



## **Admission of Secondary Students #200.15**

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<b>Adopted:</b>	April 24, 2001
<b>Last Reviewed/Revised:</b>	June 1, 2022
<b>Responsibility:</b>	Director of Education
<b>Next Scheduled Review:</b>	2025-2026

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### **POLICY STATEMENT:**

Brant Haldimand Norfolk Catholic District School Board (the “Board”) schools provide academic excellence and enable students to live a life of love and service.

The secondary schools of the Board exist to provide excellence in Catholic secondary education for the students of our separate school supporters and others within the region who elect to attend. The current legislation from the Ministry of Education states that non-Catholic students may attend Catholic secondary schools with the understanding that they respect the environment, traditions, and expectations of the Board.

### **APPLICATION AND SCOPE:**

This Policy and Administrative Procedure outlines the process for the admission of students to the Catholic secondary schools under the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board.

### **REFERENCES:**

- [The Education Act and Regulations](#)
- [BHNCD SB Mission and Motto](#)
- [Ontario Catholic School Graduate Expectations](#)
- [STU 200.02 – Fees for Learning Materials and Activities](#)
- STU 200.25.AP – Out of Boundary/Jurisdiction Admissions
- STU 200.43.AP – Catholic Secondary School Religious Studies Courses – Requests for Exemption

### **FORMS:**

- STU 200.15.F01 - Secondary Student Registration
- STU 200.15.F02 - Withdrawal from Parental Control
- STU 200.15.F03 - Student Documentation Verification
- STU 200.15.F04 - Application for Direction for School Support
- STU 200.15.F05 - Catholic School Support Lease

### **APPENDICES:**

- STU 200.15.XA - Registration of Secondary Students
- STU 200.15.XB - Special Circumstances (Secondary)

### **DEFINITIONS:**

**Administrator:** refers to a Principal or Vice-Principal of a particular school.

**Resident Student:** an admissible student who lives within the boundaries of the Board.

**Non-Resident Student:** an admissible student who lives outside the boundaries of the Board whether that be within or outside the Province of Ontario or fee-paying students.



**Home School:** refers to the school that is located in the same attendance boundary as the student's parent/guardian's residential address.

**Guardian:** a person who has lawful custody of a child, other than the parent of the child.

**Roman Catholic:** for the purposes of this Policy and Administrative Procedure, shall mean a member of the Roman Catholic Church or a member of the Eastern Rite of Catholic Church that is in union with the See of Rome.

## **ADMINISTRATIVE PROCEDURES:**

### **Admission to Catholic Secondary Schools**

The Board is committed to service the children of eligible Catholic school supporters. From time to time, applications are received for the admission of non-resident students and/or students from ratepayers who are not eligible supporters of the system.

Subject to Board Policies regarding transportation and school boundaries, non-Catholic students may attend Catholic secondary schools with the understanding that they respect the environment, traditions, and expectations of the Board.

1. Students registering for the first time in a Catholic secondary school within the Brant Haldimand Norfolk Catholic District School Board shall be required to produce proof of age.
2. As a result of the open access provision of the Education Act, there is no need to request that registrants for secondary school change tax support if they are public school supporters. However, it is still important to the system to know whether they are Catholic school electors.

### **Registration Requirements**

An administrator of a school will receive all students requesting admission and manage their registration using the guidance provided in this Policy and Administrative Procedure. Administrators are to ensure that all staff registering new students are well informed of these policies, procedures, and regulations. The school in the home attendance area is responsible for the appropriate placement of the students who are new to the system and who live in the school catchment area.

In all instances original documentation or a copy certified as original must be presented upon registration. Documentation uploaded or received electronically can be considered original. All parents/guardians of students, all students of at least 18 years of age, or students 16 years of age or older who have withdrawn from parental control must submit all required documentation before the student is admitted to class. This includes the completion of a Secondary Student Registration form (STU 200.15.F01).

The school shall complete the Student Documentation Verification (STU 200.15.F04) form for registration purposes upon admitting a student to a Catholic secondary school under the jurisdiction of the Board. Documentation requested is required as proof, however no copies of documentation shall be reproduced as documentation is for verification only, unless otherwise indicated in this Policy and Administrative Procedure. The following is provided to assist schools in the registration process:

1. Determine if the student lives within your school's attendance area. All registrations require documented proof of permanent address, which could include property tax bill, utility bill, purchase/rental/lease agreement, or bank documents. If the student should be attending another school, direct the applicant to the appropriate school. In the event the student is not within the school boundary, and wishes to attend the school, an annual Application of Out of Boundary Student form is to be completed and submitted. Refer to Administrative Procedure 200.25 - Out of Boundary Admission for further direction.
2. If the student resides outside the jurisdiction of the Board (i.e., City of Brantford, Brant, Haldimand, or Norfolk Counties), an annual Application of Outside of Board Jurisdiction form must be completed and submitted to the School Superintendent for approval.



3. If a parent/guardian indicates a custodial arrangement, a copy of the court order or other legal document is required for inclusion in the documentation file of the OSR. In some instances, the administrator may find it necessary to require that applicants establish proof of relationship via birth certificate, passport, or other reliable documentation.
4. A student who is 16 years of age or older and has indicated they have withdrawn from parental control is required to show proof of new address and indicate in writing they have withdrawn from parental control. This is achieved through the use of the Withdrawal from Parental Control (STU 200.15.F03) template.
5. Proof of legal name and age is required for all students registering for the first time. To verify the legal name and date of birth of the student, the parent(s)/guardian(s) or student (if 18 years old or 16 years of age or older who have withdrawn from parental control), shall produce proof through one of the following documents:
  - Birth Certificate or Official Birth Registration Card
  - Certificate of Canadian Citizenship
  - Certificate of Registration of Birth Abroad
  - Passport
  - Permanent Resident Card
  - Record of Landing

If entering as Immigrant status, one of the following documents must be provided to confirm date of entry and status in Canada:

- Permanent Resident Card
  - Record of Landing
  - Confirmation of Permanent Residence
  - Other (must specify)
6. The Confirmation of Date of Entry & Status In Canada section of the Student Documentation Verification form must be completed for all students who have entered Canada for the **first** time within the past four (4) school years, **and** who were born in a qualifying country (a country other than Canada, United States, United Kingdom, Ireland, New Zealand and Australia). One of the following documents must be provided to confirm country of birth and date of first entry into Canada:
    - Foreign Passport
    - Confirmation of Permanent Residence Status
    - Permanent Resident Card
    - Canadian Passport or Canadian Citizenship Card
    - Work/Study Permit
    - Refugee Claimant or Eligibility of Interim Federal Health Benefits
    - Other (must specify)
  7. As a result of the open access provision of the Education Act, there is no requirement that registrants for secondary school change tax support if they are public school supporters. However, it is still important to the system to know whether they are Catholic school electors. An Application for Direction of School Taxes and Separate School Support Lease is included as part of the student's registration package.
  8. All parents/guardians of secondary students or students (if 18 years old or 16 years of age or older who have withdrawn from parental control), must submit all required documentation before the student is admitted to class. Once a student is considered fully registered, they must be placed in an appropriate class or program and timetable must be created.



### Registration of Secondary Students

The majority of student registrations will be relatively straightforward, i.e., student resides within your school attendance area with his/her parent(s)/legal guardian(s) and is a Canadian Citizen or Permanent Resident (Landed Immigrant). These students can be registered at the school, Student Documentation Verification form.

On occasion, a registration will present as slightly irregular. Guidelines are provided below addressing some of these situations. Contact you Family of Schools Superintendent for situations that do not fit these guidelines.

Category	Description of Student's Residency Status	Process
Catholic student	Catholic student and parent(s) reside in the City of Brantford, Brant, Haldimand or Norfolk	Register student in home school.
Non-Catholic student	Student resides in Brant, Haldimand or Norfolk; parent(s) are public school supporters.	Although there is no requirement that registrants for secondary school change tax support if they are public school supporters, it is still important to the system to know whether they are Catholic school electors. An Application for Direction of School Taxes and Separate School Support Lease is included as part of the student's registration package.
Out of Boundary (school)	Student resides with parent(s) within Brant, Haldimand and Norfolk but outside your school boundaries.	Must complete an Application for Out-of-School Boundary Attendance form. The application is submitted to the school Superintendent of Education for approval. Transportation will not be provided to any students that are approved for Out-of- School Boundary school attendance.
Out of Boundary (district)	Student and parent(s) reside within Ontario, but outside of Brant, Haldimand or Norfolk.	Must complete an Application for Attendance from Outside Board Jurisdiction form. The application is submitted to the school Superintendent of Education for approval (subject to availability of course selection and space in the school). Transportation will not be provided to any students that are approved for Non-resident admission.
Out of Boundary (district); Special Education services required	Student and parent(s) reside within Ontario, but outside of Brant, Haldimand or Norfolk and require Special Education services.	Registration must have the prior approval of the Superintendent of Education responsible for Special Education services.
Parent is out of Boundaries (Board) yet student lives in the district.	Student resides in Brant, Haldimand or Norfolk; parent(s) reside within Ontario but outside of Brant, Haldimand or Norfolk.	<b>Students under 18:</b> Register student after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian. <b>Students 18 and over:</b> Register student in school/class/program designated as having space. The principal must approve registration.



Category	Description of Student's Residency Status	Process
Outside of district requiring Special Education services	Student resides in Brant, Haldimand or Norfolk, parent(s) reside within Ontario but outside of Brant, Haldimand or Norfolk and student requires Special Education services.	Register child after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.
Out of province	Student resides in Brant, Haldimand or Norfolk and parent(s) reside outside of Ontario but within Canada.	<b>Students under 18:</b> Register student after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian. <b>Students 18 and over:</b> Register student in school/class/program designated as having space. The principal must approve the registration.
Non-resident of Canada student		Confirmation of International Student must be received prior to admission. Contact Executive Assistant, Corporate Services.
Families with children in two school boards	Blended family (through re-marriage) with children in both separate and public systems.	Register students. Children of public school supporters may attend under Open Access provision
CAS	Student resides in Brant, Haldimand or Norfolk, and is a CAS ward.	Register child on proof of wardship in the home school of the student. Host families are not required to direct school support.
Over 21	Student is 21 years of age or older as of December 31 <sup>st</sup> of that school year.	Student should be directed to one of the campuses of an Adult Learning Centre in the district.
First Nation Students	First Nation students who live on-reserve.	Register the student at the school and confirm registration requirements. Obtain completed written notice (available on the Ministry of Education's website at <a href="#">Reciprocal Education Approach</a> ).  Let the school administrator <b>and</b> Superintendent responsible for Indigenous Education know that the student is registering with the intent to participate under the Reciprocal Education Approach (REA).



## Special Circumstances Defined

### Custody Issues

- All students under the age of 18 **must** live with a parent or legal guardian. Custody must either have been awarded by Family Court or a guardianship agreement form completed and notarized prior to registration. Students under the age of 18 require this responsible adult to act as a contact for the purposes of attendance, discipline, academic progress, and emergency situations. Special situations may arise where this requirement is waived. Such special admissions are subject to the approval of the school Superintendent of Education on compassionate grounds on a conditional basis and may be subject to the completion of the custody process. These approvals will be confirmed in writing by the school Superintendent.
- Staff should **not** encourage or suggest that students who reside outside of the jurisdiction of the Board become BHNCDSB students by having a relative or friend assume legal custody. It is most important to remember that a custody application is a serious undertaking which can involve the Family Court with a hearing before a judge. Even the simpler guardianship form carries serious legal obligations related to the acceptance of custody. The person applying for custody is taking full responsibility for the child. There is no such thing as custody for educational purposes.
- Situations may arise whereby separated or divorced parents have a pre-existing custody order and wish to make a change to the custodial arrangement. In these circumstances, the parent with legal custody must indicate, in writing, consent for a change in the living arrangement and should also indicate a willingness to return to court to legally award custody to the non-custodial parent. Likewise, the current non-custodial parent must indicate, in writing, a willingness to assume responsibility for the care and control of the child, as well as a willingness to return to court to seek legal custody. With original copies of both letters, it is not necessary to wait until this court process is completed. If parents separate or divorce and do not have a custody or separation agreement, custody is assumed to be joint custody, and the child may reside with either parent. Schools should seek clarification with regard to the non-custodial parent's access rights when registering students who are residing with one parent only. These rights will be detailed in a court order or separation agreement. Unless there is a court order, separation agreement or restraining order, both parents have equal access rights.
- Students in the process of being adopted – A student may be registered if:
  - the school has received proof that adoption proceedings have been initiated; and
  - a letter of intent is provided.

### Adult Students

- All adult students ages 18, 19, and 20 should have a consultation meeting with the school principal prior to registering for classes.
- Adult students 18, 19 and 20, who have not met the required number of credits for graduation, may attend regular secondary school credit programs and may access night and summer school programs with home school approval. Such students may wish to consider St. Mary's Catholic Learning Centre.
- Students who turn 21 after December 31st of a school year and have not met the required number of credits for graduation, shall be encouraged to attend St. Mary's Catholic Learning Centre or may register at their local secondary school for credit courses for the full school year, including both first and/or second semester.
- Students who turn 21 before December 31st of a school year can only attend St. Mary's Catholic Learning Centre.
- Adult students ages 18, 19, and 20 who have met the requirements for graduation shall be directed to St. Mary's Catholic Learning Centre.

### Students with Immigration Documents

- Schools registering students holding the following types of documentation must be referred to the Executive Assistant, Business Services for guidance prior to registering at the school:
  - Applicants for Permanent Resident status / Approval in Principle (sponsorship within Canada)
  - Minister's Permits (and/or extension thereof)
  - Student Authorization (accompanying dependents of Work Permit holder) or Parent Study Permit holder





- Visitor's Visa
- Study Permit (fee paying international students)
- Refugee claimants/convention refugees

Board staff are **not** to provide persons holding any of the documents listed in this section with any kind of assurance, either verbal or written relative to school admission and/or acceptance, until the status of their documents has been approved by the Superintendent of Business (or delegate).

### **Non-Resident of Canada (International) Students**

The following is a summary of the procedures for the admission of Non-Resident of Canada (International) Students:

- The procedure and process will be administered through Business Services, in consultation with the school Superintendent for which admission is being sought. The schools will not independently approve admission of any international students.
- Any new non-resident of Canada students requesting information or admission to a school in the Board should be directed to Executive Assistant, Business Services.
- The Executive Assistant, Business Services will review the request of a student with the Administrator (or designate) will determine whether or not a space/pupil place is available in the school to accommodate the non-resident of Canada (International) student. If space is available, the student will complete the appropriate registration forms.
- A Letter of Acceptance addressed to Immigration, Refugee, and Citizenship Canada will not be issued by the Superintendent of Business until the Executive Assistant, Business Services is in receipt of the following documents:
  - Completed registration forms
  - Education documents (report cards, transcripts) as appropriate
  - Application, tuition, and other applicable fees (certified cheque or money order).
  - Personal documentation, including valid study permit, verification of age and a Brant, Haldimand or Norfolk address where student will be living.
  - If under 18 years of age, and is residing with a guardian/custodian, a Standard Notarized Custodian Agreement must be completed and signed. This agreement does not have to be renewed annually unless there is a change in guardianship. Proof of Court Ordered Guardianship is also acceptable.
  - Once the required registration forms and documentation have been provided and verified by the Executive Assistant, Business Services, the registration and student verification forms will be forwarded to the school where the student will be attending, and the school will add the student to the pre-registration section of the student information system. The school is not to allow admission of these students until the school has received confirmation that the student's tuition fee has been paid.
- Upon arrival to Canada with a valid Student Authorization issued by Citizen and Immigration Canada, the student must supply the Executive Administrative, Business Services with the following:
  - A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to Tuberculosis.
- All appropriate documentation for new and returning students must be provided to Business Services prior to the end of August, in order that sufficient opportunity is given to process the application.

### **Refugee/Convention Claimants**

Board staff are **not** to provide persons holding any of the documents listed in this section with any kind of assurance, either verbal or written relative to school admission and/or acceptance, until the status of their documents has been approved by the Superintendent of Business (or delegate). Schools registering students holding refugee claimant status must contact the Executive Assistant, Business Services.



In addition to the registration for and documentation required, the following is provided to the Executive Assistant, Business Services, prior to being allowed admission into the school:

- Student authorization from Immigration, Refugees, and Citizenship Canada
- A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to Tuberculosis.
- Evidence must be presented of enrolment in the Interim Federal Health Program (IFHP) or private health Insurance.

### **Student without Status or Illegal Students**

Minor dependents of a person without status or “illegal immigrant” shall be registered at the school without the payment of fees, subject to the following:

- Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the Board prior to registration.
- Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
- Proof of Catholicity for elementary school students must be provided to the Board prior to admission.
- The Board shall require proof of application with Immigration, Refugee, and Citizenship Canada (IIRC) within one week of the date of registration; in the absence of proof the Board may file a report with the IIRC

Minor students without status or minor students who are “illegal immigrants” who are dependent of a person with status shall be registered at the school without the payment of fees, subject to the following:

- Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the Board prior to registration.
- Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
- Proof of Catholicity for elementary school students must be provided to the Board prior to admission.
- The Board shall require proof of application with IIRC within one week of the date of registration; in the absence of proof the Board may file a report with the IIRC

### **Exchange Students**

A student, who is a participant in a Board approved educational exchange program which is in compliance with the Ministry of Education’s requirements, may be registered at a school without the payment of fees, subject to the following:

- That a reciprocal agreement has been signed with a Board, authority, or agency whereby a pupil of the Board is also scheduled to attend a school outside of Canada without the payment of a fee.
- That prior to the admission of any student under the educational exchange program, said student must provide proof in writing of the following: adequate medical insurance coverage, confirmation of inoculations as required by the Ontario Ministry of Health, as these pertain to school-aged students, confirmation of the last grade successfully attended by the student, confirmation by way of completing the Board’s official letter stating that there isn’t a custody issue related to the student.
- That prior to the admission of an educational exchange student, final approval must be given in writing by the appropriate Superintendent of Education.







**CUSTODY:**

Please indicate if the school administration should be aware of any such Court Order for the protection of your child.

Yes  No  If 'yes', please make arrangements to discuss this situation with the school principal.

Legal documentation will be required.

**STUDENT CITIZENSHIP/ IMMIGRATION INFORMATION:** A copy of Birth Certificate or Visa/Immigration Documentation is required for ALL students

Country of Birth: \_\_\_\_\_ Original Date of Entry into Canada: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Year Month Day

Province of Birth: \_\_\_\_\_

Indigenous Student Self-Identification (voluntary information): First Nation  Métis  Inuit

Student is a member of Six Nations  New Credit  Other \_\_\_\_\_

Resident of Reserve: Six Nations of the Grand River  Mississaugas of the New Credit

Citizenship Status: Canadian

Permanent Resident (Landed Immigrant)  Date on PR Documentation \_\_\_\_/\_\_\_\_/\_\_\_\_ Verified By: \_\_\_\_\_  
Year Month Day (School Official or Designate)

Student Visa  Other Visa  \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Year Month Day

First Language Spoken: \_\_\_\_\_

Interpreter Required: Yes  No

Tuition Paying Student: Yes  No

**EMERGENCY CONTACT:** In case of emergency or school closure, please provide us with names and phone numbers of contacts if the school cannot contact you.

Emergency Contact #1 (Other Than a Parent)	Name	Relationship	Phone Number(s)
			Home: Cell:
Emergency Contact #2 (Other Than a Parent)	Name	Relationship	Phone Number(s)
			Home: Cell:

**MEDICAL INFORMATION:**

Are there any particular health/medical problems your child may be experiencing which the school should be aware of?

No Health Concerns  Life Threatening Allergies/Conditions  Physical Disabilities  Allergies  Serious Illness  Asthma

Please explain: \_\_\_\_\_  
\_\_\_\_\_

Does your child require any prescribed medication for his/her condition/illness during school hours? Yes  No

Health Card # (optional): \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone Number: \_\_\_\_\_



**SPECIAL PROGRAMMING:**

Has your child previously received English as a Second Language Assistance? Yes  No

Has your child previously received Special Education Assistance through an Individual Education Plan? Yes  No

Has your child participated in the Identification Placement and Review Committee (IPRC) process? Yes  No

Does your child have any Physical Needs?: Vision  Hearing  Toileting  Medication  Mobility

Does your child use any assistive devices? Please specify: \_\_\_\_\_

Does your child currently receive support from any Community agencies? Please specify: \_\_\_\_\_

**QUESTIONNAIRE FOR ADMISSION**

Last School Attended : \_\_\_\_\_

Have you been suspended from school in the past year? Yes  No

Have you ever been suspended from school for a violent act? Yes  No

**NOTES:**

1. The information you have provided is collected under the legal authority of section 265(d) of The Education Act, R.S.O., 1991 Vol. 2, C.10, 5.6, and may be used for administrative purposes related to school programs and records and for determining eligibility for attendance. Questions should be directed to the Principal.
2. A school transfer could affect eligibility to participate in sports.
3. Admission is considered conditional pending receipt and review of the student's records from his/her previous school. Falsifying information on this form will rescind the admission.

Your previous Principal or his/her delegate is asked to comment on the following:

- |                |                                     |                                       |
|----------------|-------------------------------------|---------------------------------------|
| 1. Attendance  | Acceptable <input type="checkbox"/> | Unacceptable <input type="checkbox"/> |
| 2. Behaviour   | Acceptable <input type="checkbox"/> | Unacceptable <input type="checkbox"/> |
| 3. Achievement | Acceptable <input type="checkbox"/> | Unacceptable <input type="checkbox"/> |

General comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal Signature: \_\_\_\_\_

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

I, \_\_\_\_\_ authorize school staff to contact my previous principal or delegate as required.

Student Signature: \_\_\_\_\_

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



PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Notice of Collection**

The information on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56). Information on this form will be used to administer the Admissions Program to assess eligibility. If you have any questions, please contact the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234).



(Student's name and full current address)

(Principal's name and full school address)

Date:

**Re: Withdrawal from Parental Control**

Dear Principal

My name is:

My date of birth is:

I am writing this letter to inform you of my decision to withdraw from parental control, so that the school can provide appropriate supports, if I need them, and so that the school can respect my rights under the Education Act.

I am living separately and independently of my parents:

NAME (parent #1)

Address

and

NAME (parent #2)

Address

Since

(Date of Separation)

I have made an independent decision to attend your school. I would ask that you respect my withdrawal from parental control and recognize that I now have authority to sign any legal school related documents. Please do not share any information about me with anyone else.

Sincerely,

(Student Signature)

Student Name

c.c. Student's OSR

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**STUDENT INFORMATION**

Student's Legal Surname

Legal First and Second Names

Date of Birth YYYY/MM/DD

**Please check one in each section – DO NOT COPY DOCUMENTS**

**LEGAL NAME AND DATE OF BIRTH VERIFICATION DOCUMENT**

To be entered into Aspen > Student top tab > Details side tab > Demographics sub top tab

- Birth Certificate                       Permanent Resident Card                       Certificate of Canadian Citizenship
- Passport                                       Record of Landing                                       Certificate of Registration of Birth Abroad

**CONFIRMATION OF DATE OF ENTRY & STATUS IN CANADA (IMMIGRANTS ONLY)**

To be entered into Aspen > Student top tab > Details side tab > Citizenship sub top tab

Date of Entry into Canada: \_\_\_\_\_

If date is within the previous four school years, complete English as a Second Language/Literacy Development - Pupil Eligibility Confirmation

- Record of Landing                       Permanent Resident Card                       Confirmation of Permanent Residence
- Other: \_\_\_\_\_

**CONFIRMATION OF ADDRESS DOCUMENT**

- Utility Bill                       Property Tax Bill                       Cable/Phone/Internet Bill                       Purchase/Rental/Lease Agreement
- Bank Document                       Other (specify): \_\_\_\_\_ (no Driver's Licence or Cell Phone Bill)

**BOARD/SCHOOL STAFF**

I certify that the information contained on this form is accurate as far as I can determine and that I have examined the applicable documentation.

\_\_\_\_\_  
Name of Staff Member                      Position                      School

\_\_\_\_\_  
Signature of Staff Member                      Date

**PARENT/GUARDIAN**

\_\_\_\_\_  
Name of Parent/Guardian                      Signature of Parent/Guardian                      Date

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**Demande d'affectation des taxes scolaires  
en vertu de l'article 16 de la Loi sur l'évaluation foncière**

An application must be made to the Assessment Commissioner to include or revise school support on the assessment roll.

**Pour ajouter ou modifier l'affectation des taxes scolaires sur le rôle d'évaluation, il faut soumettre une demande au commissaire à l'évaluation.**

Instructions: see reverse / voir au verso

Property Identifier / Identification de propriété						
NBHD Quartier	County Comté	Mun. Mun.	Map/Div Plan/div.	Map/Sub Plan/sec.	Parcel Parcelle	Prim/Sub Princ./sec.

Please enter or revise my school support designation on the assessment roll in accordance with the following information.  
Veuillez inscrire ou modifier l'affectation de mes taxes scolaires sur le rôle d'évaluation selon les renseignements ci-après.

Municipality / Municipalité	Address of Property / Adresse de la propriété	Unit/Apt./Logement/App.	Residence Tel. No. / N° de tél. (domicile)
Mailing Address - if different from above / Adresse postale - si autre que ci-dessus Street No., Name, P.O. Box, R.R. # / N° et rue, C.P., R.R. City / Ville Province Country / Pays Postal Code / Code postal			Complete for rural areas only / Remplir dans les cas des zones rurales seulement Lot No. / N° de lot Plan / Conc No. N° de plan/conc.
Business Address - if self-employed or in partnership in business / Adresse commerciale - commerçant indépendant ou société de personnes			Business Tel. No. / N° de tél. (bureau)
List other properties that you own or rent in the Municipality or Region / Indiquez les autres propriétés que vous possédez ou louez dans la municipalité ou la région.			

Please Answer All Questions Below. / Veuillez répondre à toutes les questions ci-dessous.

School Board Use Only / Réserve au conseil scolaire		B Occupancy Status Statut de l'occupant(e)		C School Support (see instructions) Soutien scolaire (voir les instructions)		
<b>A Resident</b> (Please print) / <b>Résident(e)</b> (S.V.P.) List all occupants, including ALL children. Inscrivez le nom de tous les occupants, y compris TOUS les enfants.		<b>This person lives:</b> <b>Cette personne demeure :</b> 1. Owner / Propriétaire 2. Tenant / Locataire 3. Spouse / Conjoint 4. Child, boarder etc. / Enfant, pensionnaire etc.		<b>Supporter/Elector for:</b> <b>Contribuable/électeur des écoles :</b> 1. English-Public / Publiques de langue anglaise 2. English-Separate / Séparées de langue anglaise 3. French-Public / Publiques de langue française 4. French-Separate / Séparées de langue française		
Last Name / Nom de famille First / Prénom(s)						
male / homme <input type="checkbox"/> female / femme <input type="checkbox"/>		Birth / Naissance year / année month / mois day / jour		Canadian Citizen / Citoyen canadien yes / oui <input type="checkbox"/> no / non <input type="checkbox"/>		
		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		yes / oui <input type="checkbox"/> no / non <input type="checkbox"/>
		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		yes / oui <input type="checkbox"/> no / non <input type="checkbox"/>
		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		yes / oui <input type="checkbox"/> no / non <input type="checkbox"/>
		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		yes / oui <input type="checkbox"/> no / non <input type="checkbox"/>
		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		yes / oui <input type="checkbox"/> no / non <input type="checkbox"/>
		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		yes / oui <input type="checkbox"/> no / non <input type="checkbox"/>
School lease in effect? / Procuration scolaire signée? Indicate / Cocher <input type="checkbox"/>		Indicate (✓) area occupied: / Cocher les parties occupées: Whole House / Maison entière <input type="checkbox"/> Base Apt. / App. au sous-sol <input type="checkbox"/> 1st Floor / 1 <sup>er</sup> étage <input type="checkbox"/> 2nd Floor / 2 <sup>e</sup> étage <input type="checkbox"/> 3rd Floor / 3 <sup>e</sup> étage <input type="checkbox"/>		Owner or tenant of this property since / Propriétaire ou locataire de la propriété depuis le Date Day / Jour Month / Mois Year / Année		
Name of School Board/Agent / Nom du conseil scolaire/agent		Is hereby authorized to act as agent in matters of school support designation in respect to the above mentioned property(ies) on behalf of the undersigned. / est autorisé par la présente à agir en tant qu'agent pour les questions relatives à l'affectation des taxes scolaires en ce qui concerne la (les) propriété(s) mentionnée(s) ci-dessus au nom du (de la) soussigné(e).				
Signature of Owner or Tenant / Signature du propriétaire ou du locataire		Date / Jour Mois Année		Signature of Owner or Tenant / Signature du propriétaire ou du locataire		Date / Jour Mois Année
This Application is: / Cette demande est : <input type="checkbox"/> Approved / Approuvée <input type="checkbox"/> Refused / Rejetée		Signature of Assessment Commissioner / Signature du commissaire à l'évaluation		Date / Jour Mois Année		
Reason for Refusal: / Motif du refus:						
For School Board Use Only / Réserve au conseil scolaire						

# Information About This Application

The Application for Direction of School Support form enables any person to apply to have their school support included or revised on the assessment roll by sending the completed form to the Regional Assessment Commissioner. The collection of the information on the form is authorized under the *Assessment Act*, and any personal information is confidential and protected under the *Freedom of Information and Protection of Privacy Act*.

The information will be used to direct your school taxes; to prepare voters' lists for municipal and school board elections; to help with municipal and school board planning. Note: Tenants have the right to direct school taxes even though they may not pay taxes directly.

Included below are instructions to help you complete each section of the form. **If you have any questions about this form or about school support, please contact your local Public or Separate School Board.**

## How To Complete This Application

### A Resident

Every person in your household should be listed. Put the family name first, followed by given name(s). Owners or tenants are listed first, followed by spouses, all children, and other occupants. If this form is not for your permanent home (for example, if it is for your cottage or your business), only owners, tenants and spouses should be listed - children and other occupants should not be listed.

### B Occupancy Status

Is this person an owner, tenant, spouse, child, boarder or other resident? Note: A Roman Catholic who has signed a separate school lease will be shown as a tenant. This does not affect their ownership.

### C School Support

**Roman Catholic** - includes Greek and Ukrainian Catholics

#### French-language Education Rights

You have French-language education rights if you are a Canadian Citizen and can answer "yes" to any one of the following questions:

1. Is French the language you first learned and still understand?
2. Did you receive your elementary school instruction in Canada in French? (This does not include French immersion or French as a second language.)
3. Have any of your children received, or are they now receiving, elementary or secondary school instruction in Canada in French? (This does not include French immersion or French as a second language.)

#### School Board

Persons who are **not** Roman Catholic and do **not** have French-language education rights, must be English-Public school supporters/electors.

Persons who are **not** Roman Catholic but do have French-language education rights, must be either English-Public or French-Public school supporters/electors.

Roman Catholics who do **not** have French-language education rights must be either English-Public or English-Separate school supporters/electors.

Roman Catholics who have French-language education rights, may be a supporter/elector for any one of the following school boards: English-Public, English-Separate, French-Public or French-Separate.

If you do **not** indicate which school board you support, it will be assumed that you are an English-Public school supporter/elector.

## Renseignements sur la demande

La Demande d'affectation des taxes scolaires, dûment remplie et envoyée au commissaire régional à l'évaluation, permet à quiconque de demander de préciser ou modifier son soutien scolaire sur le rôle d'évaluation. Ces renseignements sont recueillis en vertu de la *Loi sur l'évaluation foncière* et toute information personnelle sera tenue strictement confidentielle et protégée par la *Loi sur l'accès à l'information et la protection de la vie privée*.

Ces renseignements serviront à déterminer la destination de vos taxes scolaires; à préparer les listes électorales aux fins des élections municipales et scolaires; à faciliter la planification scolaire et municipale. Nota : Même s'ils n'acquittent pas directement leurs taxes scolaires, les locataires ont le droit d'en choisir l'affectation.

Voici quelques directives qui vous aideront à remplir chacune des sections du formulaire. **Si vous avez des questions concernant le formulaire ou le soutien scolaire, adressez-vous au conseil d'écoles publiques ou séparées de votre localité.**

## Comment remplir la demande

### A Résident(e)

Chaque occupant doit être recensé : le nom de famille d'abord, suivi de tous les prénoms; assurez-vous aussi que le sexe, la date de naissance et la citoyenneté de chaque personne sont bien inscrits. Les noms de famille inscrits en premier sur la liste doivent être ceux des propriétaires ou locataires suivis de ceux du conjoint, de tous les enfants et de tout autre occupant de la propriété. Si le formulaire ne concerne pas votre domicile permanent (un chalet ou un bureau par exemple), seuls les noms du propriétaire ou du locataire et du conjoint doivent figurer sur la liste. N'inscrivez pas les enfants et autres occupants.

### B Statut de l'occupant(e)

La personne est-elle : propriétaire, locataire, conjoint, enfant, pensionnaire, ou autre? Nota : Un(e) propriétaire catholique qui a signé un «bail d'école séparée», sera classifié(e) comme «locataire». Cela ne modifie aucunement le statut de propriétaire de cette personne.

### C Soutien scolaire

**Catholique** - comprennent aussi les catholiques grecs ou ukrainiens

#### Droit à l'enseignement en langue française

Vous avez droit à l'enseignement en langue française si vous êtes citoyen(ne) canadien(ne) et que vous pouvez répondre «oui» à n'importe laquelle des questions suivantes :

1. Le français est-il la première langue que vous avez apprise et le comprenez-vous toujours?
2. Avez-vous fait vos études primaires en français au Canada? (Cela n'inclut pas les programmes d'immersion ou de français langue seconde.)
3. Avez-vous un ou des enfants qui ont fait ou qui font des études primaires ou secondaires en français au Canada? (Cela n'inclut pas les programmes d'immersion ou de français langue seconde.)

#### Conseil Scolaire

Toute personne d'allégeance **non** catholique et qui **ne** jouit **pas** du droit à l'enseignement en français doit élire un(e) conseiller(ère) et doit destiner ses taxes scolaires à un conseil d'écoles publiques de langue anglaise.

Toute personne d'allégeance **non** catholique mais qui jouit du droit à l'enseignement en français doit élire un(e) conseiller(ère) et doit destiner ses taxes scolaires à un conseil d'écoles publiques de langue anglaise ou française.

Les catholiques qui **ne** jouissent **pas** du droit à l'enseignement en français doivent élire un(e) conseiller(ère) et doivent destiner leurs taxes scolaires soit à un conseil d'écoles publiques de langue anglaise, soit à un conseil d'écoles séparées de langue anglaise.

Les catholiques qui jouissent du droit à l'enseignement en français ont le choix d'élire un(e) conseiller(ère) et ont le choix de destiner scolaires à l'un ou l'autre des conseils scolaires, à savoir écoles publiques de langue anglaise, écoles séparées de langue anglaise, écoles publiques de langue française ou écoles séparées de langue française.

Si vous **ne** confirmez **pas** votre préférence en matière de soutien scolaire, vous devrez élire un(e) conseiller(ère) et vos taxes scolaires seront destinées au conseil d'écoles publiques de langue anglaise.



This lease made this \_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_ (year).

I/We, **(Non-Catholic Lessor and/or Owner)** \_\_\_\_\_  
(Surname) (First Name)

Hereby agree to and with:  
**(Catholic Lessee and/Owner)** \_\_\_\_\_  
(Surname) (First Name)

The parties hereto agree as follows:  
 The lessor/s hereby leases too the lessee the premises knows as;

\_\_\_\_\_  
(Street No.) (Street Name) (Apt. No.)

in the Municipality of \_\_\_\_\_, to have and to hold for a term of one (1) year commencing  
(City/Town/Township)

the \_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_ (year) at an annual rental of Two Dollars (\$2.00).

At the end of each year, the term of this Lease shall automatically extend for a further year unless, at least sixty (60) days before the end of the first year of the term of this Lease or of any succeeding year, either the Lessor/s or the Lessee/s shall give to the other a written notice in accordance with the Tenant Protection Act, 1997, as amended, terminating this Lease at the end of the current year of the term. Provided however that this lease may be terminated upon thirty (30) days notice in writing given by either party.

The parties hereto agree that the intent of granting this lease is to allow the subject property to be assessed on the basis of being a Catholic School Supporter.

This lease does not affect the ownership of the property in any way whatsoever, nor will it be registered.

**SIGNED, SEALED, AND DELIVERED**

In the presence of: \_\_\_\_\_  
Non-Catholic Lessor and/or Owner

\_\_\_\_\_  
Witness Catholic Lessee and/or Owner

**THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD shall be deemed the authorized agent for the school support.**

FOR OFFICE USE ONLY						
NBHD	CNTY	MUN	MAP/VID	MAP/SUB	PARCEL	MAPSUB



### CATHOLIC SCHOOL SUPPORT LEASE INFORMATION SHEET

In Ontario, Catholics are the only people allowed a choice of supporting the Public School or Catholic School system by directing the education portion of their property taxes to the system of their choice.

A Catholic School Support Lease is required when a Roman Catholic and a Non-Catholic are jointly responsible for the payment of property taxes, either directly through ownership or indirectly through the payment of rent.

By provincial law, only Roman Catholics have the right to direct their taxes to the Catholic School System. If either of the joint owners or tenants of a property is not Roman Catholic, then the property is automatically assessed public for school tax purposes. This applies even if the Non-Catholic requests to be a Catholic school supporter.

This lease is simply a technical tool designed to give the Roman Catholic the sole right to determine the school support of their residence in order to comply with the meaning of the law.

Answers to frequently asked questions concerning the Catholic School Assessment Lease are:

- **The lease does not change the existing agreements such as ownership or a tenant lease arrangement in any way.**
- **Your declaration, through direction of school support, ensures that the Province has a public record to show that our Catholic school system is strongly wanted and needed in Ontario.**
- In effect, a tenancy within the ownership/tenancy of the property is created so that the Roman Catholic rents the right to direct school taxes from the Non-Catholic.
- When a Catholic School Supporter moves from one residence to another, their school support automatically reverts back to the Public School system. Therefore, a new Application for Direction of School Support form is required for the new addresses, along with the Catholic School Support Lease form, if required.
- In Municipal School Board elections, Provincial law states that only Roman Catholic school supporters may vote for the Catholic School Trustees.
- The Direction of School Support determines the number of Catholic School Trustees to be elected within the Waterloo Catholic District School Board.

Please Note: The \$2.00 is merely a formality and is in place as a mechanism to make this Lease a legal document for school support purposes. Do not send the \$2.00 to the School Board or School.

#### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1990:

This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Privacy and Information Management Officer, 519-756-6505, Ext. 234.