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| INTERNATIONAL ARTS ACADEMY |

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APPLICATION FORM

Parent(s) Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code:\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child answers to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent’s Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Age: \_\_\_\_\_\_\_\_\_

**Application for Classes Starting on: \_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Classroom**  | **Days Attending**  | **Class Start Time**  | ***OFFICE USE ONLY*** |
| ο **Parents and toddlers** 18-30 mths old  | M□ T□ W□ TH□ F□ | 10:00 am  | Program tuition: \_\_\_\_\_\_ |
| ο **Jr Preschool AM** ½ - 3 ½ years old  | M□ T□ W□ TH□ F□ | 9:00 am | Application Fee:\_\_\_\_\_\_ |
| ο **Jr Preschool PM** 2 ½ - 3 ½ years old  | M□ T□ W□ TH□ F□ | 1:00pm | Security Deposit\_\_\_\_\_\_ |
| ο **Preschool Program AM** 3 – 4 years old  | M□ T□ W□ TH□ F□ | 9:00 am | Sibling Discount\_\_\_\_\_\_\_ |
| ο **Preschool Program PM** 3 – 4 years old  | M□ T□ W□ TH□ F□ | 1:00pm | Credits Applied\_\_\_\_\_\_\_ |
| ο **Jr Kindergarten AM** 4 – 5 years old | M□ T□ W□ TH□ F□ | 9:00 am |  |
| ο **Kindergarten PM** 4 – 5 years old | M□ T□ W□ TH□ F□ | 1:00 pm | TOTAL FEES:\_\_\_\_\_\_\_\_\_ |

**Method of Payment: □ Cash** *(payment must be received in full or accompany other postdated payment options)***□ Interac e-Transfer** to **<**info@internationalartsacademy.ca>
**□ Cheque(s)** *(all cheques must be received with registration)***□ Credit Card # Expiry Date: \_ / \_ CVV: \_\_
□ Credits Applied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

□ I understand that my one-time $100 Family Application Fee is non-refundable.
□ I understand that my $200 Security Deposit is only refundable if there are no outstanding fees due.
□ I have read and I understand International Arts Academy’s Illness, Withdrawal & Missed Class Policies.

NOTES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
IAA Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ILLNESS, WITHDRAWAL & MISSED CLASS POLICIES

Children who are ill need to stay home to recover and to prevent their illness from spreading. Classes missed due to illness may be
eligible for a courtesy make-up class. Please send an email to info@internationalartsacademy.ca to apply for make-up classes.
Children presenting with any of the following symptoms will be sent home immediately in accordance with VCH regulations:

• Fever
• Pus or bloody discharge from eyes, ears, or nose (clear fluid from nose may be excused for allergies and teething)
• Pus or bloody discharge from open wounds
• Vomiting
• Diarrhea
• Undiagnosed rashes
• Significant coughing or sustained sneezing

**If anyone in your home is ill with Covid, or if you have guests who test positive for Covid within 5 days of their visit with you, your child must stay home for 3 days to monitor for symptoms.
Anyone discovered violating this restriction risks being immediately expelled from the school without compensation of any kind.
VOLUNTARILY MISSED CLASS POLICY**We recognize that vacations will sometimes conflict with classes, however, please understand that we do not offer refunds for your choice to miss classes. Exceptions may occur in extreme situations, which will require supporting documentation. You may request a courtesy make-up class by sending an email request to info@internationalartsacademy.ca Make-up classes for voluntarily missed classes are subject to the following:

• Sufficient class space. (Priority is given to those who missed their class due to illness*.*)
• No more than 1 make-up class will be granted in any given month, and
• Make-up classes must be used during your currently enrolled period.

**PAYMENT COMMITMENTS and WITHDRAWALS
Once you have registered at International Arts Academy and your application fee has been processed, you are financially committed for the upcoming Semester, or Summer Camp Week, in its entirety, regardless of absence or withdrawal.**Cancelling your registration with less than 1 month to the next semester may still result in fees owing for the following semester.
**If you have registered for the full school year and withdraw early,** you will be responsible for the difference in tuition fees after they are recalculated based on Semester rates.
**Early withdrawal will result in forfeiture of your $200 security deposit.
To notify us of your intention to withdraw your child**, please complete the Withdrawal Form on the back of this Policy and submit
it to your Teacher or scan it to info@internationalartsacademy.ca. Your notice is effective as of the date that the form is received. We ask that you kindly provide 1 full months’ notice before ending your time with us to allow Teachers time to support the separation of your child from the group and to compassionately manage the experience of the remaining children.
As noted above, you may still be responsible for fees, regardless of when you give notice.
**When you have reached the end of your registered programs**, **with no fees outstanding, we will refund your $200 Security Deposit, upon request**.

**PLEASE NOTE:** Our one-time, $100 Family Application Fees are non-refundable.

ILLNESS, WITHDRAWAL & MISSED CLASS POLICIES
WITHDRAWAL NOTIFICATION FORM

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear International Arts Academy,
This is to notify you that I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , am withdrawing my child(ren),
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, from all classes at International Arts Academy, effective as of
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Parent’s Signature Receiving IAA Staff Member