

I. APPLICATION DOCUMENTS REQUIRED

Please **SCAN** all documents to: inquiry@maplehilledu.com
We recommend using mobile app: **Cam Scanner** (iOS/Android)




INTERNATIONAL STUDENT / INTERNATIONAL STUDENTS WHOES PARENT(S) HOLD VALID WORK PERMITS	DOMESTIC STUDENT – PERMANENT RESIDENT (PR)/CANADIAN CITIZEN
<input type="checkbox"/> COPY OF: <input type="checkbox"/> 1) VALID STUDY PERMIT <input type="checkbox"/> If not yet available: STUDY PERMIT APPLICATION CONFIRMATION PAGE <i>(*Your agent should have a copy of this)</i> AND / OR <input type="checkbox"/> 2) PARENT(S)'S VALID WORK PERMIT <input type="checkbox"/> COPY OF: PASSPORT PHOTO PAGE <input type="checkbox"/> COPY OF: VALID CANADIAN VISA <input type="checkbox"/> I come from a Visa exempt country/region (ex.: Hong Kong) <input type="checkbox"/> COPY OF: <input type="checkbox"/> 1) MSP/SERVICE CARD (FRONT & BACK) - You should have one if you were studying in other BC schools AND / OR <input type="checkbox"/> 2) PRIVATE MEDICAL INSURANCE COVERAGE (If available) <input type="checkbox"/> <19 YEARS OLD: COPY OF: NOTARIZED CUSTODIANSHIP DECLARATION FORM (FRONT & BACK) (IMM5646) OR <input type="checkbox"/> PARENT(S)'S VALID WORK PERMIT (If applicable) AND <input type="checkbox"/> PARENT'S LETTER OF EMPLOYMENT (If applicable) <input type="checkbox"/> GRADE 9-10 STUDENTS: COPY OF: IMMUNIZATION RECORDS SINCE BIRTH FROM OUTSIDE BC, CANADA <input type="checkbox"/> ENTERING BC FOR THE 1st TIME TO STUDY AS A GRADE 11/12 STUDENT AND NEEDING TO TRANSFER COURSE CREDITS FROM PREVIOUS COUNTRIES/PROVINCES RESIDED IN: COPY OF: TRANSCRIPT/REPORT CARDS FROM PREVIOUS COUNTRIES/PROVINCES RESIDED IN	<input type="checkbox"/> COPY OF: <input type="checkbox"/> 1) CANADIAN PASSPORT PHOTO PAGE OR <input type="checkbox"/> 2) PERMANENT RESIDENT (PR) CARD <input type="checkbox"/> PERMANENT RESIDENT: COPY OF: HOME COUNTRY PASSPORT PHOTO <input type="checkbox"/> COPY OF: MSP/SERVICE CARD (FRONT & BACK) <input type="checkbox"/> GRADE 9-10 STUDENTS: COPY OF: IMMUNIZATION RECORDS SINCE BIRTH FROM OUTSIDE BC, CANADA <input type="checkbox"/> <19 YEARS OLD: COPY OF: <input type="checkbox"/> 1) NOTARIZED CUSTODIANSHIP DECLARATION (IMM5646) OR <input type="checkbox"/> 2) PARENT'S CANADIAN PASSPORT PHOTO PAGE / CITIZENSHIP CARD / PR CARD

2. STUDENT INFORMATION

ADVISOR WHOM YOU DISCUSSED YOUR APPLICATION WITH = YOUR COUNSELLOR AT MHS (For support with course selection, university admission, etc.):

☐ Ms. Bing (Gloria) Xiao ☐ Mr. Ken Chen ☐ I don't have one/I'm not sure

DESIRED START DATE **YEAR** **2** **0** **Y** **Y** **SEMESTER** ☐ SEPTEMBER ☐ FEBRUARY ☐ JULY

STATUS IN CANADA: <input type="checkbox"/> International Student (I) <input type="checkbox"/> International Students whose Parents Hold Valid work permit (IW) <input type="checkbox"/> Permanent Resident (PR) <input type="checkbox"/> Canadian Citizen (C)	1) 1st TIME STUDYING IN CANADA? <input type="checkbox"/> YES <input type="checkbox"/> NO	2) DATE OF RESIDENTCE – If the student has ever left BC for > 6 months use the date of return to BC instead <input type="checkbox"/> Will provide upon arrival to BC	(Year, Month, Date) Y Y Y Y M M D D
	3) STUDY PERMIT EXPIRY DATE <input type="checkbox"/> Will provide upon approval by IRCC	(Year, Month, Date) Y Y Y Y M M D D	
	LEGAL LAST NAME (ex. Wang)	LEGAL FIRST NAME (ex. Xiaoming)	USUAL FIRST NAME (ex. Bob)
DATE OF BIRTH (Year, Month, Date) Y Y Y Y M M D D	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary	PEN # (If known)	
PRIMARY EMAIL	CANADIAN CELL PHONE # <input type="checkbox"/> Will provide upon arrival to BC	WECHAT ID (*For student group*) MHS WeChat	

BC RESIDENTIAL ADDRESS (When you start schooling at Maple Hill School) <input type="checkbox"/> Will provide upon move/arrival to BC	UNIT/APARTMENT # (If applicable)	STREET ADDRESS
CITY	PROVINCE BC	COUNTRY Canada
		POSTAL CODE

CITIZENSHIP A = CANADA C = OTHER → PLEASE PROVIDE: B = CHINA	LANGUAGE & CULTURE A = MANDARIN C = OTHER → PLEASE PROVIDE: B = ENGLISH
1. COUNTRY OF CITIZENSHIP 2. COUNTRY OF BIRTH	1. HOME LANGUAGE 3. FIRST LANGUAGE 2. LANGUAGE MOST USED


MOST RECENT SCHOOL (S) ATTENDED

NAME OF CURRENT SCHOOL	CITY, PROVINCE, COUNTRY	FROM Y Y M M	TO Y Y M M	GRADE(S) STUDIED <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
NAME OF PREVIOUS SCHOOL	CITY, PROVINCE, COUNTRY	FROM Y Y M M	TO Y Y M M	GRADE(S) STUDIED <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12

3. CONTACT INFORMATION					
Choose 1 ONLY : <input type="checkbox"/> FATHER <input type="checkbox"/> STEPFATHER	LEGAL LAST NAME (ex. Wang)		LEGAL FIRST NAME (ex. Xiaoming)		
	EMAIL	CELL PHONE #		HOME PHONE #	
	CURRENT RESIDENTIAL ADDRESS				
	UNIT/APARTMENT # (If applicable)		STREET ADDRESS		
	CITY	PROVINCE	COUNTRY	POSTAL CODE	
Choose 1 ONLY : <input type="checkbox"/> MOTHER <input type="checkbox"/> STEPMOTHER	LEGAL LAST NAME (ex. Wang)		LEGAL FIRST NAME (ex. Xiaoming)		
	EMAIL	CELL PHONE #		HOME PHONE #	
	CURRENT RESIDENTIAL ADDRESS <input type="checkbox"/> Same as father's above				
	UNIT/APARTMENT # (If applicable)		STREET ADDRESS		
	CITY	PROVINCE	COUNTRY	POSTAL CODE	
BC EMERGENCY CONTACT *Cannot be your parent(s) + Must LIVE in BC	Are you ≥ 19 years old ?				
	<input type="checkbox"/> NO (< 19 years old): 【LEGAL CUSTODIAN】 <i>Information provided below must also MATCH the Custodian declaration form (IIM5646J)</i> <input type="checkbox"/> I need Maple Hill School to appoint a custodian for myself: CAD\$200 one-time application fee (non-refundable) + Custodianship service fee (CAD\$200/month) payable by semester or school year.			<input type="checkbox"/> YES (≥19 years old): 【EMERGENCY CONTACT】 RELATIONSHIP TO THE STUDENT? (Choose 1 ONLY)	
				<input type="checkbox"/> Custodian <input type="checkbox"/> Uncle <input type="checkbox"/> Brother <input type="checkbox"/> Grandfather <input type="checkbox"/> Homestay Family	
				<input type="checkbox"/> Friend <input type="checkbox"/> Aunt <input type="checkbox"/> Sister <input type="checkbox"/> Grandmother	
	LEGAL LAST NAME (ex. Wang)	LEGAL FIRST NAME (ex. Xiaoming)		GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary	
	EMAIL	CANADIAN CELL PHONE #		HOME PHONE #	
	BC RESIDENTIAL ADDRESS <input type="checkbox"/> Same as student's				
	UNIT/APARTMENT # (If applicable)		STREET ADDRESS		
	CITY	PROVINCE BC	COUNTRY Canada	POSTAL CODE	
BC HOMESTAY FAMILY <input type="checkbox"/> Not Applicable: <i>(I don't have & don't need a homestay family)</i> <input type="checkbox"/> Same as Emergency Contact	LEGAL LAST NAME (ex. Wang)	LEGAL FIRST NAME (ex. 例: Xiaoming)		GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary	
	EMAIL	CANADIAN CELL PHONE #		HOME PHONE #	
	BC RESIDENTIAL ADDRESS BC 省现居住地址				
	UNIT/APARTMENT # (If applicable)		STREET ADDRESS		
	CITY	PROVINCE BC	COUNTRY Canada	POSTAL CODE	
CONTACT PRIORITY			RECEIVE SCHOOL EMAILS		
Rank from 1-4 : F = Father/Stepfather M = Mother /Stepmother EC = Emergency Contact HF = Homestay Family Highest priority 1. _____ ← MUST LIVE in BC !!! 2. _____ 3. _____ Lowest priority 4. _____			Choose 1 ONLY : <input type="checkbox"/> Father/Stepfather (If applicable) <input type="checkbox"/> Mother/Stepmother (If applicable) <input type="checkbox"/> Emergency Contact <input type="checkbox"/> Homestay Family (If applicable)		

4. STUDENT MEDICAL HEALTH INFORMATION

- All students with special needs must be assessed before their placement is determined.
- **All students must have medical insurance during their study at Maple Hill School.**
 - Maple Hill School can assist with applying/renewing BC's Medical Service Plan (MSP) on behalf of students upon receiving their applicable supporting documents (ex. study permits with remaining validity > 6 months). Upon approval by Health Insurance BC (HIBC) which takes about 21 business days, HIBC will then provide in mail, a copy of the student's physical BC Service (MSP) card in 30-60 days. During times when MSP coverage is not available to the student (ex. 3 month wait time for new and returning residents of BC, not having a study permit with remaining validity > 6 months), the school will acquire guard.me International Student Insurance on their behalf.

SPECIAL MEDICAL CONDITIONS	Do you have special medical conditions (including severe allergies) or take any medication?												
	<input type="checkbox"/> Yes ➔ Please describe: _____												
	<input type="checkbox"/> No												
	Do you have a perceived or documented learning disability, physical handicap, social integration difficulty, behavioral concern or a history of criminal behavior?												
<input type="checkbox"/> Yes ➔ Please describe: _____													
<input type="checkbox"/> No													
BC FAMILY DOCTOR <input type="checkbox"/> Yes - I have one <input type="checkbox"/> No - I don't have one	DOCTOR'S NAME						PHONE #						
	CLINIC ADDRESS												
	UNIT # (If applicable)				STREET ADDRESS								
	CITY				PROVINCE BC		COUNTRY Canada			POSTAL CODE			
BC MEDICAL INSURANCE		Do you have BC Medical Service Plan (MSP) and the coverage details? Your coverage details are located on your MSP/service cards if you have one											
		<input type="checkbox"/> Yes ➔ MSP CARD/PERSONAL HEALTH # (PHN) This is a <u>unique lifetime</u> identifier # which will never change				MSP EXPIRY DATE (Year, Month, Date)							
		<input type="checkbox"/> No – I've lost my MSP info				Y Y Y Y M M D D							
		<input type="checkbox"/> No – I'm not sure if I had MSP before											
		<input type="checkbox"/> No – I've never had MSP before (First time studying in BC)											



Do not forget to **SIGN** on the **LAST PAGE (Page 5)**



5. PARENT/CUSTODIAN CONSENT

FIELD TRIPS & VOLUNTEERING ACTIVITIES

I give my child permission to attend all school-organized field trips, volunteering activities as well as permission to go on class outings or other classroom activities that may require leaving the campus grounds such as attending a PE class, nature walks, etc.

LEAVING THE CAMPUS DURING LUNCH TIME

I give my child permission to leave the school campus during lunch break if he/she chooses to do so. I understand that during this absence from the campus there will be limited or no supervision. Students are cautioned by Maple Hill School to stay in groups and to refrain from placing themselves at risk.

COLLECTION OF STUDENT DATA

I confirm any and all Information collected by Maple Hill School is solely for student and family support purposes and is controlled under policies that adhere to the Personal Information and Privacy Act of British Columbia. This act applies to independent schools like Maple Hill School.

- 1) Maple Hill School uses MyEdBC as the student management software. MyEdBC is created by the BC Ministry of Education and keeps all their data in Canada. More information related to MyEdBC can be found at <https://mytrainingbc.ca/myedbcstandards/>. Students will receive accounts to MyEdBC.
- 2) Maple Hill School uses Microsoft Teams as a Learning Management System (LMS) which allows students greater access to a class by having a place to interact and to collect information about their classes. Maple Hill School will create accounts for students which allows them to have access to the online versions of the Microsoft Office suite as well as Teams. Information regarding Microsoft's privacy policies can be found at <https://docs.microsoft.com/en-us/microsoft-365/compliance/offering-canadian-privacy-laws?view=o365-worldwide>.

RELEASE OF INFORMATION

I give permission for my child's name, photograph and video to be used by Maple Hill School for education and/or promotional purposes.

DUTIES AND RESPONSIBILITIES

I waive and release all claims against Maple Hill School for the injury, loss, damage, accident, delay or expense resulting from my child's participation in the High School Graduation Program. I also release Maple Hill School and agree to indemnify them, with regard to any financial obligations or liabilities that the student may personally incur, or any damage or injury to the person or property of others that my child may cause while participating in the High School Graduation Program.

USER AGREEMENT FOR INTERNET ACCEPTABLE USAGE AND E-SAFETY

As the parent/custodian of the student, I understand that internet access at Maple Hill School is designed for educational purposes. Maple Hill School has taken reasonable steps to control access to the Internet but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Maple Hill School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internets that are available through Maple Hill School. Should the student commit any violation, his/her access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

General Responsibilities

- Bandwidth to the Internet is a shared, finite resource. Users must make reasonable efforts to use resources in ways that do not negatively affect others' access at the school.
- Users should not use the school's internet to commit a crime or any action that is reasonably assumed to be inappropriate for the school setting.
- Users are responsible for taking reasonable measure to protect their identity and access to their private information while using the school's internet.
- The school is not responsible for any consequential loss or damage of personal property from using its internet services
- Users should not share information such as passwords, bank account information, credit card information, SIN or other copies of government identification over the internet.
- Users should be aware of common methods of fraud over the internet such as phishing, malware or accepting money on behalf of other people.
- Users should exercise extreme caution if intending to meet in person anyone they know from the internet

Prohibited Activities:

The activities that are strictly prohibited include, but are not limited to

- Acquisition, storage, and dissemination of data which is illegal, pornographic, or which negatively depicts race, sex or creed.
- The use of services for business reasons outside the scope of the school
- Engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.
- Misusing, disclosing without proper authorization, or altering personnel information.
- Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, national or international.
- Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, patent rights of any person or organization.
- Transmission of any confidential, or otherwise sensitive information without authorization.
- Engaging in gambling of any kind.
- Unauthorized downloading of any programs or files to school technology
- Any ordering (shopping) of items or services on the internet.
- Playing of games on school technology.
- Act against your own and others' privacy by distributing or using anyone else's account name and password or reveal anyone else's personal address, phone number, or picture without their consent.
- Bullying by using information and communication technologies (cyberbullying).

5. REFUND POLICY

It is a fundamental condition of Maple Hill School ("School" or "we", "us" or "our") agreement with students to offer an opportunity to attend and participate in an Educational Program. The School shall not be liable for losses or expenses a student may incur as a result of the School being unable to provide an Educational Program, or any delay or interruption in the Educational Program, that arises out of or is caused, directly or indirectly, by natural disasters or other causes beyond our control.

In the event of a disruption or delay in an Educational Program, the School will make reasonable efforts to resume delivery of the Educational Program as soon as we can do so safely and in accordance with legal requirements. We reserve the right to facilitate delivery by making changes to the Educational Program, such as by delivering the services by alternative means.

Program Fees excluding non-refundable fees will only be refunded if the Educational Program in which the student is enrolled is cancelled by the School prior to its commencement. If the School decides to cancel the Educational Program after its commencement, refunds will be issued for the portion of the Educational Program not delivered, which shall be calculated pro-rata. Refunds will not be granted to the student who provides notice of withdrawal prior to the cancellation by the School.

The refund policy and refund request procedure are in effect from the moment a student has paid tuition fees to Maple Hill School until the student officially withdraws from our program. If there is any conflict between these procedures and the terms of your Agreement with the School, the terms of the Agreement will govern.

All refund requests must be submitted in writing with all relevant and supporting documents listed on the Refund Request Procedure and Form by the last day of the intended Educational Program. Additional documentation may be requested in order to assess a refund request. The refund policy and request procedures may change from time to time, and amendments will be effective when posted. The following refund policy will apply to all students.

Refunds are not available for administrative fees that are paid to the School for receiving and processing a student's application and enrollment, for a homestay placement or for making arrangements for the student's reception or orientation in the School ("Non-Refundable Fees"). The Non-Refundable Fees, when applicable, include:

- Application Fee
 - Homestay Placement Fee
 - Custodianship Fee
- If the School has collected any amounts from students that have been paid or are payable to third parties (including but not limited to, medical insurance, fees, taxes), then any available refunds will depend on the policies of the third party and whether payment of the monies is forgiven or refundable by the third party.
 - The School will receive and consider requests for refund of fees, other than Non-Refundable Fees and \$250 administration fee, where the Student's initial study permit and/or entry visa is not approved by Immigration, Refugees and Citizenship Canada (IRCC), provided that the refusal is not due to the Student's delay or failure to apply sufficiently in advance of the commencement of their Educational Program and subject to the Student providing satisfactory supporting documentation. The student must submit a copy of the original IRCC letter of denial, a copy of the initial study permit and/or entry visa application, and the Letter of Acceptance issued by Maple Hill School.
 - If the School determines that a refund is appropriate, we reserve the right to reduce the amount of tuition fee refunded to offset our own costs including the loss of any staff time or resources arising from a student withdrawal. Generally, reduction in amount of Tuition refunded will be as follows:
 - One half (1/2) of Tuition Fee if a study permit extension and/or re-entry visa is not approved by IRCC.
 - One-half (1/2) of Tuition Fee if the student in their first year of study in Maple Hill School withdraws from the program, for any reason, prior to the commencement of their Educational Program.
 - One-half (1/2) of Tuition Fee if for any reason the returning student withdraws from their subsequent Educational Program prior to May 30th (September intake) or October 31st (January intake). No refunds will be provided after these dates.
 - No refund of Tuition Fee regardless of the reason, if the student withdraws after the student has applied and received the letter of acceptance.
 - No refund of Tuition Fee regardless of the reason, if the student withdraws after the commencement of their Educational Program.
 - No refund of the Tuition Fee if the student is suspended or expelled from their Educational Program or required to withdraw due to their own inappropriate behavior, such as where the student fails to comply with the terms and conditions of their Educational Program, the School Code of Conduct, or any applicable laws or the rules, policies or procedures of the School or our homestay program.
 - No refund of the Tuition Fee if the student is removed from their Educational Program because information provided in their application for enrollment is determined by the School to be false or misleading, including undisclosed illness, medical or mental health conditions or undisclosed educational needs.
 - No refund of the Tuition Fee when the student withdraws after receiving permission to defer their Educational Program. Deferral requests must be received and approved prior to the Student's Educational Program commencement date. The student can request a Deferral to the subsequent intake date one time only.
 - No refund of the Tuition Fee if the Student and the parent/legal guardian with whom they reside become "ordinarily resident" in British Columbia (within the meaning of the British Columbia School Act) the payment of the Tuition Fee.
 - In case of sudden closure of school, all tuition fees and deposits will be reimbursed to students.

6. STUDENT AND PARENT/LEGAL CUSTODIAN SIGNATURES

STUDENT	PARENT/ LEGAL CUSTODIAN
I, the student, have read the above and agree to fulfill all my obligations as set out. I also agree to the agreement and release clause.	I, the parent/legal custodian of the above student signing ('my child'), have read all the above including the agreement and release clause and I agree that I will use my best efforts to ensure that my child honors all the obligations set out and I agree to be bound by the release and authorizations. I certify that the information on this form and attached records is complete, authentic, and true. I understand that if this is not the case, this student will be withdrawn from the High School Graduation Program.
Student's Signature <input type="checkbox"/> I'm <19 years old <input type="checkbox"/> I'm ≥ 19 years old	Parent/Legal Custodian's Signature <i>(Students ≥ 19 may complete this section him/herself)</i>
Date (Year, Month, Date) Y Y Y Y M M D D	Date (Year, Month, Date) Y Y Y Y M M D D

Please **SCAN** this form + all application documents listed on page 1 to:

inquiry@maplehilledu.com

RECOMMENDED TOOLS FOR SCANNING (For scanning your application documents)

- Mobile: Cam Scanner (iOS/Android)

