



International Admissions & Registration Guide

Welcome to Seneca Hill Private School!

We are pleased to welcome your family as part of our Seneca Hill community. Like you, we want the very best for our children and every child that walks through our school doors is treated as a member of our family.

Please find enclosed our application process and registration information.

We are here to help you through every step of the way. If you have any questions, please do not hesitate to contact us. We cannot wait to welcome you to Seneca Hill Private School!

Application Checklist

To apply, please submit the following digital items for each child to the school's office by email:

- ☐ Seneca Hill Application form – Please complete in full
- ☐ Recent photo of the child
- ☐ Copy of child's passport
- ☐ Copy of child's immunization record
- ☐ A copy of the student's academic record including translations of report cards and standardized examinations for the last two academic years
- ☐ Non-refundable \$500 application fee

Application Process

Once these documents have been submitted, our admissions team will review the entire application. A response is usually given within 5 business days of receipt of application materials. If the applicant is accepted into the program, a conditional offer letter will be issued with payment details.

We will require the following in order to issue an admissions letter for study permit purposes:

- Full payment of the school's tuition fees.
- Details of living arrangements and custodianship in Toronto with parent/guardian declaration

After receiving this information, Seneca Hill will issue an Official Letter of Acceptance and tuition receipt, which can be used for study permit application and immigration purposes.

International Fees and Deadlines

Tuition

Annual Registration Fee (Non-refundable)	\$500	Due on acceptance
Elementary School Tuition Fee (September – June) Includes: <ul style="list-style-type: none">• Textbooks• School Activity Fee• Before /After School Care	\$17,635	
High School School Tuition Fee (September – June) Includes: <ul style="list-style-type: none">• Textbooks• School Activity Fee• Before /After School Care	\$19,635	

Additional Fees

Uniform - purchased from supplier	\$300 - \$400 Approx.
Hot Lunch Program (Optional)	\$1,247 annually
School Field Trips and Events	\$350 Approx.
Health Insurance (Optional)	\$750 (12 months)
Airport Pick-up (Optional)	\$85/trip
Guardianship (Optional)	Please contact

Enrollment Terms & Conditions:

Financial Terms:

- An Official Letter of Acceptance will be granted, only after full payment of the school fees
- All fees are in Canadian funds, effective January 1st, 2024
- We accept cheques, bank draft, money order (payable to 'Seneca Hill Private School') wire transfer, or through [Flywire](#).
- Exchange Rate Policy: wire transfers, money orders, cheques or cash received by Seneca Hill is converted in CAD at the exchange rate determined by the bank on the day the money is received
- Late payments are subject to late charges (\$50) and interest payments (2% per annum)
- All NSF are charged a \$50 fee

Absences: Tuition fee will not be reduced for absences, due to extended holiday, illness, or any other reason.

Additional Fees:

- Textbooks are provided in class on a rental basis and must be returned to the school in good working condition as soon as the student is not in the course.
- The School uniform is purchased from [InSchoolWear](#) directly.
- Proof of Medical Insurance is required for all our students when studying for any time length at Seneca Hill. Unless the student has alternative medical insurance, they are required to purchase the package arranged by the school.
- Lunch Program, field trips and any additional extra-curricular fees will be billed to families directly throughout the school year.

Refund Policy

Upon receipt of Study Permit:

- Once a study permit has been granted from your home country, please notify the school immediately and send proof of the study permit to Seneca Hill.
- A student who has been granted a study permit through our Official Letter of Acceptance is required to arrange for travel to Toronto for the first available entry period.
- A student who has obtained a student study permit from the Canadian government through Seneca Hill's Official Letter of Acceptance and other enrollment documents (i.e. a tuition receipt) is not eligible for a refund of any fees.
- The school reserves the right to cancel registration with no refund after six months of the initial study permit being granted if the student has not arrived and started attending the program.
- If a student must leave the school after the academic year has begun, they will not be entitled to any pre-paid tuition or host family refunds;

Denied Study Permit:

If a student is denied a study permit, you must submit the following documents to the school to request a refund:

- Original study permit rejection issued by the Canadian Immigration Officer,
- All original documents issued by Seneca Hill Private School, including all receipts and the official letter of acceptance;
- The school's formal Refund Request Form. This document must be signed by the original applicant.

Once all documentation has been received, please allow 15 business days for refunds to be processed.

For denied study permit refunds, a full refund will be issued, except for the non-refundable \$500 application fee and any fees charged by Seneca Hill's banking institution to process the refund.

Pending Study Permit Approval:

In the case of a study permit pending approval from Canadian Immigration, the following applies:

- This situation refers to applicants who have paid their tuition fees, received documentation from Seneca Hill (i.e. Official Letter of Acceptance, Tuition Receipt, etc.) and have applied for their study permit, and are now awaiting approval of their study permit.

If the applicant would like to request a refund, a full refund will be issued except for the non-refundable \$500 application fee and any fees charged by Seneca Hill's banking institution to process the refund. In addition to this, a \$1,000.00 administration fee will apply. Seneca Hill reserves the right to notify Canadian Immigration of all cancelled registrations when a study permit approval is pending.

Additional Terms:

- Refunds will be paid only to the person who made the payment to the school and will be payable in Canadian funds;
- All fees are non-transferable;
- Any outstanding fees or charges will be offset against refunds payable;
- All families who enroll in the school agree to abide by school terms, policies and regulations, including our Code of Conduct, Terms of use of technology, academic honesty and related student policies.
- If the student has an outstanding amount on their account, then this amount will be deducted from any refunded amounts.
- Any student attending our school on a visitor's permit within the 6-month allowance and planning to extend their study beyond 6 months must apply for their study permit within 30 days of commencing the program.

By applying to Seneca Hill, you agree to all financial, academic, and other school policies.