

HORIZON ACADEMY POLICY MANUAL

POLICY NAME: HORIZON ACADEMY REGISTRATION POLICY

POLICY NUMBER: POLICY – HAS – REGTN - 002

EFFECTIVE DATE: 2013 APRIL 15

REVISION DATE: 2021 April 12

GOVERNING DOCUMENT: HORIZON ACADEMY MANAGEMENT COMMITTEE TERMS OF REFERENCE

1. BACKGROUND

The Horizon Academy Institute (HAI) is responsible for the activities of Horizon Academy schools. Registration of students in the schools is a key process which is integrated with the registration IT system as well as the financial management of the schools. Ensuring that the stakeholders are aware of various issues and responsibilities for registration is a key activity for the schools.

2. REGISTRATION OF STUDENTS

2.1. General Registration

- 2.1.a. Students are accepted on a first come first served basis.
- 2.1.b. The school currently does not have the facilities or the resources to accommodate children with learning disabilities or behavioral issues. Thus, if a student is found in need of specialized services which cannot be accommodated by the school his/her parents will be required to transfer him/her to another school where his/her needs can be appropriately met.
- 2.1.c. Registration and enrolment will only be deemed complete after receipt of confirmation from the Registration Committee.

2.2. On-Line Registration

- 2.2.a. All students must register online and pay the registration and required fees which cover books to be eligible for admission. Required fees may include but are not limited to registration, tuition and volunteer deposit.
- 2.2.b. Online registration will take place at times to be determined by the school management. The school management shall set the registration dates and deadlines in early spring. Existing students, parents and guardians will be regularly reminded of the commencement of registration and it will also be advertised on the school website.
- 2.2.c. Placement of registered students in classes will take place before school commences.
- 2.2.d. Students shall be placed in classes within the same level subject to space availability and any other factor the Registration Committee shall deem appropriate.

2.3. Placement Test

- 2.3.a. There will be one or two days of placement tests two weeks prior to the start of the new school year or at such times as the school may deem appropriate.
- 2.3.b. Class placement tests (if needed) for new students attending HAI schools will be held as determined by the school.

2.4. Wait list

- 2.4.a. Registration of students is subject to available capacity for students at each level of the schools. In the event registration is sought for a student in a level where all classes are already full, the student will be placed on a wait list.
- 2.4.b. In order to be on a waitlist a student must complete the online registration and pay fees.
- 2.4.c. Placement tests and enrolment will take place at the discretion of the school.
- 2.4.d. There is no guarantee that any student on a wait list will gain admission to HAS in the current school year.
- 2.4.e. In the event the student is not enrolled, the fees will be refunded except the registration fee.

2.5. Timelines

- 2.5.a. No student will be registered or enrolled for the current school year after January 31st, 2021. Students who register late in the school year will be considered on a case-by-case basis, based on language proficiency and subject to the availability of suitable classroom spots.

3. REGISTRATION AND CLASS PLACEMENT CRITERIA

3.1. General

Class placement is based on age, proficiency in Arabic language and/or successful completion of a previous level at HAI school and any other criteria deemed relevant by the Registration Committee in consultation with the Academic Affairs committee.

3.2. Age

- 3.2.a. HAI schools apply the Calgary Board of Education's policy regarding the appropriate class levels for students based on their age.
- 3.2.b. Students will, therefore, be placed in classes for the 2021/2022 school year based on their age March 1, 2022 as follows:
 - 3.2.b.i. 4-yr. olds in pre-KG;
 - 3.2.b.ii. 5-yr. olds in KG; and
 - 3.2.b.iii. 6-yr. olds in level 1 (the maximum age for students in level 1 is eleven years)
- 3.2.c. Students who will be younger than four years by March 1, 2022 are not eligible for admission into HAI schools for the 2020/2021 school year.
- 3.2.d. New students who will be seven years or older by March 1, 2022 will be tested for Arabic proficiency by taking a placement test.

3.3. Progression to the Next Level

- 3.3.a. Students must obtain a "satisfactory" rating on more than 70% of the competencies outlined in the final report card to progress to the next level.
- 3.3.b. Successful students proceeding to the next level will be kept in the group they belonged to in their previous level on a reasonable effort's basis.

4. CLASS/LEVEL TRANSFERS

- 4.1. Requests for class transfers may only be processed by the Registration Committee or person(s) designated by the schools.
- 4.2. There shall be no class transfers during the first two weeks of school.
- 4.3. Class transfer may only be requested by the parent and only by sending an email to info@horizonacademy.ca. The email should provide justification for the request.
- 4.4. There will be no class or level transfers after six weeks of the commencement of the school year. The Registration Committee, in consultation with the Academic Affairs Committee, will treat requests for exception to this rule on a case-by-case basis.
- 4.5. Any student seeking to move to a higher level must take a placement test.
- 4.6. If level transfer is requested by parents and approved by School Management, parent(s) shall pay additional fees for new books.
- 4.7. No teacher should accept a new student in the class unless the student is accompanied by a properly completed class placement form issued by the Registration Committee.

5. ABSENCE FROM CLASS

- 5.1. Parents are required to give prior notice of any absence (of more than two sessions) from class to their child's teacher.
- 5.2. Teachers will inform the registration committee if a student does not attend three consecutive classes without prior notice.
- 5.3. On being informed of a student missing three consecutive classes, the registration committee will contact the student's parents/guardians.
- 5.4. HAI reserves the right to withdraw or take appropriate action regarding a student who is absent from class for a longer period of time.

6. WITHDRAWAL

- 6.1. Parents withdrawing their children from the school are required to submit a withdrawal request by e-mail to info@horizonacademy.ca.
- 6.2. A student who is withdrawn from the school is not eligible for registration in the school year of the withdrawal but may register for the following school year subject to the provisions of this policy.
- 6.3. The school's refund policy applies to all student withdrawals.

7. REFUNDS

*see the below table.

First Day of School: September 5, 2021

Program Name	Fees (CAD)			
Arabic Fee	557.5	446	334.5	
Islamic Fee	557.5	446	334.5	
Arabic and Islamic Fee	775	620	465	
YLDC Fee	775	620	465	
Fee Structure	Regular registration (Full Fee)	Regular Registration (80% of Fee)	Regular Registration (60% of Fee)	
Registration Date	May 1, 2021 - Oct 31, 2021	Nov 1, 2021 - Dec 31, 2021	Jan 1st – March 31 st , 2022	
Registration Fee	75 new student 50 returning Student	75	75	
Non-Volunteer Fee	N/A	N/A	N/A	
Refund upon withdrawal	Up to FOUR (4) Sundays of student start attendance: 90% payment -(Cost of books + registration)	Up to TWO (2) Sundays after student start attendance: 90% payment - (Cost of books + registration)	Up to TWO (2) Sundays after student start attendance: 90% payment - (Cost of books + registration)	