**Student Application Form (Paper Application)**

You must complete this form if you are applying to take a course at Canada Online School

**PART 1 – Student Information**

Legal First Name:

Legal Last Name:

Email:

Sex (Gender):

Date of Birth (Month, Day, Year):

Is English your first language (Circle or Bold): Yes / No

Phone Number:

Street Address:

City:

Province/State:

Postal/Zip code:

Country:

Canadian Citizenship Status (Circle or Bold): Citizen / Permanent Resident / Neither (International)

**PART 2 – Parent/Guardian Information** (MUST be completed if student under 18)

First Name:

Last Name:

Email:

Phone Number:

**PART 3 – Educational Background**

Have you ever attended an Ontario school (Circle or Bold): Yes / No

Current Status (Choose one and Circle or Bold):

Not Currently Registered at School / Homeschooled Student / Registered in Public School

Registered in Catholic School / Registered in Private School / Registered in College

Registered in University / Registered in a school outside Ontario / Registered in COS only

Most recent High School attended:

Most recent high school city:

Most recent high school province:

Have you ever been granted an OSSD (Circle or Bold): Yes / No

**PART 4 – Agreement to School Policies**

By submitting this application, you (if over 18), or your parent/guardian (if student is under 18), agree to the policies outlined in the Canada Online School Course Calendar, all other applicable policies on the Canada Online School website (<https://canadaonlineschool.com>), and the below terms of application:

**Course Transfers:** Students may transfer to a different course during the 30-day period after the initial enrollment. A student may only transfer once per new course enrollment. The 12-month limit for course completion will be extended upon course transfer. An administrative fee may apply if a student requests a transfer, depending on the circumstances.

**Course completion**: There is no set schedule a student must follow, nor are there due dates for assessments. The student may start their course as soon as they are given access to the course content and have up to 12 months to complete a course. The student may only complete a course after 110 hours of study, a Ministry requirement. This time is tracked in the course systems. If a student does not complete a course in 12 months they are automatically withdrawn.

**Course prerequisites:** Certain courses require that a student has completed the prerequisite courses. It is the student’s responsibility to provide a copy of an Ontario Student Transcript, Report Card, or Credit Counselling Summary demonstrating successful completion of the prerequisite courses. These supporting documents should be sent to [guidance@canadaonlineschool.com](mailto:guidance@canadaonlineschool.com). A student can register and begin the course without sending these documents. However, without such evidence of prerequisite completion, assessments will not be graded past the point where a normal student would receive the first report card and their report card will be on hold until the school receives the documents. If a student has not met the prerequisite but completed an equivalent course outside Ontario, is a mature student, or has higher level education, the student may request a waiver by contacting [guidance@canadaonlineschool.com](mailto:guidance@canadaonlineschool.com).

**Privacy Policy:** Canada Online School may communicate with parents/guardians of students under 18, COS may also communicate with any student’s home school and applicable post-secondary institutions for the purpose of verifying and reporting academic information. The student may also access certain third-party services through the COS website such as for electronic exam proctoring and tutoring. Only basic information is shared with third parties for the sole purpose of allowing the student to access and use their services. By accessing the websites and services of any third-party, the student (or parent/guardian) is also agreeing to the policies of those third parties.

COS policies may be modified at any time on the COS website. The continued use of COS services and courses indicates that the student and/or parent/guardian accepts these policies.

**Student Signature**: **Parent/Guardian Signature** (under 18)**:**

If this form is returned by email, consent can be provided in the email message.

**PART 5 - Addendum for Students Requiring an OSR**

When registering at COS, you may need to or want to request that we establish the Ontario Student Record (OSR). You will need an OSR if you fall under one of the following categories:

* You are taking an Ontario secondary school credit course for the **first time**.
* You are transferring to COS to take courses with us full time
* You just graduated from grade 8 and are applying to grade 9 courses for the first time (without also taking courses at another day school)
* You are an international student who has never been in the Ontario educational system before this application

You do not need an OSR with us if you have another day school or if you previously graduated with an OSSD at another school. Your other school would retain your OSR. You may **request** that we set up an OSR for you if you want COS to be your main school, in which case we will with your permission notify your school and obtain the OSR from them.

In order to establish the OSR, you **must provide the additional documentation/information below**:

* Proof of your name and date of birth: Birth certificate, baptismal certificate, passport, or other government-issued identification. Attach a scan of the relevant ID to your application.
* Records of your previous high school educational history in Ontario (if applicable), or your most recent school if you were in elementary/middle school/an international student. Fill below:

Name of the school:

Board or Operator of the School:

Teacher Contact:

Date of Entry:

Last date of attendance:

* Full legal names of both parents:

Name of Parent 1:

Name of Parent 2: