

*This application form is a legal document. It must be accurate, complete and signed by the parent, legal guardian or independent student. All information will be treated confidentially. In recognition of PIPA requirements, the supervising authority can only use the personal information collected on this form for the purposes of approving, monitoring and supervising a school program.*

**PROGRAM CHOICE (SELECT ONE)**

- |                                       |   |  |  |  |   |
|---------------------------------------|---|--|--|--|---|
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> BlendEd Gr. 1-6<br>BASIC | <input type="checkbox"/> BlendEd Gr. 1-6<br>ENHANCED | <input type="checkbox"/> BlendEd Gr. 7-9<br>ENHANCED | <input type="checkbox"/> Online Gr 1-6 | <input type="checkbox"/> Home Education |
|---------------------------------------|---|--|--|--|---|

**STUDENT INFORMATION:** A student cannot be registered without proof of legal name, age and Alberta residency. A legal document such as: birth certificate, vital statistics document, landed immigrant documents, Canadian citizenship document, passport, student visa or driver's license must be presented with your application.

|                       |                          |                           |
|-----------------------|--------------------------|---------------------------|
| <b>Legal Surname:</b> | <b>Legal First Name:</b> | <b>Legal Middle Name:</b> |
|-----------------------|--------------------------|---------------------------|

|                           |  |   |                       |
|---------------------------|--|---|-----------------------|
| <b>Preferred Name(s):</b> | <b>Gender:</b><br><input type="checkbox"/> Male<br><input type="checkbox"/> Female<br><input type="checkbox"/> X | <b>Preferred Pronoun:</b><br><input type="checkbox"/> He<br><input type="checkbox"/> She<br><input type="checkbox"/> They | <b>Date of Birth:</b> |
|---------------------------|--|---|-----------------------|

|  |                        |   |   |
|--|------------------------|---|---|
| <input type="checkbox"/> <b>Canadian Citizen:</b> Please provide one:<br><input type="checkbox"/> Birth Certificate<br><input type="checkbox"/> Passport<br><input type="checkbox"/> Other | <b>Entering Grade:</b> | <b>Are you:</b><br><input type="checkbox"/> NEW<br><input type="checkbox"/> RETURNING | <b>Age on Sept. 1:</b><br><br><i>Must be 4.8 yrs on Sept 1 (ECS)<br/>Must be 5.8 yrs on Sept 1 (Gr.1)</i> |
|--|------------------------|---|---|

|  |                                |                                    |  |
|--|--------------------------------|------------------------------------|--|
| <input type="checkbox"/> <b>Foreign Citizen</b> - Foreign Citizens <b>MUST</b> provide Foreign Citizenship Documents <b>AND</b> Work Visa or Residency documents |                                |                                    |  |
| <input type="checkbox"/> Birth Certificate   | <input type="checkbox"/> Other | <input type="checkbox"/> Work Visa | <input type="checkbox"/> Residency Documents |
| <b>AND</b>   |                                | Expiry:                            |  |
| <input type="checkbox"/> Passport  |                                |                                    |  |

**Aboriginal Self Identification:** For further information: [www.alberta.ca/first-nations-metis-or-inuit-student-self-identification.aspx](http://www.alberta.ca/first-nations-metis-or-inuit-student-self-identification.aspx) or contact Alberta Education at 780-427-8501. If you have questions about the collection of this information, please contact the school.

Status First Nation                       Non Status First Nation                       Métis                       Inuit

**FAMILY INFORMATION:** The family must be a resident of the Province of Alberta on Sept. 30. It is important to fill out information for each parent or legal guardian, whether or not they are living together, or with the student.

|   |  |
|---|--|
| <b>Parent / Legal Guardian (First and Last):</b> *This will be our <u>primary</u> contact | <b>Parent / Legal Guardian (First &amp; Last):</b> *This will be our <u>second</u> contact |
|---|--|

|   |   |
|---|---|
| <b>Relationship to Student:</b><br><input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other _____ | <b>Relationship to Student:</b><br><input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other _____ |
|---|---|

|   |   |
|---|---|
| <b>Student Resides with this parent:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Student Resides with this parent:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|---|

|                 |                                |
|-----------------|--------------------------------|
| <b>Address:</b> | <b>Address (if different):</b> |
|-----------------|--------------------------------|

|              |                     |              |                     |
|--------------|---------------------|--------------|---------------------|
| <b>City:</b> | <b>Postal Code:</b> | <b>City:</b> | <b>Postal Code:</b> |
|--------------|---------------------|--------------|---------------------|

|                    |   |                    |   |
|--------------------|---|--------------------|---|
| <b>Cell Phone:</b> | <b>Alt Phone:</b> <input type="checkbox"/> Home <input type="checkbox"/> Work | <b>Cell Phone:</b> | <b>Alt Phone:</b> <input type="checkbox"/> Home <input type="checkbox"/> Work |
|--------------------|---|--------------------|---|

**Email is our primary mode of communication.** Please list **ALL** of the emails that you wish to add to your student's account.

|  |   |
|--|---|
| <b>Is there a Custody/Parenting Agreement or Guardianship Order in place?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes<br><small>This application will not be processed until you provide a copy</small> | <b>Is there a Protection Order in place?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes<br><small>This application will not be processed until you provide a copy</small> |
|--|---|

|  |                                 |                      |
|--|---------------------------------|----------------------|
| <b>Emergency Contact (NOT one of the adults listed above):</b> | <b>Relationship to Student:</b> | <b>Phone Number:</b> |
|--|---------------------------------|----------------------|



320 19 Street SE, Calgary, AB T2E 6J6

## STUDENT EDUCATIONAL PROFILE 2022 - 2023

**STUDENT EDUCATIONAL PROFILE:** We are not a designated special needs school and do not offer programs suited to students at either end of the learning spectrum. If your student has an IPP, ISP or behavioral plan from their current school, you must provide this to us in order to ensure that Phoenix is able to provide support for your student. Failure to disclose this may result in non-acceptance or the withdrawal of your application.

**ADMISSION:** The Principal has the authority to determine the placement of each student enrolling or re-enrolling in the school. Whilst the school may continue to admit students of a wide range of abilities and learning needs, the Principal will not offer admission to a student who, in their opinion, will not be able to benefit from the opportunities in the school, or when a student's presence is likely to disturb the learning of other students in the school.

|  |  |  |
|--|--|--|
| <b>Legal Surname:</b>                          | <b>Legal First Name:</b>   | <b>Language(s) spoken at home:</b>           |
| <b>New Students - Name of previous school:</b> | <b>New Students - Please include your most recent Report Card.</b> | <b>Has your student ever been suspended?</b> |

**Does your student have:** Check all that apply **AND** provide the most current copy of any of these documents

- IPP/ISP     ESL     Coding: list code(s): \_\_\_\_\_     Behavioral Plan     Current Psych Ed Assessment

**Learning Challenges:** Briefly describe.

**Please supply names of any other professionals involved in the care of this student:** SLP, OT, Physio, Psychologist, Physicians, etc

**Family Circumstances:** Please briefly describe any family circumstances that you wish the school to be aware of.

**Medical issues, medication or allergies:** We cannot guarantee that Phoenix is an allergen-free zone. Please ensure you or your student carries an epi-pen or inhaler at all times and is able to use it. If your student has life threatening allergies or conditions, you must stay on-site with your student.

**DECLARATION:** By signing below, I verify that I have the legal authority to register the student identified on this form and that I have identified all of the parents and legal guardians for this student. I declare that I have filled out this application fully and to the best of my knowledge. I also acknowledge that I will notify the school immediately of any changes to any of the information on this form.

|                          |                    |              |
|--------------------------|--------------------|--------------|
| <b>Parent Signature:</b> | <b>Print Name:</b> | <b>Date:</b> |
| <b>Parent Signature:</b> | <b>Print Name:</b> | <b>Date:</b> |

*If required by a court order, all parents / legal guardians must sign this form.*



Our unique “**BlendEd**” program uses our learning management system (Schoology), in combination with great print resources, onsite small group classes, field-trips and school-based activities for 950 hours. This program follows the Alberta Program of Studies (APS) in all subject areas, and is directed by an Alberta Certificated teacher (Learning Coach).

Parents are highly engaged partners in this program. There is a collaborative effort between the home and the school, combining the strengths of parent-student, student-teacher (Learning Coach), and parent-teacher (Learning Coach) interaction. The degree to which parents are engaged in learning partnerships varies with the age of the student, their learning needs and grade level.

All four elements of this program are **REQUIRED**. All items listed below are included in the program. Additional support, resources and on-site opportunities may be added. Fees apply to any additions.

The program includes:

|  |   |
|--|---|
| <p><b>ASSIGNMENTS AND ASSESSMENT:</b></p> <ul style="list-style-type: none"> <li>▪ teacher-created Learning Pathway for all subject areas</li> <li>▪ teacher designed assignments with teacher marking and feedback</li> <li>▪ diagnostic testing</li> <li>▪ exam bank</li> <li>▪ report card</li> </ul>   | <p><b>SUPPORT:</b></p> <ul style="list-style-type: none"> <li>▪ orientation session for parent and student</li> <li>▪ minimum of 3 meetings with a Learning Coach</li> <li>▪ 10 sessions (30 minutes each) of Private Student Instruction (PSI)</li> <li>▪ small group classes (Flight School)</li> </ul> |
| <p><b>ONSITE OPPORTUNITIES:</b></p> <ul style="list-style-type: none"> <li>▪ 3 Creation Studio Themes (6 weeks of programming/theme. Tuesday or Thursday)</li> <li>▪ 1 Camp (3 weeks of programming. Tuesday or Thursday)</li> <li>▪ social skills course</li> <li>▪ 9 free celebrations over year</li> <li>▪ PATs* and prep classes for grade 6</li> <li>▪ SLAs* and prep classes for grade 3</li> <li>▪ year-end ceremony</li> </ul> <p><i>*as required by Alberta Education</i></p>   |   |
| <p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>▪ online Schoology courses (LA, Math, Science, Social, Fine Arts and Wellness)</li> <li>▪ awesome, hands-on resources for LA, Math, Science, Social, Fine Arts and Wellness</li> <li>▪ Phoenix t-Shirt</li> <li>▪ 3 off-site field trips / assignments (parent &amp; student)</li> <li>▪ digital resources &amp; subscriptions</li> <li>▪ gmail account with access to Google Workspace</li> <li>▪ leveled literacy resources</li> <li>▪ literacy event at Chapter’s</li> <li>▪ chromebook rental program (\$99/yr)</li> </ul> |   |



**PARENT DECLARATION: I/We have chosen to enroll my student \_\_\_\_\_ in the BlendEd program, and I/We understand that:**

1. My student will be most successful when I/we are **fully present and engaged** in their educational activities. Please provide the name of the parent that will be at home **every** school day and primarily responsible for their daily schedule and activities: \_\_\_\_\_
2. I/We will communicate any learning challenges and assignment difficulties to my Learning Coach in a timely manner. I/We understand that without this communication, my Learning Coach is not in a position to assist and optimize learning opportunities for my student.
3. My student must utilize and participate in **ALL** elements of this program as described in this agreement, **for the entire school year**.
4. Any modifications to the program will be at the direction of my Learning Coach.
5. My student must attend to their studies on a **DAILY** basis. This includes time spent at home, online and in the classroom setting.
6. Failure to attend to studies is considered truant. This includes failure to hand in assignments **and** failure to attend required classes and events. Phoenix may engage the Alberta Education Truancy Board to resolve truancy issues.
7. The standard due date for all Schoology assignments is at the end of each month. On a case-by-case basis, Learning Coaches **may** grant an extension or an exclusion, but parents **MUST** discuss late assignments with their Learning Coaches. Chronically overdue assignment submission is an attendance issue and will be referred to the Principal.
8. PAT's are **mandatory** for students in Grade 6. I/We will ensure that our student attends and participates in these provincial measures.
9. Evaluation is the responsibility of the Learning Coach and will be a combination of online assignments, in-class tasks and formal assessments.
10. I/We understand and will fulfill our financial commitment to pay for the additional educational opportunities that I choose to register my student for.
11. I agree to complete and attend the required:
  - BlendEd Parent orientation (on-site)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date (YYYY-MM-DD)



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When student information is shared in a way that makes the student publicly identifiable, PIPA requires the Phoenix Education Foundation to obtain parent consent. Sharing this information, for non-profit educational purposes, helps us celebrate the successes of our students with parents, the community and general public.

Giving consent means that we have permission to use your child's personal information (image, grade, samples of work) in the following ways:

- Displays and presentations in the school
- Phoenix's website and social media
- Schoology (Learning Management System)
- Print and electronic publications that provide information about Phoenix and school initiatives or activities (brochures, invitations, reports, newsletters, etc)
- Videos, lessons and student work may be digitally recorded as evidence for staff development or to demonstrate good professional practices. These may be shared with other educational organizations.

This consent does not apply to:

- Use of student information by media or third party organizations. This consent will be expressly provided in a separate form.
- Photographs and recordings taken by parents during school events either on or off Phoenix property.
  - *Parents may take recordings of students at school events. Once parents have taken photographs or videos, Phoenix cannot restrict or limit their subsequent publication or re-broadcasting.*
- The educational use of student information within Phoenix.

### **Consent for Release:**

\_\_\_\_ I give the Phoenix Education Foundation consent to use my child's information as described above.

\_\_\_\_ I DO NOT give consent to use my child's information as described above.

\_\_\_\_\_  
Name of Student (*please print*)

\_\_\_\_\_  
Name of Parent/Guardian (*please print*)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date (YYYY-MM-DD)

**\* Consent is valid for the current school year only**



Occasionally, as a part of a regularly scheduled class or event at the Phoenix Foundation, Learning Coaches and Instructors may walk with students off school property to venues in the Mayland Heights community that are in close proximity (walking distance) to the school. These places may include:

- Mayland Heights Playground at 3 Ave and 23 St NE
- Greenspace / field immediately south of the school
- Mayland Shopping Center
- Righteous Gelato, Parmalat Dairy

Risk mitigation and safety measures include:

- Supervision ratio of 14:1, or greater,
- Learning coaches/supervisors carry an emergency pack which includes: first aid kit, epi-pen, sunscreen, bug spray, walkie talkie and/or cell phone,
- Learning Coaches review all of the safety rules and behavior expectations with students prior to departure.
- First Aid certification for all supervisors,
- Weather related preparations (umbrellas, mitts, toques, etc),
- Parents will be notified by email prior to the class that includes a community trip.

Risks and hazards for these trips include:

- Slipping, tripping and falling,
- Crossing streets,
- Falling on playground equipment,
- Wildlife encounters (prairie dogs, hawks).

I freely and voluntarily assume the risks and hazards inherent in the nature of the activity and understand and acknowledge that my student, as a participant, may suffer personal and potentially serious injury due to an unforeseeable or fortuitous event.

My student has been informed that they are to abide by the rules and regulations including directions and instructions from the school's Learning Coaches, instructors, and supervisors as imposed on students while participating in the activities.

Based upon my understanding of the activities and the hazards identified above, I give my student permission to participate in these close-proximity off-site activities. This permission is extended for the duration of the school year. This permission does not extend to field trip activities at venues that are not walking distance from the school.

\_\_\_\_\_  
Name of Student *(please print)*

\_\_\_\_\_  
Name of Parent/Guardian *(please print)*

\_\_\_\_\_  
Date (YYYY-MM-DD)

\_\_\_\_\_  
Signature of Parent/Guardian



*Students, staff, and administrators of the Phoenix Foundation have the opportunity to access the Phoenix network for education purposes or to conduct school business. Anyone having access to our network shall be considered a user. The Phoenix Foundation does not have sufficient resources to monitor every aspect of network use and users are expected to act in a responsible and courteous manner at all times regarding its use. The following guidelines apply to all users when they access the Phoenix network connection which includes but is not limited to Schoology (Learning Management System) and the Phoenix Google Workspace domain.*

### **1. Privileges**

- The use of Phoenix internet and network is a privilege and inappropriate use will result in disciplinary action.
- Based on this policy, the Administrator or designate, and the school Principal will deem what is appropriate use and their decision is final.
- The administration and school staff of the Phoenix Foundation may deny, revoke, or suspend/close specific user accounts or specific privileges such as Internet or email use at any time as required.
- Serious offenses may be referred to the RCMP/ CPS for investigation and possible criminal charges if the offense warrants such action.
- The Phoenix network has limited bandwidth and Phoenix may limit personal access to the network to preserve bandwidth.

### **2. Property, System Use and Maintenance**

- The Phoenix network and e-mail system is the property of the Phoenix Education Foundation.
- Users may not move, repair, reconfigure, modify or attach external devices to the networks.
- Unauthorized use of the network and e-mail system is prohibited.
- E-mail or other files stored on a Phoenix Google drive are not considered private property and may be removed by the Administrator or designated personnel without prior notice to the User.

### **3. Privacy**

- Users do not have a personal privacy right in any matter created, received, stored in or sent from the Phoenix network or e-mail system.
- The Administrator or designate reserves the right to access any files to determine whether or not an employee or student is using the system for items of true “educational value”.
- The Phoenix Foundation may at times and without prior notice, monitor and review e-mail messages and web site retrieval by network users to ensure proper use.

### **4. Personal Safety**

- Always think about your own personal safety while using the Phoenix network or e-mail systems. Protect your privacy, as well as the privacy of others.
- Do not give out personal information, never agree to get together with someone you “meet” on-line, never send a personal picture or any other personal information.
- Do not respond to any messages that are inappropriate, mean or in any way make you feel uncomfortable.
- Report inappropriate behavior to the Phoenix Administrator or Principal in a timely manner.

### **5. Accounts and Password**

- Users must obtain an authorized account and password from the Phoenix Foundation Administrator in order to access the Phoenix network and e-mail system.
- Do not share the account or password with any other person or leave the account open or unattended at any computer system.
- Protect your email accounts by changing passwords/keys periodically and using passwords that are not easily guessed. Attempts to log-in to the system as any other user will result in disciplinary action.
- The Phoenix network may occasionally require new registration and account information from you to continue the service.



## **6. Responsible Use**

- The use of your account must be in support of education and research and consistent with the educational objectives of the Phoenix Foundation. Transmission of any material in violation of any Federal or Provincial regulation is prohibited. This includes, but is not limited to the following:
  - Network use is restricted to only those users that have been issued an authentic username and password by the Phoenix Administration.
  - Respect copyright laws. Downloading or transferring copyrighted materials to or from any Phoenix computer without the express consent of the copyright owner is a violation of federal law and is expressly prohibited.
  - All unauthorized and unlicensed software is prohibited on the Phoenix network.
  - Users will not engage in illegal or unethical acts, including use of network access to plan or carry out any scheme to defraud or to obtain money, or other things of value by false pretenses, promises, or representations; or to damage or destroy computer-based information or information resources.
  - Use of e-mail and other Phoenix network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, illegal material, or otherwise annoy other users of the networks is forbidden. Each user has the responsibility to report all such violations.

## **7. Personally-Owned Devices**

- Individuals may use their own personal electronic devices on the Phoenix network.
- When using a personal electronic device, all of the above conditions apply.
- Personal devices registering/using on the Phoenix network can be monitored and the computing activities can be traced to the user.
- Only connect to the Phoenix wireless network.
- Do not use peer-to-peer sharing (music/video/gaming) software or web-hosting services while connected to the Phoenix guest network.
- Use personal electronic devices appropriately at all times.
- The security, care, connectivity, technical support and maintenance of personal devices is the user's responsibility.
- Phoenix is not responsible for the loss, theft, or damage of personal devices.

## **USER CONSENT**

*I have read, understood, and will abide by the Phoenix Foundation Responsible Technology Use Agreement. I realize that violation of these provisions may result in loss of use of network privileges, as well as possible disciplinary actions. This may include, but is not limited to, revocation or suspension of network privileges, suspension or expulsion from school, and/or appropriate legal action.*

User Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PARENT / GUARDIAN CONSENT**

*I understand that Phoenix will use its best efforts in order to limit internet access to only those areas of educational value, however, I understand that no matter how much supervision and monitoring and technical barriers Phoenix may utilize, there will always be the possibility of my student coming into contact with inappropriate and unacceptable material and I will not hold Phoenix responsible for materials acquired on the internet. I recognize the importance of my child becoming technologically aware in an increasingly technological society, and I give consent for my student to access the internet, Schoology and email systems of the Phoenix Foundation.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Students and parents may need to participate in virtual classes and meetings as part of their required attendance in their program.

In all cases, the Phoenix Education Foundation **Student Code of Conduct** applies to behavior and actions of students participating in a virtual or online setting. Breaches of the **Code of Conduct** will be dealt with in accordance with the **Student Discipline Policy**. Both policies are available at the school and on our website.

In addition, the **Phoenix Foundation Responsible Use and Ongoing Consent Agreement** governs use of the Phoenix Network, including Schoology and Google Apps for Education.

Access to virtual and online classes is only permitted for registered Phoenix students and their parents or guardians. The host may record the class for the expressed purpose of sharing the recording with other teachers or students. Participants will be notified of the recording.

The virtual setting is unique and in order for virtual classes and meetings to be effective for all, participants must abide by the following online and virtual etiquette standards:

### Parents

- Ensure that students have a space that is quiet and free of distractions. Other devices such as cell phones, tablets, TVs and other apps on their computer should be turned off.
- Ensure that you are available to assist your student with technology problems as well to monitor student participation and behavior.
- If your student is in grades K - 3, you **must** attend with your student.

### Students

- Arrive early.
- Dress appropriately. This is still a classroom.
- Use your proper name when you sign on.
- Address teachers and fellow students by their proper title and names.
- Use the chat feature responsibly. Comments must be relevant to the lesson.
- Mute your microphone.
- Participate. Use the “raise your hand” button and wait for your teacher to acknowledge you before unmuting.
- Be polite. Be kind. Always.
- Do not use vulgar, belittling or offensive language, symbols, or gestures.

\_\_\_\_\_  
Name of Student *(please print)*

\_\_\_\_\_  
Name of Parent/Guardian *(please print)*

\_\_\_\_\_  
Date (YYYY-MM-DD)

\_\_\_\_\_  
Signature of Parent/Guardian





320 19 Street SE, Calgary, AB T2E 6J6

## TUITION AND FEES 2022 - 2023

Student Name:

Grade:

**PLANNED GIVING: OPTIONAL** - You can contribute directly to these funds at the time of registration or at any time throughout the year. Thank you for helping to make Phoenix a unique and compassionate place to be!

**Phoenix is now a Registered Charity** and will issue a tax receipt for any donation of \$20.00 or more. Your official tax receipt will be issued under the name of the person who made the donation. If you make the donation by credit card, then the receipt will be issued to the cardholder name on the credit card.

**Compassion Fund (Optional Donation)** - The Compassion Fund is used for cards, thank you gifts, Christmas food hampers, transit passes, or flowers during a time of loss. Your donations make a real difference!

- \$25
- \$50
- \$100

**Scholarship Fund (Optional Donation)** - We are very proud to present the Venley Conn Literacy Award, the Act of Kindness Award and the Michael Batas Environmental Stewardship Award. Recipients receive gift certificates, books, recognition and more. These great awards are presented annually to Phoenix students.

- \$25
- \$50
- \$100

**Special Projects (Optional Donation)** - The money raised goes to many various special projects, such as our Creation Studio, classroom refurbishment, the Bees, and the Food Forest garden.

- \$25
- \$50
- \$100

**Soaring to Brilliance Fund (Optional Donation)** - our **SOARING TO BRILLIANCE** fund assists students in achieving their dreams. This fund provides support for learning events and activities outside the academic program we offer through Phoenix. Students must apply and demonstrate need.

- \$25
- \$50
- \$100

### BALANCE OWING

TOTAL APPLICATION & TUITION:

TOTAL DONATIONS:

BALANCE OWING:

### WITHDRAWAL and TUITION FINE PRINT

*Tuition fees may be refunded when a student withdraws from Phoenix.*

*Withdrawal notice must be in writing and submitted to the Principal at [michelle@phoenixfoundation.ca](mailto:michelle@phoenixfoundation.ca)*

1. Withdrawal notice received prior to August 31, 2022 - Full refund of tuition and refundable fees
2. Withdrawal notice received from September 1, 2022 - February 28, 2023. Pro-rated refund of tuition and refundable fees
3. Withdrawal notice received after February 28, 2023 - No refund of tuition or fees

### PAYMENT METHOD

**I understand that my fees and tuition will be collected according to the following schedules:**

**Application Fee:** Due immediately

**Donations:** Due upon acceptance

**Additional Fees:** Due according to my payment schedule

**E-TRANSFER:** send to [payments@phoenixfoundation.ca](mailto:payments@phoenixfoundation.ca) Include your student's name in the message.

**CREDIT CARD NUMBER: REQUIRED** - I authorize the Phoenix Education Foundation (Phoenix) to bill the credit card number listed below for any Phoenix event(s) or product(s) that either myself or my student has registered for, participated in, consumed or damaged that exceeds the student's BlendEd or Home Education program allotment. I understand and agree that I am responsible for any outstanding amounts. Withdrawal from Phoenix does not remove this obligation. I hereby give permission for the Phoenix Education Foundation to keep this credit card number on file. This information shall be kept confidential at all times.

Name on card:

MasterCard

Visa (no visa debit)

Card Number:

Expiry:

CVC:

Signature: