



C. Lawrence Academy

REGISTRATION FORM

Personal Information:

Family Name: Given Name: Preferred Name: Gender:
 Date of Birth (dd/mm/yyyy):/...../..... Country of Birth: Status in Canada:
 Home Address: City: Province: Postal Code:
 Phone: EMAIL: OEN:

Parent / Guardian Contact

Name : _____ Phone (Home) : _____
 Relationship: _____ Email : _____

Education Background

Previous School(s) Attended

High School Name	Grade	From (mm/yyyy)	To (mm/yy)	Certificate or Diploma Obtained

Academic Program/Course Applying For

Course Code	Course Name	Prerequisite	Start Date (semester/year)	Class Time

I have provided the following supporting documents:

- Identification
 Transcript
 Report Card
 Others

- I hereby declare that the information given in this application form is to the best of my knowledge complete and correct.
 If I am accepted as a student at CLA, I hereby agree to abide by all the rules and regulations of the School.
 School shall under no circumstances be liable for any loss, damage or injury. I have read and acknowledged the Refund Policy and Regulations at the back of this application form.
 I hereby acknowledge my understanding that I will not be granted a credit without completing a minimum of 110 hours for each course taken.

..... Signature of Applicant
 Date (dd/mm/yyyy)
..... Signature of Parent or Guardian (if applicant is under 18)



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Refund Policies

1. If an applicant accepts a place in a course or program offered by the school and pays the required tuition and fees, it means that a binding contract is created between the two parties.
2. Application/Registration fees and other administrative charges are non-refundable and are not included in the tuition fee.
3. No refund of tuition if a student withdraws after the commencement of the course or program.
4. Any student who is expelled by the School will not be entitled to any refund of any fees.
5. Any student who is given any form of preferential financial package, tuition fee discount, and/or any other form of special tuition incentive for studying at the school is not entitled to any tuition refund.
6. If an international applicant is refused with the application for a study permit or temporary resident visa, the following documents are required to process a tuition refund:
 - a) The original copy of the student's written request and the completed application form for tuition refund;
 - b) The original copy of the decline letter from the Canadian Embassy or Consulate;
 - c) The original copy of the official acceptance letter issued by the School;
 - d) The original copy of the tuition fee receipt issued by the SchoolWhen all of the above documents are received and verified, the school shall refund all the tuition fees to the applicant. The refund shall be processed no later than two months after the written refund request, completed refund application form, and all other required documents are received.
7. Notification of withdrawal/cancellation from a course(s) or program(s), or deferral from a course(s) or program(s) of study must be made in writing to the School.
8. The School reserves the right not to offer a course or a program previously made available at its own discretion. In case of cancellation or discontinuance of any course or program, the student will be registered in a course or the program on the next start date available immediately.
The student shall only be entitled to a refund of 80% of the difference between the tuition and a proportion of the tuition for the course or program instruction already supplied, where a student is unable to enroll in as a result of cancellation.

School Rules and Regulations

The School will hold the student and student's parent/guardian liable for restitution of the amount of any reward paid to determine that the student's willful misconduct resulted in death, injury or property loss or damage.

The parent/guardian of any minor whose willful misconduct results in the injury or death of any student, school volunteer or employee, or who willfully cuts, defaces or otherwise injures in any way property belonging to the school or employees shall be liable for such damages up to \$100,000, or the annually adjusted limit, whichever is higher.

Any student found responsible for committing malicious or willful damage will be required to pay the repair or replacement costs associated with the damage. Students are responsible for the care of school property and must report loss or damage immediately to school staff and/or class teachers, or damage will result in charges equally distributed among all students.

The School cannot and does not assume any responsibility for personal accident, injury, or illness, damage, theft, or loss of personal property, and the student hereby releases the School, its officers, agents, and employees from any liability on account of any accident, injury, illness, property damage, theft, or loss. Students are encouraged to protect themselves from loss.