





# McDONALD INTERNATIONAL ACADEMY

*Main Campus*  
920 Yonge Street, 2nd Floor  
Toronto, Ontario, M4W 3C7 Canada  
Tel: (416) 322-1502 Fax: (416) 322-5775  
<http://www.mcdonaldacademy.com>

*North York Campus*  
5 Park Home Ave. Unit 128  
Toronto, ON, M2N 4L4 Canada  
Tel: (416) 222-6838 Fax: (416) 222-6839  
e-mail: mia@mcdonaldacademy.com

## SCHOOL REGULATIONS AND POLICY

### A. School Policy

- All tuition and other fees should be paid in full within the first two weeks (1 week for summer school/fast track) of the semester. For those students who pay the fee later than the second week (1 week for summer school/fast track) of the semester, a \$30 late charge will be applied to each selected course. If tuition fees are paid after the first 4 weeks (2 weeks for summer school/fast track) of the semester, a \$60 late charge will apply to each selected course. If tuition fees are paid later than 8 weeks (4 weeks for summer school/fast track) after the start of the semester, a \$100 late charge will apply to each selected course.
- The Application Fee and Tuition Fee must be submitted with the Application Form; the Application Fee is non-refundable. Fees must be paid in full by cheque, cash or bank draft only and should be made payable to: **McDONALD INTERNATIONAL ACADEMY**
- There will be a \$30 charge for bounced cheques. The school will accept cash only for any school fees from a student with a history of paying with bounced cheques.
- All fees are not transferable under any conditions. Tuition fees must be used within one year of payment date.
- The student is required to purchase the necessary textbooks for each course. If the textbooks are returned to the School in good condition, at end of the course, the School will refund 70% of the value of the textbook (value when purchased) with receipt, 50% will be refunded if there is no receipt. If a book is returned late (ie. After another semester has passed), students may not be eligible for a refund.
- The student is expected to **maintain good attendance and participate in class for 110 hours** in order to acquire a credit. If he/she misses **five** classes, he/she may be dropped from the class and **receive no tuition refund**.
- The prices are subject to change without prior notice.

### B. Refund Policy

- If a student decides to drop a course for a valid reason before or within the first week (three days for summer school/fast track) of the semester, 70% of the Tuition Fee will be refunded. If the student drops out within two weeks (five days for summer school/fast track), 50% of the Tuition Fee will be refunded. After two weeks of the semester, there will be no refund.
- In the event that a Letter of Acceptance is issued on behalf of a student for visa or passport extension purposes, there will be no tuition refund unless the extension is rejected. Proof from Canadian Immigration or Embassies must be provided in order to receive a refund.

**I agree to follow the above policy and I am willing to abide by the regulations set up by the School thereafter.**

\_\_\_\_\_ **Student Signature**

\_\_\_\_\_ **Date:**

*How did you find McDonald International Academy?*

- Newspaper: \_\_\_\_\_  Internet  Friends/Family  
 TV  Agent  Other: \_\_\_\_\_

## FOR OFFICE USE ONLY

### FEES:

- APPLICATION FEE (one time registration fee):** CAD \$ \_\_\_\_\_  
 Canadian Citizen/Landed Immigrant/Visa Student: CAD \$80  
 Tourist Visa: CAD \$200
- TUITION FEE:**  
 Canadian Citizen/Landed Immigrant: CAD \$580 X \_\_\_\_\_ courses CAD\$ \_\_\_\_\_  
 Visa Student: CAD \$720 X \_\_\_\_\_ courses CAD\$ \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**METHOD OF PAYMENT:** MONEY ORDER  BANK WIRE  CHEQUE  CASH

**PAYMENT RECEIVED IN THE AMOUNT OF \$** \_\_\_\_\_ **on** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **by** \_\_\_\_\_  
MM DD YYYY

**BALANCE DUE:** \_\_\_\_\_

**RECEIPT #:** \_\_\_\_\_

**OSR:** Created: \_\_\_\_\_ Requested: \_\_\_\_\_ **PERMISSION FORM:** Requested: \_\_\_\_\_