

Registration Form

Instructions:

- Complete all sections of this form and return it to the admissions office along with the required documents. Incomplete applications may result in processing delays.
- Please note that submission of this form does not guarantee admission to Liberty High School. Admissions decisions will be communicated directly to the applicant.

STUDENT INFORMATION

Last Name: _____ First Name: _____ Gender: _____

Date of Birth: _____/_____/_____ E-mail: _____
Year Month Day Print (use upper case)

Status in Canada: Canadian Citizen Permanent Resident Student Visa Visitor Other

First Language: _____ Entry Date to Canada: _____ Nationality: _____

Do you have any medical conditions the school staff needs to know about?

Yes _____ No _____

Home Phone:

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Cell Phone:

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HOME ADDRESS:

Number: _____ Street: _____ Suite/Apartment #: _____

City: _____ Province: _____ Postal Code: _____ Country: _____

SCHOOL INFORMATION:

Name of Current Home School: -----

OEN Number----- OUAC number----- Grade: -----

I would like to register for the following courses:

1. _____ 2. _____ 3. _____ 4. _____

I would like to register for the:

Fall Winter Spring Summer-July Summer-August Tutoring Online Course

I agree to pay all fees in advance by:

Cheque Cash American Express Master Card Visa Debit Card

How did you find out about us? (Please name the source) _____

Disclaimer: This is a binding contract. By signing this contract, I agree that all information provided is correct and true to the best of my knowledge. **In addition, I acknowledge that I have fully read and understood the terms and conditions outlined on the back of this page.** I agree to abide by the Liberty High School Code of Conduct and any other regulations that are explained in the Liberty High School's Course Calendar. The contents of the Course Calendar are reviewed by the Ministry of Education. A copy is available on our website.

Student Name (Please Print) _____

Student Signature _____ **Date** _____

If Students Under 18 Years of Age

Parent Name (Please Print) _____

Contact Info: _____

Parent / Guardian Signature _____ **Date** _____

This is a binding contract. By signing this contract (filling out the paper form or by submitting the school's online form), I enter into a binding contract with Liberty High School for my entire course of studies at this school, including any extra courses I may add at a later date. **I fully understand that it is my responsibility to provide Liberty High School with a copy of my updated school transcript showing that I possess the required prerequisites for all my registered subjects. Failure to provide an updated transcript means my registered course (s) will not be recognized by Toronto High School as a credit course but rather as a learning course. Liberty High School may change, cancel or alter my registered courses if I do not have the correct prerequisites.** I agree that all information provided is correct and true to the best of my knowledge. In addition, I acknowledge that I have carefully read and fully understood the terms and conditions outlined here. I agree to abide by Liberty High School's Code of Conduct and any other regulations that are explained in the Liberty High School Course Calendar. The contents of the Course Calendar are reviewed by the Ministry of Education. A copy is available on our website.

Refund Policy for Home Students

Refunds for registered courses will be granted up to and including the first session of classes. There will be no further refunds issued following this period. The student, parent or guardian is responsible for any outstanding payments regardless of the student's attendance or participation. The original signed receipt(s) must be presented to receive a refund. School may cancel, replace or alter the schedule of a course without prior notice. If such events occur during the term, the school will issue refunds based on the remaining hours of the affected course.

In all circumstances:

- The school will retain a non-refundable administration fee of \$100.00 per course.
- Refund will be issued by cheque, payable to the student.
- If the original payment was made by credit card, debit card or PayPal, the refund will be reversed to the respective financial institution.

Refund Policy for International Students

International students planning to obtain their student visa through Liberty High School will be granted a refund only in case the relevant embassy rejects them. In such cases, the office will retain a non-refundable administrative fee of \$300.00 for 6-month registrations and \$500.00 for one-year registrations. To be issued this refund, students must provide an original document from the embassy confirming the rejection of their student visa. Students who obtain their visas are required to complete their courses at Liberty High School.

General Policy Regarding Tutoring Sessions

For all tutoring sessions, the student must pay the fee at least 24 hours before the appointment. The minimum time for each session is two hours unless the instructor agrees to a shorter period. Tutoring sessions must take place on the Liberty High School premises. In case a student wishes to get a refund, the administration fee, the equivalent of one hourly rate, will be retained and all remaining payments for the unused hours will be refunded.

Textbook Purchases

Students requiring textbooks for their courses are encouraged to purchase their own from textbook stores. Students may also choose to purchase textbooks from the school at the cost of \$130 per book. Books that are returned promptly, and in acceptable condition, will be bought back by the school for \$100. For this transaction to occur, the student must return all textbooks on the day of the final exam, at the end of the academic semester otherwise, an extra \$30 per book late fee will apply (\$70 buyback price).

Return conditions for damaged textbooks are as follows:

- Severely damaged textbooks (e.g., Missing and/or torn pages, damaged book spine, water damage) will not be bought back by the school.
- Textbooks with minor damages will be bought back at half the original price (\$65)

ALL RECENT UPDATES, INCLUDING ANY CHANGES OR CANCELLATIONS TO THE COURSES OR SCHEDULES, WILL BE POSTED ON OUR WEBSITE. PLEASE MAKE SURE TO CHECK FREQUENTLY AT

Legal Disclaimer

"The information provided in this registration form is intended solely for the purpose of student enrollment at Liberty High School and shall be treated with confidentiality in compliance with applicable privacy laws, including but not limited to the Personal Information Protection and Electronic Documents Act (PIPEDA), and the Ontario Education Act.

This form does not constitute an offer of admission or an enrollment contract. Admission to Liberty High School is subject to the review of all application materials and the fulfillment of all admission criteria as established by the school's admissions policies. The submission of this registration form represents an application for admission and not a guarantee of enrollment.

Liberty High School reserves the right to verify any information provided and to request additional information as necessary. Any misrepresentation, falsification, or omission of requested information may result in the denial of admission or dismissal from the school.

Upon acceptance, the contractual relationship between the student (and parent or guardian, if the student is under the age of majority) and Liberty High School will be governed by the terms and conditions as outlined in the official Enrollment Agreement, which will be provided to the student upon acceptance and must be signed prior to the commencement of studies.

By signing this registration form, the applicant and their parent or guardian acknowledge their understanding of these terms and agree to proceed with the application process in good faith and in accordance with the policies and regulations of Liberty High School, as well as the laws governing education and privacy in Ontario, Canada.

Liberty High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following office has been designated to handle inquiries regarding the non-discrimination policies: [Contact Information of the School's Compliance Officer or Relevant Office].

This registration form is accurate and is subject to change without prior notice. For the most current policies and application procedures, please refer to the school's official website www.libertyhigh.ca or contact the admissions office directly."

Office Use Only

Date Received:	
Staff Initials:	
Registration Number Assigned:	
Additional Notes:	