



# INTERNATIONAL STUDENT APPLICATION FORM

## Student Information

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First /Given Name: \_\_\_\_\_ Age: \_\_\_\_\_ Entering Grade: \_\_\_\_\_  
Last/Family/Surname: \_\_\_\_\_ Gender: \_\_\_ Female \_\_\_ Male  
English/Nickname: \_\_\_\_\_ Citizenship: \_\_\_\_\_  
Birth Date (mm/dd/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Passport #: \_\_\_\_\_

### When is the student applying to start at Munro Academy?

\_\_\_ September/Full Year      \_\_\_ February Start /2nd Semester      \_\_\_ Summer ESL Camp

Is the applicant seeking a homestay placement? \_\_\_ No \_\_\_ Yes

Health Insurance Company (if any): \_\_\_\_\_ Insurance #: \_\_\_\_\_

## Family Information

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Father's First Name: _____	Mother's First Name: _____
Father's Last Name: _____	Mother's Last Name: _____
Date of Birth (mm/dd/yy): ____/____/____	Date of Birth (mm/dd/yy): ____/____/____
Occupation: _____	Occupation: _____
Lives with Child(ren): ___ No ___ Yes	Lives with Child(ren): ___ No ___ Yes
Cell Phone: _____	Cell Phone: _____

## Address and Contact Information

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Apt., Flat, PO Box #: _____	Home Phone: _____
Street Address: _____	Primary Email: _____
City: _____	Secondary Email: _____
Province/State: _____	
Country: _____	
Postal Code: _____	

**Emergency Contact - person to contact if parent/custodian not available**

Name of Emergency Contact

Emergency Contact home phone:

\_\_\_\_\_

\_\_\_\_\_

Relationship to Student:

Emergency Contact Cell #:

\_\_\_\_\_

\_\_\_\_\_

## Custody

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Are there special instructions to be noted regarding custody of students? \_\_\_ No \_\_\_ Yes (explain)

\_\_\_\_\_

\_\_\_\_\_

## Academic & Background Information

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Last School Attended:

Contact Person at School:

\_\_\_\_\_

\_\_\_\_\_

Last Grade Completed: \_\_\_\_\_

School Phone #: \_\_\_\_\_

Describe applicant's interest in seeking admission to Munro Academy:

\_\_\_\_\_

\_\_\_\_\_

Outline applicant's schooling history (schools attended, reason for leaving, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate applicant's level of previous academic work: \_\_\_ Excellent \_\_\_ Good \_\_\_ Average \_\_\_ Poor

Describe applicant's academic giftings and/or strengths:

\_\_\_\_\_

\_\_\_\_\_

Describe any diagnosed learning disabilities or other special needs:

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## Agency Information (if applicable)

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Agency Name:

Agent's Email:

Name of Agent Representative:

Agent's Phone Number ( country/code/number):

## Parental Agreement

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As parents, we give our full support to the teachers, programs and policies of the school. We pledge to pay the tuition payments fully and on time. We understand and agree with Munro Academy's refund policy(on MA website).

Parent's Signature

Student's Signature

Date

Date

## How to Complete Application

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**STEP 1** - Please email copies (no originals) to: [jpinno@munroacademy.org](mailto:jpinno@munroacademy.org)

- Completed Application Form
- Birth certificate (copy only)
- Passport information (copy only)
- Official transcripts (1-2 years), plus grades in progress
- English Proficiency tests
- Any educational or psychological tests completed in the past three years

Once all documents have been received:

- During the application process, you will be contacted to arrange a time for a remote information session and to make arrangements for an English Assessment. The English Assessment will take approximately an hour and will happen several days later.
- MA Admissions team will review all application documents and a response (Letter of Acceptance, etc.) will be emailed to you within 1-2 weeks.

**STEP 2 - Acquire your Canadian Student Permit:** We strongly recommend that you have an educational agent to assist you with the application and study permit application process. Your agent will direct you as to the required documents and next steps in obtaining a study permit. If you do not have an agent, contact your nearest Canadian Consulate or Embassy to arrange an appointment. Bring your acceptance letter and all supporting documents. If you have additional questions, please visit Canadian Immigration online. Once your student visa is approved, we will communicate next steps for travel and orientation, and welcome you to Munro Academy.

**FOR SCHOOL USE ONLY**

\_\_\_\_\_ (applicant) \_\_\_\_ has/ \_\_\_\_ has not been accepted as a student at Munro Academy.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

**Admissions Checklist:**

\_\_\_ Student/Parent Handbook Read      \_\_\_ Lifestyle commitment      \_\_\_ Vision

**Insurance Checklist**

\_\_\_ Insurance Info      \_\_\_ Copy of Insurance

**Finance Checklist**

\_\_\_ International Registration Fee (\$100)      \_\_\_ Tuition - Wire Transfer received

**Homestay Contact Info**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Other Info:



# INTERNATIONAL STUDENT HEALTH FORM

## Student Information

First/Given Name: \_\_\_\_\_

Entering Grade: \_\_\_\_\_

Last/Family/Surname: \_\_\_\_\_

Health Insurance Company (if any):  
\_\_\_\_\_

English/Nickname: \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Insurance #:  
\_\_\_\_\_

Age: \_\_\_\_\_

## Diseases/Conditions

Has student ever had...	Check all that apply.	Date (mm/dd/yyyy)	Has student ever had...	Check all that apply.	Date (mm/dd/yyyy)
Diphtheria		/ /	Chicken Pox		/ /
Measles		/ /	Rheumatic		/ /
Mumps		/ /	Fever Scarlet		/ /
Polio		/ /	Whooping Cough		/ /
Rubella		/ /	Other: (Specify)		/ /
Tetanus		/ /			
Covid-19		/ /			

Has student ever been diagnosed with...	Check all that apply.	Date (mm/dd/yyyy)	Has student ever been diagnosed with...	Check all that apply.	Date (mm/dd/yyyy)
Asthma		/ /	Rheumatic		/ /
Diabetes		/ /	Visual Problems		/ /
Hearing Problems		/ /	Other: (Specify)		/ /
Heart Condition		/ /			
Pneumonia		/ /			

## Please Answer The Following Questions

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Has the applicant received required/standard immunizations?

No (If NO, specify.)     Yes

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Has the applicant received Covid-19 vaccinations?

No (If NO, specify.)     First - Type \_\_\_\_\_     Second - Type \_\_\_\_\_  
 Booster- enter date (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_ - Type \_\_\_\_\_

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Does the applicant have any allergies?

No     Yes (If YES , specify.)

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Does the applicant have a disability?

No     Yes (If YES , specify.)

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Has the applicant a medical problem that should be brought to the attention of the school?

No     Yes (If YES , specify.)

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Is the applicant on daily medication?

No     Yes (If YES, specify.)

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Is there any information that you feel is important for the school to know that has not been covered in this update?

No     Yes (If YES , specify.)

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# INTERNATIONAL STUDENT PERMISSION FORM

## Student Information

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First/Given Name: \_\_\_\_\_

Birth Date (mm/dd/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Last/Family/Surname: \_\_\_\_\_

Age: \_\_\_\_\_

English/Nickname: \_\_\_\_\_

Entering Grade: \_\_\_\_\_

## Permission

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Only check if permission is granted

- School Trips:** Permission to participate in school related off campus trips that are supervised by a faculty member. Such as: Sports, Field Trips, Skating etc.
- Media Permission:** Picture, voice, video and/or work may be used by MA for promotional materials.
- Lunch hour Permission (Grades 9 – 12 Only):** Permission to leave MA grounds between the hours 12:40 pm – 1:15 pm and recognize that students will be unsupervised by school faculty.

## Parental Consent

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\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



## INTERNATIONAL STUDENT SCHOOL FEES REFUND POLICY

A full tuition fee refund, less an administration fee of CAD \$500.00, will be granted for two reasons ONLY. Firstly, a refund will be offered if Citizenship and Immigration Canada does not issue a Study Permit. Secondly, if there is death in the student's immediate family, a refund will be offered.

To obtain a tuition refund, the student must either provide a copy of the "Letter of Rejection" from Citizenship and Immigration Canada and a written refund request from the student's parents including name(s), home address, signature(s), and full name of the student withdrawing. In the case of a family death, the student must provide proof of the family member's passing as well as a written refund request from the student's parents with a signature including name, address, and full name of the student withdrawing.

There will be no refund of the tuition fee in the following circumstances:

1. If the student chooses to withdraw for any reasons other than the Study Permit being denied by Citizenship and Immigration Canada or there is a death of an immediate family member.
2. If the student is found in violation of school regulations and asked to withdraw from MA.

Tuition fees are to be paid in full as soon as the student has received the MA "Letter of Acceptance" for visa processing. In some cases, MA will allow for families to pay by semester. In these isolated situations and when the "Letter of Acceptance" visa document stipulates that the length of study is one full year (two semesters), the same refund policy applies. That is, the student is required to pay for both semesters and remain a student at MA for the course of study indicated in the "Letter of Acceptance". Again, the only two exceptions are noted above.

Failure to meet financial obligations will result in possible legal action, holding of the student's MA transcript and notification of this breach to Citizenship and Immigration Canada.

**I understand and agree with the information written above.**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date