



APPLICATION FOR ADMISSION

*Personal Information

Family Name _____ Given Name _____ English Name _____
Date of Birth: D/M/Y ____/____/____ Gender: Male Female Place of Birth _____
Citizenship _____ Native Language _____ Date of Entry in Canada: D/M/Y ____/____/____
Current Address _____
Telephone (____) _____ Fax _____ E-mail _____

Information of Parents/Guardian(s)

Mother _____ Tel (____) _____ Email _____
Father _____ Tel (____) _____ Email _____
Address _____
Guardian _____ Tel (____) _____ Email _____

*Emergency Contact

Name _____ Tel (____) _____ Email _____ Relationship _____

*Education Background

School Previously Attended _____
Beginning Date _____ Ending Date _____ Grade/Degree _____ Note _____

*I wish to begin study at The Duncan Academy

Academic Program Sept ____ Nov ____ Jan ____ Mar ____ May ____ July ____ August ____, Year _____
Courses enrolled _____

I acknowledge that I have read the prospectus for The Duncan Academy, the condition of acceptance, and the fees and refund policies. I hereby state my acceptance of those conditions, policies and the information given in this application is complete and correct to the best of my knowledge.

Signature of Parent or Guardian (if Applicant is under 18 years of age) _____

*Signature of Applicant _____ *Date _____

Office Use Only

Handling Officer's name _____ Memo _____



Address: Unit 1, 730 Cochrane Drive, Markham, Ontario L3R 8E1

Tel: 905-475-8848

Fax: 905-946-9988

Website: www.tdacanada.com

Email: theduncanacademy@gmail.com

BSID# 667206

PAYMENTS AND REFUND POLICIES

A. School Policy

1. The application fee is non-refundable and should be submitted with the completed application Form and other documents.
2. International students must pay the tuition fee to receive a Letter of Acceptance to apply for or renew their visa.
3. All tuition fee and other fees (if applicable) should be paid in full before the first week of the semester. For those students who pay the fee later than the first week of the semester, a \$30 late charge will be applied to each selected course. If tuition fees are paid after 2 weeks of the semester, a \$60 late charge will be applied to each selected course. If tuition fees are paid after 3 weeks of the semester, a \$100 late charge will apply to each selected course. Cash, cheque, certified cheque, or bank draft, can pay fees. There will be a CAD\$40 charge for any returned cheques, and the subsequent school fees will be accepted in cash only.
4. If payment is made by Telegraphic Transfer, please fax the remittance Form copy from the bank or send a copy to the school with the TDA Remittance Form.
5. The accommodation fee (Optional) and accommodation deposit must be paid in full before moving in.
6. The accommodation deposit will be refunded in full only if there is no damage to the room and school facilities. If the deposit is not sufficient to pay the damage, the student will pay the additional amount before checking out.
7. The medical insurance plan entitles the student to be covered in North America during the valid period. The medical insurance fee is non-refundable.
8. All fees are non-transferable under any conditions.

B. Refund Policy

1. In the event that a Letter of Acceptance is issued on behalf of a student for visa or passport extension purposes, there will be no tuition refund unless the extension is rejected. Proof from Canadian Immigration or Embassies must be provided in order to receive a refund.
2. If a student is granted a student visa and decides not to study at our school, there will be no tuition refund under any conditions.

I agree to follow the above policy and I am willing to abide by the regulations set up by the School thereafter.

Signature _____

Date ____/____/____(DD/MM/YY)

FOR OFFICE USE ONLY

FEES: 1. APPLICATION FEE CAD\$ _____

2. TUITION FEE CAD\$ _____

METHOD OF PAYMENT: Money Order Credit Card Cheque Cash

PAYMENT RECEIVED IN THE AMOUNT OF \$ _____ **on** ____/____/____ **by** _____

BALANCE DUE _____ **RECEIPT** _____

OSR: Created _____

Requested _____

Permission Form: Requested _____