



SECTION B). ADMISSIONS

This section of the Academy's policy covers off admissions touching on the following:

1. *Admissions*
2. *International Students*
3. *Registration and Re-registration of Students*

B1). Admissions

Saint John Paul II Academy provides, to the best of its ability, a Catholic education to those who seek it. The Academy welcomes students of other faiths and non-Catholics alike. This policy outlines the process followed in admitting students to the Academy.

The Principal will establish an admissions committee made up of a maximum of three teaching staff. The committee, where needed, may meet with each new family prior to their acceptance into the school. From the interview and the information available to them, the committee will decide if the school can meet the needs of the student and if the family and student can meet the requirements of the school. In those cases when it is decided to accept the student, the family shall read and sign the Family Statement of Commitment prior to being accepted into the school. Such families will be accepted according to the established priorities.

For purposes of this policy, “practicing Catholics” shall mean those individuals who are registered in a parish and attend Sunday Mass regularly, “active in a parish” shall mean those who support the parish financially by using envelopes (no minimum amount specified) and participate in the work activities required of them.

Priorities for Admittance to Saint John Paul II Academy

Catholic Applicants

1. Children presently enrolled in the Academy if they and their families meet the expectations of the school.
2. Siblings of children already in the Academy, whose families are practicing Catholics active in their parish.
3. Children whose families are practicing Catholics active in their parish.
4. Children who have been attending Catholic schools elsewhere in the Archdiocese and the children of alumni of the Academy.

Non-Catholics Applicants

Saint John Paul II Academy warmly welcomes applications from families of other faiths. Students accepted are required to participate fully in all areas of the school life including taking and completing the Academy's Christian Education curriculum (as a condition of graduation) as well as participation in school Mass and other expressions of Catholic identity. Once accepted into the school, non-Catholics will need to meet the criteria expected of other students to be re-admitted in subsequent years. Siblings will be given priority.



Parent Participation

Saint John Paul II Academy encourages the active participation of parents in the life of the school. Once your child has been admitted to the school, as an active school community member, you will be required to participate in the various activities of the school, including fundraising.

Financial Assistance

Saint John Paul II Academy is committed to providing accessible Catholic-based education to as many families as is possible and financially practical and offers bursary support for those who would not otherwise be able to attend.

The Saint John Paul II Academy Tuition Bursary and Enrolment Deposit Bursary Assistance programs provide aid to those families with demonstrated need for financial assistance based on a formal bursary application and review process.

Financial aid is based on an annual assessment of demonstrated financial need. Demonstrated need is the difference between the cost of Saint John Paul II Academy and the resources a family has to meet that cost. Please note that the school has limited funds available and may not always be able to meet the financial needs of all families of applicants.

Families are welcome to apply for such assistance only after their son or daughter being accepted into the school and will be required to complete an application for support, details of which can be obtained from the Academy's principal. All requests for financial assistance will be kept in the strictest confidence.

B2). International Students

Saint John Paul II Academy recognizes that international students from a variety of international backgrounds can enrich the school's culture by bringing their own experiences, insights, cultural expressions and perspectives to the Academy. The Academy welcomes applications from the families of international students and will admit a limited number assessed annually by the Admissions sub-committee

International students who are Catholic or non-Catholic may be admitted to the Academy provided that the school has sufficient facilities and resources and that fees for the program are paid in full upon registration. They are expected to be committed to the school's mission and vision and willing to be integrated into the life of the school, its spirituality, language, curriculum and extra-curricular activities. Those students wishing to graduate from the Academy are required as a condition of graduation to complete the school's Christian Education curriculum.

Additionally, schools with international students are required to obtain from the Homestay Program Provider (if applicable) written assurance that the Provider is aware and follows the Ministry of Education's "K-12 International Student Homestay Guidelines".

Procedure

- The Society's Admissions policy must be followed



-
- Enrolment of a variety of international backgrounds will be factored in the Academy's selection
 - International students are accepted on an annual basis
 - Tuition fees will be set annually by the Academy
 - If an international student's educational needs are greater than disclosed on the application, the school reserves the right to charge for additional learning support
 - If an international student is not living with parent(s), a guardian over 25 years of age must be appointed who will take responsibility for the student and ensure that all necessities of living are provided (food, clothing, transportation, etc.)

Application Procedure

Interested families are to consult the Academy's website for the list of relevant supporting documents required as part of the application form and process to follow. These can be obtained at:

<https://www.sjp2academy.com/admission-forms/>

Fees

1. Tuition fees covering the full year's are non-refundable and due in full within 2 weeks of notification of acceptance or prior to application deadline. They must be paid by either a bank draft or electronic wire transfer. Cash payments will not be accepted.
2. Fees are subject to change.
3. Letter of Acceptance: once all supporting documents are submitted and non-refundable fees are paid, an *Official Letter of Acceptance* and receipt for payment of fees will be issued
4. Application for Study permit: international students must apply for a Study Permit at the nearest Canadian Embassy/ High Commission with the original *Official Letter of Acceptance*
5. Study Permit and Medical coverage: all new students are required to provide a valid Study Permit and evidence of health care coverage for the period their child will be in Canada.

Saint John Paul II Academy will only accept fees from parents of international students for goods and services rendered by the Academy. These include tuition fees, uniform fees and incidental fees incurred for curricular and extracurricular programs offered or organized through the school (field trips, tournament fees, etc.). Such incidental fees will be communicated to each family before being assessed.

Saint John Paul II Academy will not accept any fees for services rendered by third party brokers or agents involved in the recruitment of international students on for any homestay, medical insurance costs that will be incurred by the family.

B3). Registration and Re-Registration

Students admitted to Saint John Paul II Academy will need to register on an annual basis. The process for registration is communicated annually to families by the Academy with relevant registration documents. Families are expected to complete this process to ensure acceptance of their child(ren) for the coming academic year.



<i>Document History</i>	<i>Approved</i> Society Board 17 November 2020
<i>Revisions</i>	