



A & L ROYAL SCHOOL HIGH SCHOOL REGISTRATION

APPLICATION CHECK LIST

- 1. Non-refundable Application Fee (\$250.00)
- 2. Completed Application Form
- 3. Digital Photo (Taken within 6 months in 35mm×45mm with white background)
- 4. Passport (First page only)
- 5. Official Transcript for most recent two years (Must include an English translation)
- 6. English test report, i.e., IELTS, TOFEL (if available)
- 7. Guardian's certificate (if available)
- 8. Certificate of vaccination information (if available) or have a physician fill our school's health form.
- 9. Valid medical insurance (if available)
- 10. School Waiver forms

Upon receiving of all required documents, we will issue Conditional Letter of Acceptance and tuition invoice. Once the tuition fee paid to us in full the formal Admission Letter will be issued. Students then could apply for student visa.

APPLICATION FOR ADMISSION



Student Number: _____

Agency: _____

	Please check one of the following: I require homestay and guardianship arrangements I require homestay arrangements I require dormitory arrangements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
--	---	--

PERSONAL INFORMATION

Surname (Family Name)	Given Names	English Names

Permanent Mailing Address

Student's email			
Student's WeChat		Telephone	
Student's Facebook			
Passport Number:		Emergency Contact	
<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (Day/Month/Year)	Nationality	Language

English Speaking Ability beginner low intermediate advanced fluent

Status in Canada	<input type="checkbox"/> Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Student Visa	<input type="checkbox"/> Visitor
------------------	----------------------------------	---	---------------------------------------	----------------------------------

PARENT'S INFORMATION

Father Name	
Permanent Mailing Address	

Occupation		Email		Father's email	
Home Phone		Cell Phone		Father's WeChat	
Mother Name					
Permanent Mailing Address					
Occupation		Email		Mother's email	
Home Phone		Cell Phone		Mother's WeChat	

AGENT INFORMATION

Agency Name:	Contact:
Email:	Telephone #:
Fax:	

EDUCATION HISTORY

Current school			
City		Country	
From	(YY/MM/DD)	To	(YY/MM/DD)

COURSE INFORMATION

Grade 10		Grade 11		Grade 12	
Program Starting Date		Program Ending Date			

MEDICAL INFORMATION

Do you have any special medical conditions or needs? If yes, explain. _____	Yes	No
Do you have a history of psychiatric, emotional, or medical difficulties? If yes, explain. _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking any medication? If yes, explain. _____	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any allergies? If yes, explain. _____	<input type="checkbox"/>	<input type="checkbox"/>
Do you smoke?	<input type="checkbox"/>	<input type="checkbox"/>

HOMESTAY & ACCOMODATION

Note: Students under 18 years of age are not allowed to have independent housing. Students under 18 must stay with a legal guardian such as a parent, a relative, or stay in homestay and the homestay parents becomes the temporary legal guardian.

Please check one of the following

- I am over 18 and want independent housing
- I am over 18 and want homestay
- I am under 18 and require homestay
- I am under 18 and require a dormitory room
- I am over 18 and require a dormitory room

GUARDIAN INFORMATION

Guardian Name

Permanent Mailing Address

Occupation

Email

Guardian's email

Home Phone

Cell Phone

Guardian's WeChat

MEDICAL INSURANCE

Note: Students are required to have medical insurance. It is the responsibility of the student to provide proof of adequate medical coverage. The parent/guardian or student (if over the age of 18), agree to assume responsibility for any injury resulting from participation in school activities. All school activities are sufficiently supervised to ensure the safety of all participants. The school is not responsible for any loss or injury by the student during travel to and from A & L Royal School.

Please check one of the following

- I require the school to arrange medical insurance
- I have my own medical insurance
- I have bought insurance from GMS
- I have bought insurance from TuGo

I hereby certify that the information above is correct and complete. If I am accepted as a student at A & L Royal School. I hereby agree to abide by all rules and regulations of the school. I consent to having the personal information collected on this form. This information is required in order to register your child and assist the school in making an informed decision on student's education program. It will also allow the school to respond immediately to an emergency. I have been informed that I may receive a copy of the Freedom of Information and Privacy Protection Act policy that informs ALRS's student records requirements.

Parent/Guardian Signature: _____ Date : _____
(YY/MM/DD)

Parent/Guardian Signature: _____ Date : _____
(YY/MM/DD)

Student Signature: _____ Date : _____
(YY/MM/DD)

PROGRAM FEES

1. APPLICATION FEE -----\$250
2. TUITION FEE -----\$14,600/year; \$8030/semester;
3. SCHOOL SUPPLIES AND FACILITIES -----\$600
4. MEDICAL INSURANCE FEE / YEAR ----- Students purchase online
5. TEXTBOOK RENTAL FEE ----- \$ 200/year
6. COMMUNITY AND CULTURAL EVENTS-----\$1200/year
7. ACADEMIC COUNCELLING FEES
 - A. ENGLISH ENHANCEMENT YEAR-----\$300
 - B. GRADE 10 ----\$300
 - C. GRADE 11-----\$450
 - D. GRADE 12 ----\$600
8. VISA ASSISTANCE ---- Not Provided Please contact _____

2021-2022 ADDITIONAL PROGRAM FEES

Extra Fees:

Airport Pick Up: (Arrival) \$120	Airport Drop Off: (Departure) \$120	Versant English Test: \$40/test
Materials Fee: \$10/week	Health Insurance: Students pay for insurance online	Pearson Test of English (PTE): \$350
International Courier (if applicable): \$120	Bank Fees - Wire Transfer: \$40 ALRA Sending/ \$17 ALRA Receiving	

HOMESTAY FEES:

Single Room 2 Meals	Single Room 3 Meals	Shared Room 2 Meals	Shared Room 3 Meals
\$5000/Semester	\$5500/semester	\$3600/semester	\$4000/semester

Homestay Registration Fee: \$250

Homestay Additional Placement Fee: \$250

Custodial Letter: \$250 (For students under 18 years old)

Homestay Administration Fee: \$100/month

DORMITORY FEES:

Single Room 1 semester	Single Room 1 year	Shared Room 1 semester	Shared Room 1 year
\$8000	\$16,000	\$6000	\$12,000

Bank Wire Transfer Information

The School must receive in the wire transfer details enough information to be able to identify the payment. Please provide the student's name and at least one of the following unique identifiers:

1. ALRA Student ID Number
2. Customer and /or Invoice Number

CANADIAN DOLLARS

Directly from: Canadian Financial Institutions in Canada or Correspondent banks anywhere worldwide.
Beneficiary: A & L Royal School Corporation
Bank Name: Canadian Imperial Bank of Canada (CIBC)
Bank Address: Grasslands Banking Center, 4515 Gordon Road, S4W 0B7
Account #: a/c 1011804 Transit: 01708 Institution: 010 Swift Code: CIBCCATT

Credit Card Payments

Payments can also be made by credit card (we accept Visa, Mastercard, and American Express). Please complete the Credit Card Authorization Form. Credit cards are charged an additional 1.5% administrative surcharge.

Refund Policy

Tuition Refund

Rejection by Citizenship and Immigration Canada (CIC)

Students who are unable to obtain the necessary permits to enter Canada will receive a 100% refund to tuition fees, less the \$250 registration fee. The school must receive written notification of the cancellation by completing a cancellation/refund request form available from the school and send a copy of the letter of rejection from Citizenship and Immigration Canada before the refund will be processed. Cancellation Policy

The registration fee is non-refundable. In the event that a student must cancel their program, the school must receive written notification of the cancellation by completing a cancellation/refund form available from the school. Refunds are processed according to the terms below:

% Program Completed	% Tuition Refunded	* Start date refers to the first day at ALRA not individual program start dates. ** Please note that the percentages are based on complete weeks. Students that request a refund mid-week will have the calculations based on the following week.
Cancellations 30 days or more before the start date	70% (minus registration fee)	
Cancellations less than 30 days before the start date	60% (minus registration fee)	
0 - 15% of the program duration	50% (minus registration fee)	
16% - 24% of the program duration	30% (minus registration fee)	
Over 25% of the program duration	0%	

Accommodation Refund

The Homestay Registration and Placement fees are non-refundable. Students must notify the school at least two weeks in advance in order to obtain a refund for unused homestay fees.

1. Cancellation Prior to Arrival

a) If the student cancels within 2 weeks prior to arrival, the homestay registration fee and two weeks homestay will be charged.

b) In the event that the student does not arrive to homestay, the 4-week homestay fee will be applied.

2. Cancellation After Arrival Students are expected to provide 30 days notice of withdrawal from the homestay program. Students who withdrawal after arrival will not receive a refund of the Homestay Registration Fee, or the remainder of the homestay session (4 weeks). Students are welcome to stay with the host throughout the notice period.

3. Cancellation Due to Visa Denial If a student cancels because of a visa denial, the registration fee will be refunded, along with the homestay meal plan after the visa refusal letter is submitted to the School. Conditions of Enrollment reserves the right to refuse any undesirable registration. The School reserves the right to change start dates, programs, and course content at any time and without prior notice. Fees, dates and conditions listed in this brochure are subject to change without prior notice. Courses are available based on enrollment.

A & L Royal School and its directors and shareholders accept no responsibility whatsoever for any loss or damage to the personal belongings or property of student or program participant or for any injury to or death of a student or program participant occurring on or off school property.

Students must comply with the rules of the school as per the Student Handbook. Failure to comply with the rules of the school may result in dismissal.

Neither A & L Royal School nor its representatives are liable in cases where A & L Royal School is unable to fulfill any services to which they are contractually bound because of weather, labour disputes, or other reasons which are beyond their control.

Student Rights and Responsibilities

Student Rights

A & L Royal School pledges to uphold student rights as outlined in the statements below. Furthermore, A & L Royal School pledges to adhere to the following policies and procedures regarding:

- The Registration Form
- Fee Collection & Refund Policy
- Academic Good Standing Policies
- Academic Honesty Policy
- Credential Assessment

Students at A & L Royal School have the right to:

- Protection under the laws governing the province of Saskatchewan
- Study in an environment where health and safety regulations are adhered to
- Respect for one's person and property, including intellectual property
- Communicate and exchange ideas freely with others
- Privacy of personal information
- Support from A & L Royal School's staff in pursuit of academic progress
- Support and information regarding life in Canada
- A study environment free of discrimination based on ethnicity, religion, sexuality or gender
- Lodge formal complaints as outlined in the Student Complaint Procedure

Student Code of Conduct

Students are responsible and accountable for their behaviour on school property and when participating in school-organized activities.

Students at A & L Royal School undertake to do the following:

- Abide by the laws governing the province of Saskatchewan
- Follow school rules as outlined in the Academic Good Standing Policies section of this document
- Follow school safety procedures
- Respect the equal rights of others regardless of ethnicity, religion, sexuality or gender
- Treat school property and the property of others with respect
- Refrain from consuming alcohol, tobacco, and or cannabis in all forms on A & L Royal Academy premises
- Refrain from attending school while intoxicated on alcohol, cannabis or any other illegal substance
- Refrain from unauthorized sales of goods and services on school property
- Behave in a way that does not harm, or threaten to harm, others either physically or mentally

(This is a summary. The official Code of Conduct is found in our official policy and our handbook.)

Violations of Student Code of Conduct

- 1) The violation will be brought to the attention of the Director by completion of a Student Referral Form by a staff member.
- 2) The student will initially be informed of a violation by a Counsellor. They will arrange a time and date to meet to discuss the matter. The student will be provided with at least one day's notice of the meeting. If no Counsellor that speaks the student's language is available, the student will be provided with the option of arranging for an interlocutor to attend.
- 3) The student and any student-appointed interlocutor will meet with the Counsellor and/or the Director to discuss the violation. A final meeting will be arranged.
- 4) The attendees from the previous meeting will reconvene at the pre-arranged time and date to outline the findings and any resulting sanctions. Sanctions may include but are not limited to:
 - i) continued monitoring of behaviour to ensure adherence to the Student Code of Conduct
 - ii) forfeiture of the school certificate
 - iii) suspension from school (length is at the discretion of the Director)
 - iv) expulsion from the school with no refund
- 5) On completion of the process, documentation including the Student Referral Form, meeting minutes on the findings and sanctions will be kept in the Student File.

APPLICATION PROCEDURES

Applicants must complete the following process to be considered for admission to A & L Royal High School.

1. An enrolment packet containing the school's handbook and other information about the school and appropriate enrolment forms should be obtained from the school. These forms are on the website.
2. 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/transcript from your last school.
3. All students will do the Versant English Placement test. This is an Internet based test. If for some reason the student can not complete this test before arriving the test will be administered in the school on the first day of attendance.
4. Arrangements will be made for the principal or a school teacher to interview the student using social media such as Skype, WeChat, or Messenger.
4. Information from the Registration Application form, written recommendation, the report card/transcripts, and the interview will be reviewed by the principal to determine whether the student should be admitted.

PROCESS

1. Application-
 - Download and complete application form from A & L Royal High School.
 - Email the completed form and a copy of the first page of your passport to the principal@alroyaleducation.com.
2. Step 2-
 - A & L Royal High School will issue a conditional offer and invoice.
 - The student pays the registration fee and homestay/dormitory registration fees.
 - Upon receiving the application form and registration fees, A & L Royal High School then will issue an admission letter.
3. Visa Application –
 - International students may need to apply for student visa or study permit with Canadian Consulate. Please check with your agent or with the school for more information.
4. Prepare Documents-
 - Prepare previous student transcript/report card (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 (if over 18 years old) sign A & L Royal High School 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.