or uncommitted fees will be considered.
3. The student has enrolled and remitted fees but fails to meet SJIS admission standards and did not misrepresent his or her knowledge or skills when applying for admission.

Students will NOT be granted a refund under the following circumstances:

1. The student receives his/her study permit using a *Letter of Acceptance or Registration Confirmation Letter* issued by St. John's International School.
2. The student is expelled from St. John's International School.
3. The student transfers to another school.
4. The student leaves St. John's International School without written notification.
5. The student does not attend school within 6 months of receiving the school's *Letter of Acceptance* and no written contract is received from the student or guardian.

*All inactive student files will be closed after 6 months without contact from student or guardian. Tuition will not be held in this case.

If one of the tuition refund circumstances is met, the student may request for a refund by providing any required documents and submitting a completed Refund Request Form in order to process the refund. All applications fees (including Custodian Application Fee and Homestay Application Fee) are **non-refundable** including **\$300 administration fee**. The normal processing time for tuition refunds is **2 to 4 weeks**.

By signing below, we have read and agree to St. John's International School's Refund Policy.

Student's Signature: _____ Date Signed: _____

Parent/Legal Guardian
 or Custodian's Signature: _____ Date Signed: _____