

ADMISSIONS POLICY



Background

A & L Royal Academy does not discriminate against any race, gender, or religion when considering students for admission. Subject to available space, A & L Royal Academy welcomes all applicants who meet the academic and character requirements of the school and who will cheerfully endeavour to live according to its academic, and cultural atmosphere. Admission to the school is a privilege and not a right. This privilege may be withheld or withdrawn by the school at its discretion in harmony with its mission, function, and procedures.

Upon admission every student pledges to willingly observe all the regulations of the school and uphold its principles upon which the school is based. If a student breaks this pledge, their right to attend A & L Royal Academy is automatically forfeited and can only be altered by administrative action.

Parents are expected to maintain a positive attitude in addition to co-operating with and supporting A & L Royal Academy staff and school policy. When a student enrolls at A & L Royal Academy, the parents and student accept its standards, regulations, and financial obligations to the school.

No student dismissed from another school because of drug, alcohol, or other abuse will be admitted to A & L Royal Academy. The school reserves the right to modify or add policies, rules, or regulations in order to ensure the safe and appropriate operation of the school. Any changes will be in writing and communicated to all.

A & L Royal Academy has limited ability to accommodate special education needs. These requests are considered on an individual basis.

Procedure

1. Minimum age is 16 years old at the start date of the program.
2. Applicants aged 16 to 18 years old at the start of the program will be accepted provided that a parent/guardian and the applicant understand all the school policies and sign the student contract.
3. For visa purposes, a custodianship arrangement is necessary for students under 18.
4. Applicants 18 years old at the time of registration will sign the student contract.
5. Health coverage is mandatory for all students. All students must show proof of valid medical insurance for their entire term at ALRA. Student Visa students, if eligible, can opt to register in a provincial medical plan. Any waiting period needs to be covered by alternative health insurance.
6. Applicants must pay CDN\$125 as Registration Fee. This fee is non-refundable.
7. An enrolment packet containing the school's handbook and other information about the school and appropriate enrolment forms should be obtained from the school. This will be done through email.
8. The student must present the completed forms and records, including
 - (a) the Registration Application form,

- (b) at least one written recommendation from a previous teacher and
 - (c) the last report card from the former school.
9. An English proficiency/placement test will be administered. This will be administered via the Internet, or Social Media such as Skype or WeChat.
 10. Information from the Registration Application form, written recommendation, the report card, and the interview will be reviewed by the principal to determine whether the student should be admitted.
 11. High School English Program-
 - a) Senior High School entrance exam marks must be acceptable to A & L Royal Academy.
 - I. Senior High School English entrance exam mark must be acceptable to A & L Royal Academy or, for current students, acceptable results on their last English exam.
 - II. Applicants are required to complete an English Assessment of reading, writing, speaking and listening given by Saskatchewan teachers. Students must achieve 65% or better on this assessment.
 - III. This exam will be administered via the Internet and/or Social Media.
 - IV. Students failing to meet the 65% level on the English Assessment must take additional English language training (a minimum of 100 hours of individual tutoring or class) prior to entering the program. Proof of completion will be required. Retesting will be required.
 12. English for Academic Purposes-
 - a) EAP is designed for students who receive a score between 34 and 64 on the GSE test. Students who score 42 or more are automatically accepted into the EAP Program.
 - b) All new A & L Royal Academy students must take the Versace English test as part of the admission process online before they arrive.
 - c) The student's score on the Versace English test determines at which level of the EAP program the student will begin their studies.
 - d) A & L Royal Academy also accepts the GSE, IELTS and TOFEL tests for entrance to the EAP program. Here are the test score requirements for each level of the EAP program:

EAP LEVEL	CERF LEVEL	GSE SCORE	IELTS SCORE
EAP Level 1 (Beginner I):	B1	GSE 42 - 50	IELTS 4.0 - 4.5
Level 2 (Beginner II):	B1+	GSE 50 - 58	IELTS 4.5 - 5.0
Level 3 (Intermediate I):	B2	GSE 58 - 64	IELTS 5.0 - 6.0
Level 4 (Intermediate II):	B2+	GSE 64 - 70 ⁺	IELTS 6.0 - 6.5 ⁺

APPLICATION PROCEDURES

1. Application-
 - Download and complete application form from A & L Royal Academy.
 - Email the completed form and a copy of the first page of your passport to A & L Royal Academy.
2. Step 2-
 - A & L will issue a conditional offer and invoice.
 - The student pays the registration fee, tuition and other fees.
 - A & L Royal Academy issues admission letter.
3. Visa Application –
 - International students may need to apply for student visa or study permit with the Canadian Consulate/visa office in their home country. The student may hire an agent to assist in the process at their own expense.
4. Prepare Documents-
 - For students entering the High School English Program, prepare previous student transcript (report card) from grade 9 and get this document notarized by a lawyer or a notary public to testify the authenticity.
 - Get a letter of reference from a former teacher. (This may be typed in your native language.)
5. Parent—
 - Parent (If the student is under 18 years old) or student sign A & L consent forms including, Guardian form, Student Homestay Application Form, Media Authorization Form, Field Trip Permission Form, and Code of Conduct.
6. Travel-
 - Buy air tickets and prepare your luggage to come to Canada.
 - Check the list of prohibited items in Canada.
 - Get familiar with the Canada Border Services Declaration Form.
 - Print your letter of Admission.
 - Give these two documents when entering customs at the airport.

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