



Metropolitan Preparatory Academy

1 Duncan Mill Road • Toronto, Ontario • M3B 1Z2 • MetroPrep.com

2025 INTERNATIONAL REGISTRATION

STUDENT INFORMATION

Legal Surname: _____ Legal First Name: _____ English Name: _____

Application for Grade: _____ Date of Birth: d/m/y ____ / ____ / _____ Gender: Male Female Specify: _____

Country of Citizenship: _____ Religious Holidays Observed: _____

First Language: _____ Date of Entrance to Canada (if already studying in Canada) : d/m/y ____ / ____ / _____

Home Address Outside of Canada: house/apt # _____ — street _____

City: _____ Province/State: _____ Postal Code: _____ Country: _____

Student Email: _____ Student Mobile Phone: _____

Current School: _____ Current Grade: _____

Address of School: _____ School Phone: _____

Future University Program Goal: example: Business, Engineering _____

How did you hear about Metropolitan Preparatory Academy? _____

PARENT INFORMATION

Mother's Name: surname, first _____ , _____ Father's Name: surname, first _____ , _____

Mother's Email: _____ Father's Email: _____

Mother's Mobile Phone: _____ Father's Mobile Phone: _____

CANADIAN RESIDENCE INFORMATION

While in Canada, Student Shall Live With: please choose Mother & Father Mother Father Guardian Self _____

Homestay Arrangement* Family Friend Other Family Member _____

*** If you require Metropolitan Preparatory Academy to find you a homestay arrangement, you must request a HOMESTAY APPLICATION**

Address While in Toronto (if known) : house/apt # _____ — street _____

City: _____ Postal Code: _____ Home Phone: _____

Guardian's Name: surname, first _____ , _____

Guardian's Address: if different from student _____

Guardian's Email: _____ Guardian's Mobile Phone: _____

ADDITIONAL REQUIREMENTS

When submitting this application, please include all of the following:

- Application Fee of \$300.00 Canadian (non-refundable)
- Official Copy of Student Transcript and/or Officially Translated Copies of the most recent School Reports (if not already in English)
- Proof of Proficiency in the English Language Copy of Student's Passport
- Notarized Custodianship Documents (if student is under 18 years of age and living in Canada without a parent)
- Signature and Date at the bottom of every page (all forms must be fully completed)

The application fee can be provided as a cheque made payable to **Metropolitan Prep Academy Inc.** or by e-transfer to **pay@metroprep.com**.

After arrival at the school, a copy of the student's Study Permit and the local address where the student resides must also be provided.

I/We agree to pay all school fees and incidental expenses and to adhere to the Metropolitan Preparatory Academy Code of Conduct, including School and Classroom Rules. I/We understand that if the student withdraws or is expelled from the semester, there be will no refund of school fees. I/We acknowledge that this agreement remains in effect for the student's entire tenure at Metropolitan Preparatory Academy.

_____ Date

_____ Mother/Guardian 1 Signature

_____ Father/Guardian 2 Signature



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2025 INTERNATIONAL TUITION

\$33,700 for the Academic Year

*Includes Medical Insurance from January 27, 2025 through June 30, 2025
and September 1, 2025 through January 25, 2026*

SCHOOL FEE AGREEMENT

Student's Legal Name: surname, first _____ , _____

Mother/Guardian Name: surname, first _____ , _____

Father/Guardian Name: surname, first _____ , _____

BANK TRANSFER INFORMATION

The tuition amount must be paid in full once the student has been accepted. Please use the wire transfer details below to provide payment.

Beneficiary / Payee: Metropolitan Prep Academy Inc.
1 Duncan Mill Road
Toronto, Ontario
M3B 1Z2

Branch / Transit: 00010
Institution Number: 003
Account Number: 1198985

Swift Code: ROYCCAT2
IBAN: 021000021

Bank Branch: Royal Bank of Canada
1025 W. Georgia Street
Vancouver, BC
V6E 3N0

Branch Phone: 604-665-6991

I/We agree to pay all tuition fees, deposits, dues, accounts, and other indebtedness incurred by the student or on the student's behalf while enrolled at Metropolitan Preparatory Academy.

I/We understand that the obligation to pay the tuition fees for the full academic year is unconditional. Further, no portion of such fees so paid or outstanding will be refunded or cancelled in the event of absence, withdrawal or dismissal of the above student from the school except as follows:

- If a student is refused entrance to Canada by immigration, a complete refund will be issued less a \$2,500.00 administration fee.

Date

Mother/Guardian Signature

Father/Guardian Signature



INTERNATIONAL STUDENT & PARENT AGREEMENT, PART 1

Student's Legal Name: surname, first _____, _____

CODE OF CONDUCT

At Metropolitan Preparatory Academy, we are committed to providing a safe and healthy learning environment for all students.

Students are expected to:

- demonstrate a commitment to learning through punctual and regular attendance, being prepared and ready to learn. This includes submitting all assignments on time and writing all tests on time.
- dress in accordance with the school dress code.
- respect the authority of school staff.
- follow classroom rules and take responsibility for one's own actions.
- demonstrate honesty and integrity. Not to participate in plagiarism, misrepresentation of original work, the use of unauthorized aids, nor the theft of evaluation instruments.
- treat one another with dignity, respect and fairness, regardless of race, culture, ethnicity, religion, gender, gender identity, sexual orientation, age, socioeconomic status, ability or any other attribute.
- refrain from bringing anything to school, or using anything inappropriately, that may risk the safety of themselves or others.
- refrain from the use of cellular phones for texting or telephone calls during class time.
- refrain from smoking on school property or while attending any school related event or activity.
- refrain from the possession of, and being under the influence of alcohol or drugs.
- refrain from the possession of any form of a weapon.
- avoid all forms of intimidation, harassment, racism, and discrimination.
- refrain from bullying behaviour, which is considered to be any repeated, negative behaviour intended on causing fear, distress and or harm to another person's body, feelings, self-esteem or reputation. This includes cyber-bullying.
- take appropriate action to help those in need, seeking assistance to resolve conflict constructively and respectfully through discussion or by seeking assistance from school personnel.
- treat school property and the property of others with a reasonable standard of care.
- refrain from taking articles which do not belong to them.
- express themselves with socially acceptable language and gestures that contributes to an orderly and safe learning environment.

Parents and guardians are expected to:

- review the above Code of Conduct with their child and help him/her to follow the school/classroom rules.
- take an active role in the education of their child and ensure that he/she is punctual and attends school regularly.
- report to attendance personnel if their child will be arriving late or will be absence from school.

PHOTO CONSENT

Please note your child's picture will appear in the annual yearbook and may appear on the school website and other school social sites, in our newsletters and prospectus. All parents/guardians must accept this policy.

This will confirm that we have read and understand the Code of Conduct and Photo Consent for Metropolitan Preparatory Academy:

_____ Date

_____ Mother/Guardian 1 Signature

_____ Father/Guardian 2 Signature

_____ Student Signature



INTERNATIONAL STUDENT & PARENT AGREEMENT, PART 2

Student's Legal Name: surname, first _____, _____

SCHOOL AND CLASSROOM RULES

- Students are expected to be punctual for classes. If tardy, students must sign in at the main office and obtain a late slip to enter class.
- Attendance is mandatory. After fifteen illegitimate absences a credit for the course will not be granted. Legitimate absences include religious holidays, doctor or dentist appointments, Metro Prep Academy sports events, or Metro Prep Academy school trips.
- Students who are absent from class are expected to get missed notes from a fellow classmate.
- Skipping will result in disciplinary action which may include detention or suspension.
- A student wishing to be dismissed early from school must sign out at the main office. Sign outs require parental/guardian permission.
- To leave a class, students must ask the teacher for permission. Only one student at a time is allowed to leave the classroom to use the washroom.
- Students are not allowed to freely roam the classroom, and must have permission from the teacher before leaving their seat during instructional time.
- Students who are on spare must refrain from roaming the hallways. They are to be in the computer hall, the study area doing homework, the cafeteria or outside. Students are not to interrupt classes.
- Due to food allergies, students are not allowed to eat or drink in the classrooms and study areas. Eating is only allowed in the cafeteria and on the outdoor picnic tables.
- Students must be responsible for their books, backpacks and contents. Each student is supplied with a locker and is expected to use it. Do not leave your books or backpacks in the hallways or in an unlocked room. The school will not be responsible for any loss or theft of personal belongings.
- Although there are no uniforms, students are requested to keep a reasonable standard of dress. Inappropriate clothing containing obscenities or other offensive language will not be tolerated in the school.
- No hats are allowed in the school. They must be removed immediately upon entering.
- Students must purchase and wear our gym uniform during physical education classes.
- Cell phones are not to be used while in class. If there is an emergency and a parent needs to speak with their child, they may call the school and we will deliver the message to the student. A student caught sending text messages during class time will have their phone confiscated.
- Students are not allowed to listen to music during class unless the teacher gives permission. No headphones or earbuds can be worn during instructional time.
- Students may use a laptop or tablet to take down class notes. If found playing games or watching movies etcetera during class, the student will not be allowed to bring the device to class.
- Plagiarism will not be tolerated and will result in a zero.
- Students who fail to hand in an assignment when due must make arrangements with the teacher to submit the missing material. This may not be possible for all assignments, such as those that are reviewed immediately in class. In these cases, the student will receive a zero. If a student misses a test, the student must make arrangements with the teacher to write the test in a timely manner.
- Credits will not be granted to students unless they write the final examinations. If a student misses a final examination due to illness, a doctor's note must be received or the student will receive a zero.
- For the respect of others, please do not use foul language in the school.
- For the respect of others, please keep classrooms and washrooms clean.
- Bullying will not be tolerated. In general, your behaviour should show respect and consideration for others, including adults and peers.
- Any student who damages or is caught stealing school property will be punished and will be required to replace the damaged or stolen articles.
- There is to be absolutely no smoking or vaping on school property. Students will be suspended.
- Alcohol and illegal drugs are strictly forbidden. Students who come to school with illegal substances or in an impaired state will be immediately suspended and the police will be notified.

This will confirm that we have read and understand the School and Classroom Rules of Metropolitan Preparatory Academy:

Date

Mother/Guardian 1 Signature

Father/Guardian 2 Signature

Student Signature



INTERNATIONAL STUDENT & PARENT AGREEMENT, PART 3

Student's Legal Name: surname, first _____, _____

PROTOCOL FOR INTERNATIONAL STUDENTS

To All International Students,

We would like to welcome you to Metropolitan Preparatory Academy and wish you a successful year. As an international student, you are privileged to have been accepted into Canada and granted a Student Study Permit or Visa.

As a member of our student body, you are expected to adhere to our Code of Conduct and obey all of our School and Classroom Rules as outlined in the registration package.

Please be informed that the staff of Metropolitan Preparatory Academy are legally obligated by the Ministry of Citizenship and Immigration to advise the Ministry immediately when any Study Permit or Visa students DO NOT attend school without a legitimate reason.

Should you not attend classes, we will:

1. Advise your guardian.
2. Contact and advise your parents.
3. Report the situation to the Ministry of Citizenship and Immigration.

I have read the Protocol for International Students above and I understand, accept and agree to these conditions while I am enrolled as a student at Metropolitan Preparatory Academy:

Date

Student Signature



INTERNATIONAL MEDICAL PROFILE

Student's Legal Name: surname, first _____, _____

Date of Birth: d/m/y _____ / _____ / _____ Gender: Male Female Specify: _____

Student's Health Card Number: _____

EMERGENCY CONTACTS

In case of emergency, please notify:

Parent/Guardian 1: surname, first _____, _____

Canadian Address 1: _____

Home Phone 1: _____ Mobile Phone 1: _____

Parent/Guardian 2: surname, first _____, _____

Canadian Address 2: if different from above _____

Home Phone 2: _____ Mobile Phone 2: _____

MEDICAL HISTORY

Please indicate if your child has (or has had) each of the following:

YES NO

Epilepsy

Diabetes

Heart Trouble

Asthma

Ulcer or Stomach Problems

Previous Back Injury

Kidney Disease

Has your child ever been under psychiatric care, or treated for a nervous disorder?

Does your child take a prescription medication on a daily basis? (if yes, provide details below)

Allergies (if yes, provide details below)

If allergic to foods or insect bites, does your child carry an EpiPen?

Immunizations are Up-To-Date

Please Note: at age 16, students must verify they have received a booster shot for tetanus, diphtheria and pertussis

Any other medical condition we should be aware of:

Please also include a copy of the student's immunization history

Date

Parent/Guardian Signature



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ONTARIO STUDENT RECORD (OSR) TRANSFER REQUEST

*Must be completed to attend Metropolitan Preparatory Academy
If a student previously attended another school in the province of Ontario*

Student's Name: _____
Surname First Name Middle Name

Date of Birth: _____ / _____ / _____
Day Month Year

Home Address: _____
Street

City Province

Postal Code

To Whom It May Concern:

The Ministry of Education requests that schools obtain written permission from parents/guardians for the transfer of student records from one school to another.

I hereby give my permission for Metropolitan Preparatory Academy to obtain the Ontario School Record for the above student.

Date Parent/Guardian Signature

School Last Attended: _____

School Address: _____
Street

City Province

Postal Code

School Phone Number: (_____) _____

School Fax Number: (_____) _____

Thank you,

Metropolitan Preparatory Academy