



+1 587 966 4401  
admission@royalcanadianhighschool.ca  
www.royalcanadianhighschool.ca  
78 Allure St. Newmarket, ON L3X 0L1

## VIRTUAL STUDENT ENROLMENT FORM

LEGAL FIRST NAME:

LEGAL MIDDLE NAME:

LEGAL LAST NAME:

EMAIL:

SEX: MALE  FEMALE

DATE OF BIRTH:   
(YYYY-MM-DD)

IS ENGLISH YOUR FIRST LANGUAGE? :

PHONE NUMBER :

STREET NAME :

CITY:  PROVINCE:

COUNTRY :  POSTAL CODE :

HAVE YOU EVER ATTENDED SCHOOL IN ONTARIO ELEMENTARY/HIGH SCHOOL?: YES / NO

### CURRENT STATUS:

- |  |   |
|--|---|
| Registered in a school (Public Board) <input type="checkbox"/>   | Not currently registered at school <input type="checkbox"/>       |
| Registered in a school (Catholic Board) <input type="checkbox"/> | Homeschooled student <input type="checkbox"/>                     |
| Registered in a school (Private School) <input type="checkbox"/> | I only attend Royal Canadian High school <input type="checkbox"/> |
| Registered a school outside Ontario <input type="checkbox"/>     |   |

MOST RECENT ONTARIO SCHOOL ATTENDED – CITY :



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## REFUND POLICY:

Royal Canadian High School does not issue refunds. Within hours of enrolment, our administration undertakes many tasks including activating the student account, completing the enrolment, contracting the teacher, establishing electronic/physical files, tracking the enrolment for Ministry purposes, etc. Even if the student does not begin the course, the preliminary work in our office will be completed.

## COURSE TRANSFER POLICY:

A student has the option to transfer from one course to another at any time within the first 15 days upon the registration. If a student transfers into a new course, the 2-month deadline will refresh. If a student requests a transfer, an administrative fee will apply. Transfers will not be available to a student who has completed more than three assessments or three weeks. This must be requested via email within 15 days of registration; any differences in price must be paid by the student. Students who request a transfer after 15 days of registration will be charged an administrative fee of \$150.00 whether they have accessed the course or not. Students are not able to transfer courses after 30 days from their registration date; at this point, students only have the option to continue the course or drop it.

## STUDENT ENROLMENT POLICY:

There is no set schedule for a student to follow. The student may start their course within 48 hours of registration and move through it at their own pace (Note: registrations that occur on holidays will be enrolled on the next day). The only restriction is that the course must be completed within 2 months of enrolment. A student will be removed from a course if it is not completed within 2 months. Students are allowed to request a 2-week extension only once.

## COURSE PREREQUISITE POLICY:

Certain courses require the student to have completed a prerequisite course. It is the student's responsibility to provide a copy of an Ontario Student Transcript, Report Card or Credit Counselling Summary showing successful completion of the prerequisite course. This document should be sent to Royal Canadian High School upon registration. A student may register at any time and, upon registration, will have access to the first unit of a course. However, the rest of the content will remain locked until prerequisite evidence has been provided.

If the student has not completed the prerequisite course but has completed an equivalent course outside of Ontario, is a mature student, or has higher-level education, they may be eligible for a prerequisite waiver. The student may request that a prerequisite be waived by submitting a Prerequisite Waiver Application to the Royal Canadian High School Admin Team prior to registration.

## CONFIDENTIALITY POLICY:

Please note that Royal Canadian High School may communicate with parents or legal guardians of students under the age of 18. In addition, Royal Canadian High School will communicate with any student's home school and applicable post-secondary institutions or organizations.

All policies may be modified at any time at the Royal Canadian High School. The use of courses indicates that the student and/or parent/guardian accepts these aforementioned policies.

Please ensure that you have written the full and correct course name with the code.



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	Course Name	Course Code

I have read Royal Canadian High School's Policies and Guidelines including the Refund Policy, Privacy Policy and Student Code of Conduct described on the website and agree to abide by the rules and regulations outlined in it.

NAME: .....

SIGNATURE: .....

DATE: .....

