



Admissions Policy

The purpose of this policy is to define how King Heights Academy admits students to its Programs. King Heights Academy will consider all applications from Domestic and International students that follow the Application Process.

Applicants who are Canadian citizens or permanent residents and can provide valid documentation are considered Domestic students. Applicants who are not Domestic Students and meet the guidelines established for international students in Canada by Citizenship and Immigration Canada are considered International Students. Applicants who are not proficient in the English Language may be assessed before enrolment to determine their language level. An Individual Education Plan may be created in collaboration with the Teaching Team, the Language Committee and the Inclusive Education Team.

Parents/Guardians of students applying or students over 18 years of age will go through the application process.

Documents Required – Pre-Kindergarten to Grade 12 and Postgraduate

1. Application form
2. A photocopy of student's birth Certificate
3. A photocopy of student's and both parent's passports
4. A photocopy of student's vaccination record
5. Recent two years' Report Card
6. Copy of transcripts (for Grades 9-12 and Postgraduate only)
7. \$2,500 non-refundable, non-transferable deposit (due upon admission).

Registrations that do not meet the standard admission criteria may be admitted under certain exemptions. Part time student applications will be considered.

The Application Process

King Heights Academy's website provides families with information about the Programs available. Private Tours and Open Houses are available throughout the year to families interested in acquiring more information about King Heights Academy.

Families interested in enrolling students to King Heights Academy will be required to complete a registration form (one per student) and submit along with supporting documents and fees. Registration forms are available through King Heights Academy's website, private tours, or by contacting the school via email or telephone. Only complete application forms will be considered (all supporting documents and fees are submitted together). Completed application forms are reviewed and admission decisions will be made. Class size/space availability may affect admission.

Decisions are shared with the applicant via telephone or email and a confidential Student Account Statement will be sent. Student Account Statements reflect the total fees and payment options.

Students admitted must follow all King Heights Academy's Policies and Procedures to ensure continued admission/enrolment. Admission/Enrolment can be canceled at any time at the school's discretion if the Policies and Procedures are not followed.

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