



2017/2018 Admission Form

Asasa Academy

This admission form must be filled out for ECS - 6

ASN# _____

Grade Applied _____

Campus _____

Gender: Male ___ Female ___

Student Information		Date of Birth
Date: _____		yyyy / mm / dd
Surname/Legal Name	First Name	Middle Name
Street	City	Postal Code

Parent or Guardian Information (Please Print). Is address same as student? Yes _____ No _____	
Father Legal Guardian Surname _____ First Name _____ Address _____ Home Phone _____ Cell Phone _____ Work Phone _____ E-mail _____	Mother Legal Guardian Surname _____ First Name _____ Address _____ Home Phone _____ Cell Phone _____ Work Phone _____ E-mail _____
Child status Joint Custody _____ Sole Custody _____ If child is under sole custody, please provide legal documents. Report cards sent to Both _____ Sole Custody (Write full name) _____	

Current School Information
Current School _____ Current Grade _____ Name of Student's Teacher _____ Phone _____ Any behavioral concerns Asasa Academy should know to enhance learning? Yes ___ No ___ If yes, please elaborate. Has your child ever been suspended or expelled from Academy? Yes ___ No ___ If yes, please indicate date.

Medical Information
Please specify if your child has any medical issues or allergies _____ Is your child on any regular medication? Yes _____ No _____ If yes, please list _____

Emergency Contacts (Please Print)		
Name _____ Primary Number _____ Secondary Number _____ Relationship to Student _____	Name _____ Primary Number _____ Secondary Number _____ Relationship to Student _____	Name _____ Primary Number _____ Secondary Number _____ Relationship to Student _____

Citizenship
Student is a Canadian Citizen? Yes ___ No ___ Birth Country, if not Canada _____ <input type="checkbox"/> Permanent Resident/Landed Immigrant <input type="checkbox"/> Child of Canadian Citizen <input type="checkbox"/> Child of a lawfully admitted permanent or temporary resident <i>* Please provide all documents necessary to ascertain your child's status in Canada.</i>

Payment Options				
Payment Option (initial one)	Mode of Payment	Payment Admin Fee	Deposit	Administration Fees for all students
1	Onetime payment	\$0	\$1000	\$250
2	Three payments by post-dated cheques	\$100	\$1000	\$250
3	Ten monthly payments, provide void cheque	\$150	\$1000	\$250

Transportation

Students will be transported by Southland Transportation and Asasa Academy is not liable for any delays during the trip to or from the Academy. A child must live at least 2.4 km from the Academy to be eligible for this service and live in an area serviced by Southland for Asasa Academy only. Unless the child is at the Academy, parents must contact Southland directly for any delays or late pickups. (Please initial if bus service is required)_____. Pick up Route # _____ Drop off Route # _____

Policies

Asasa Academy requires all documents from previous school and relevant student records for the child being enrolled. These documents include report cards, medical condition(s) documentation and assessment tests. The admission application will be complete only after all requested documents are received in their entirety. These documents must be accompanied by a non-refundable administration fee and a non-refundable deposit fee. Alberta Education funding rates are publicly available at <http://education.alberta.ca/admin/funding/rates.aspx>

If a student is not returning for the 2018/2019 Academy year, please sign the cancellation form or send email by the last business day in January 2018. This cancellation form must also be signed by the registrar. No annual fees, paid or due, will be refunded or cancelled. If cancellation is not received by the deadline, signing party will be responsible for 2018/2019 tuition, administration, deposit fees, government grant and transportation fees in full. Signing party agrees to pay tuition, administration, deposit and transportation fees for the full 2017/18 Academy year under all circumstances. If you choose to withdraw your child prior to the last business day in January 2017, the full government grant, tuition, administration, deposit and transportation fee for only 2017/2018 Academy year will be due immediately. Continuing enrolment of the student is at the sole discretion of Asasa Academy. A \$25 payment will be required for all dishonored cheques and NSF payments. The term “withdrawal” or “cancellation” can be used interchangeably and can apply to one or more student(s) from the same family.

In signing this contract, I agree that I am legally bound by this contract, the Fees Policy for 2017/2018, Parent Handbook, Student Code of Conduct and agree to keep up to date with all Policies and Procedures located at <http://www.asasa.ca/services/policies-and-procedures> I agree a copy of Fees Policy 2017/2018 has been provided to me and is fully understood by me and explained by the registrar. I authorize Asasa Academy to obtain all records from my child’s previous school. I also authorize Asasa Academy to use my child’s picture or video in promotional activities, agree to receive emails from Asasa Academy and have my child professionally evaluated if necessary. This assessment is meant to provide measurement against benchmarks to decide whether further referral or intervention is required. Parents can choose to decline this assessment, however, there is no additional cost to the parents either way.

Signature of: Parent _____	Guardian _____
Name	Signature
Date	

Office Use Only
Any languages spoken other than English? _____
Student qualifies for ESL? Yes _____ No _____
<input type="checkbox"/> Admission form complete with all required documents
Signature Asasa Academy Registrar _____
Date _____

Fees Policy 2016/17 7.0

Approved by: Board of Directors

Applies to: Parents, Guardians, Society, Trust or other Entity assuming financial responsibility for enrolled Student(s)

Objective

This policy provides clarity and information to all stakeholders mentioned above who are a signatory on the admission form for students attending Asasa Academy.

Policy

Academy admission procedures help administration predict staffing commitments for the coming academic year. It also becomes important as Academy enrolment grows, and space becomes limited. The terms “school” and “Academy” refer to the same thing in the context of this document. Parents and guardians are reminded that Asasa Academy, under the School Act of Alberta, reserves the right to refuse re-enrolment of any student. Typically a student who is not focusing on education, being late to the Academy, repeat incident reports in class or on the bus, late fees or staff mistreatment can be refused admission in the following year or expelled within current year.

Fees may be paid by cheque, money order, Visa, or direct deposit to the Academy’s account. For *Visa payments* a 3% surcharge will be applied. All students must commit to at least a full academic year attendance at the Academy. If the full academic year is not completed at the Academy, then any remaining annual fees and government grant will be due in full immediately. The signatory is responsible for the full academic year’s tuition. Payment of all fees must be provided to the Academy with the admission documents before acceptance is made official and before a student can begin classes. All tuition and admission fees are not refundable for any reason; neither upon early withdrawal, nor upon temporary absences. The term “admission” or “registration” may refer to the process of admitting a student to Asasa Academy. Any of the following terms, “academic year, Academy year, year” in the context of the Fees Policy refers to the period between September to June as per the Academy Calendar posted at <http://www.asasa.ca/services/northmount-calendar>

Procedure

1. Annual Tuition Fees

Enrolment fee is a one-time payment at the time of admission for new students only, and deposit is due for both new and existing students. Deposit is due at the time of admission for new students and before August 31st for existing students. Administration fees for the following year are due by March 1 unless alternate payment arrangements have been made. Families with more than one child will receive 7% off each additional child’s fees.

Fees for the Academy Term are as follows:

Annual Tuition for all grades \$5500

Annual operation fee for all students \$250

Enrolment fee for first year students \$250

Deposit (Portion of fees) \$1000

Signature _____

Payment Options:

Full payment option due by August 31 \$4500

Three monthly payments (\$100 admin fee) \$1533.33 Sep 1, \$1533.33 Nov 1, \$1533.33 Feb 1

Ten monthly payments (\$150 admin fee) \$465 per month Sep 1 to June 1 the following year

Method of payment:

We accept Visa, MasterCard, Debit, Money Order and cheque. We do not accept cash or American Express.

Option 1: Full payment on or before September 1st

Option 2: Three payments due September 1, November 1 and February 1 (\$100 yearly administrative fees will be applied). Postdated cheques are required for this payment option.

Option 3: Ten payments due September 1st to June 1st (\$150 yearly administrative fees will be applied) payable by EFT (direct withdrawal from bank account) only, no post-dated cheques. A void cheque is required for this service at the time of admission.

2. Transportation Fees

All students who reside within a community where transportation is provided and the parents or guardians who wish to obtain this service for their child can either pay the full \$1500.00 annual transportation fee, or pay a monthly payment of \$150.00 through EFT *only*. This fee is due for a full academic year whether the transportation service is cancelled by the parent or guardian, the Academy, relocation of the student to a non-serviced area or outside the country, transfer to another school or discontinuation of service for any reason whatsoever. A void cheque is required for this service and must be received at the time of admission. The distance between the student's residence and the Academy must be at least 2.5 km before transportation service can be provided. The Academy reserves the right to cancel transportation service for disruptive student(s) but the transportation fees for the entire year will still be due in full.

3. Physical Education

These fees cover our physical activity instruction by a professional instructor. The fee is \$40.00 per month.

4. Field Trips

Excursions are crucial to the integrated approach Asasa Academy takes towards the learning process. Many of Asasa Academy's field trips involve admission fees charged by the institutions that offer tours and programs. Any amount payable for field trips will be determined on a per-class and per-field trip basis and invoiced to parents accordingly.

Signature _____

5. Payment Schedule

a. Enrollment after September 30th

All tuition fees for students from ECS through Grade 9 enrolled after October 1 will be increased due to Alberta Education's policy to pay for students enrolled before September 30 only. Therefore, this dual fee schedule is in effect in order to cover the grant amount. Dual fee refers to Academy's fees outlined in Table 1 and the Alberta Education's funding for students enrolled prior to October 1. The funding information is available publicly on <http://education.alberta.ca/admin/funding/rates.aspx>

If student(s) arrive from October through June, the tuition amount may be paid by lump sum or through EFT in equal amounts over the months left in the Academy year. The total tuition charged would equal what a student in similar grade would pay through a combination of complete fees listed in Table 1 and Alberta Education funding.

b. Default of Payment

A service charge of \$25.00 is charged on each NSF (nonsufficient funds) payment. *Non-payment of fees may result in the student being suspended until payment is made.* There will be a 2% interest charge levied on all fees that are 30 days or more overdue for each month. In addition, after 30 days of non-payment, legal and/or collection action will commence.

c. Withdrawals

If a student is not returning for the 2018/2019 Academy year, please submit a signed enrolment cancellation form by January 31, 2018. The registrar must also sign the enrolment cancellation form or the cancellation form will not be valid. Parents can also e-mail their cancellation request to contact@asasa.ca. If enrolment cancellation form is not received by this date, parents will be responsible for 2018/2019 fees, government grant and transportation fees in full. The enrolment cancellation form is available at <http://www.asasa.ca/services/admission-forms>

No portion of the fees, paid or due will be refunded or cancelled in the event of a student's absence, withdrawal or dismissal from Asasa Academy. When a student is suspended or expelled, fees will not be refunded by Asasa Academy. If parents or guardians cancel their child's admission before January 31, 2018, then only the annual Academy fees, annual transportation fees and any unpaid government grant for the 2017/2018 Academy year will be due immediately. The deadline for payment of all these fees is March 1, 2018. Parents are recommended to keep the signed enrolment cancellation form on file for at least one year.

Signature _____



Asasa Academy
599 Northmount Dr NW
Calgary, AB T2K 3J6
403-285-5677

Dear Parent,

We believe early professional assessment is useful for measuring and optimizing each child's behavioural, emotional, intelligence, focus and concentration capacity. As a result, the assessment will help teachers create individualized learning plan to meet or exceed each child's maximum potential. There is no cost to the parent for this assessment and will allow the Academy to obtain educational resources to facilitate an environment of enhanced learning.

By signing below, you agree to allow Asasa Academy to perform this assessment. Your child's information is strictly confidential and is protected under the FOIPP (Freedom of Information and Protection of Privacy) Act. We will only share information with a professional body licensed in Alberta who adhere to FOIPP.

Asasa administration will be pleased to answer any questions or concerns you may have.

Sincerely,

Asasa Academy

Child's Name

Parent's Name

Parent Signature