Admission Form
Asasa Academy

This form must be filled out for Pinetown Campus

ASN#_____

Grade_____**Campus** _____

Gender [ ] Male [ ] Female

Session [ ] AM [ ] MS [ ] PM

***Please print clearly**

Bus service □ Yes □ No

Student information	**Date of birth**	Month:	Day:	Year:
Last Name	First Name		Middle Name	
Home Address	City	Postal Code	Home phone #	
Medical information (disabilities, illness, seizures, allergies, etc.) please specify:		Medications, if any:		
Has your child ever received speech therapy, occupational therapy, physiotherapy, or psychological services? □ Yes □ No If yes, please specify: _____ **Assessment reports must be provided at time of registration*				

Parent/Guardian Information	*Please provide proof if child is under sole custody	**Relationship to student**
Surname	First name	Cell#
Email		Work#
Parent/Guardian Information		**Relationship to student**
Surname	First name	Cell#
Email		Work#

Alternate emergency contacts. *school		*Individual must be able to pick up student from
Surname	First name	Home#
Relationship to student		Cell#
Surname	First name	Home#
Relationship to student		Cell#

Citizenship	Is the named student a Canadian Citizen? □ Yes □ No Birth country, **if not** Canada

*Citizenship, **if not** Canadian

□ Permanent Resident/Landed Immigrant

□ Child of Canadian Citizen

□ Child of a lawfully admitted permanent or temporary resident

Last school attended

School Name _____Grade Level _____ Teacher's name _____Phone # _____

Any information or concerns Asasa Academy should be aware of? □ Yes □ No

If yes, please explain _Individual Program Plan? □ Yes □ No If yes, IPP must be provided

Request for student records

I_____ (parent's name) authorize Asasa Learning to obtain all records from (Student's name) _____ previous school his/her date of birth [mm / dd / yyyy]

Please sign X_____

Disclosure:

- **The signing party agrees that the selected session is final and cannot be changed**. The student is expected to attend regularly for the entire academic year.
- **Students must wear the appropriate uniform from Monday to Friday,** unless notified otherwise by the school.
- Students must be dropped off and picked up on time. **Asasa is not equipped to care for children outside their designated class times. A penalty fee will be applied for late pickups.**
- Students will not be admitted into the school prior to their scheduled class time.
- If you are running late, you must notify the office in advance; failure to do so may result in your child being unable to attend that day.
- Parents/Guardians acknowledge that their child is expected to behave appropriately both at school and during field trips. If behavioral issues persist, Asasa reserves the right to cancel the student's enrollment at any time.
- A fee of $25 will be charged for any NSF cheques or EFT payments. Additionally, a 2% charge will be applied to any fees that are 30 days or more overdue, per month. After 30 days of non-payment, legal and/or collection actions may be initiated.
- **By signing the admission forms, the Parent/Guardian commits financially to the full academic year. If the student withdraws after signing, the Parent/Guardian will be responsible for any unpaid portion of the annual government grant, admission fees, and transportation bus fees (if applicable).**
- Asasa Academy is an ELL (English Language Learner) funded institution, and we receive government funding per enrolled student.
- By signing this contract, I acknowledge and agree to the Fees Policy, Bus Policies, Parents' Handbook, and Student Code of Conduct. I also agree to stay informed of any changes to these policies, which may be updated on the Asasa website (asasaprivateschool.ca). It is the responsibility of the Parent/Guardian to review these policies regularly, as changes may occur without notice.
- I authorize Asasa to use my child's image or video for school promotional activities and agree to receive email notifications regarding newsletters, events, promotions, and report cards.

Please review these terms carefully and sign below to acknowledge your agreement:

Print Name:

Signature: _____

Cancellation procedure: To cancel your child's enrollment, please notify the office in writing by June 30, 2025. You can submit your request via email to rupal.chauhan@asasa.ca. All cancellation requests will be reviewed by management, and the decision will be based on the reason for withdrawal.
A cancellation fee of **$200** will be retained by Asasa, with the prorated remaining amount refunded to the parents. Please note that failure to notify the school by the stated deadline will result in no refund. By signing below, you acknowledge and agree to the cancellation terms:

Signature: _____

Signature of (check one) [ ] Parent [ ] Guardian	
Parent/guardian full name	Signature
Today's date	
Please initial the selected session. AM CLASS 8:00 am – 10:30 am _____ MS CLASS 10:35 am – 1:05 pm _____ PM CLASS 1:10 pm – 3:40 pm _____	

Office Use Only

Languages spoken or understood at home? _____
Student qualifies for ESL? ☐ Yes ☐ No
Admission form complete with all required documents ☐ Yes ☐ No

Documents missing: _____

Asasa will access ELL (English language learner) funding.

_____ Date: _____/_____/_____

ASASA registrar signature Month Day Year

Transportation Service & Policies

**Subject to change based on enrollment*

Bus service is offered to the following communities for **AM Session:**

Falconridge
Coral Springs
Taradale
Saddleridge
(area towards Taradale)

Bus service is offered to the following communities for **MS Session:**

Redstone
Skyview
Cityscape
Cornerstone

Bus service is offered to the following communities for **PM Session:**

Savanna
Castleridge
Martindale
Saddleridge
(area towards Martindale)

Bus Service Terms and Conditions

- The bus service is available for $150 per month or $1,500 per year, payable in full or monthly via EFT. To be eligible for this service, students must reside at least 2.5 km from Asasa and within a serviceable area.
- **Bus stops are not door-to-door. Stops will be located no more than 500 meters from your address.**
- The bus driver will not accept phone calls during operational hours (8:00 am – 4:30 pm) and will not be responsible for contacting you if you are not at the stop at the scheduled time.
- For safety reasons, the bus service will not operate when the temperature is below -30°C. Please arrange alternative transportation for your child during such weather conditions.
- Only students are permitted on the bus. Parents, grandparents, and siblings are not allowed. A bus attendant will assist students in taking their seats before departure.
- The bus driver will adhere to the scheduled route, stopping at each designated bus stop. The driver will wait for 1 minute beyond the scheduled pick-up time before departing.
- If you miss the bus at your designated stop, it will be your responsibility to transport your child to school.
- Bus pick-up and drop-off times are within a 5-minute window (e.g., 1:15 – 1:20 pm). Please ensure you arrive at the earliest time indicated.
- **The bus driver does not have the authority to alter your child's class schedule. For any concerns regarding class timing, please contact the office.**

Bus Service Registration and Cancellation Policy

The bus service is available at the time of registration. If you are unsure whether you will need the service at the time of registration, you may sign up by September 20, 2025 (subject to availability). Please note, this service is available for the entire academic year (September 2025 – June 2026) and cannot be provided for just a few months. Once you commit to the service, you are under contract with Asasa for the full academic year. If you need to cancel the service after signing this agreement, a cancellation fee of $150 will apply. Additionally, any prorated charges or refunds will be processed based on the cancellation date.

By signing below, you (the parent/guardian) acknowledge that you have read, understood, and agree to the terms and conditions outlined above.

Parent/Guardian Name: _____

Signature: _____

Date: _____