

R.C.M. Academy (RCMA) "THE MILITARY ACADEMY OF CANADA"



ADMISSIONS APPLICATION FORM

Head Office / Mailing Address:

Scholarship Review Board
R.C.M. Academy
"The Military Academy of Canada"
5000 Yonge Street, Suite 1901
Toronto, Ontario, Canada - M2N 7E9

Phone : 1 (416) 319-9688

E-mail : command@rcmacademy.ca

Website: www.rcmacademy.ca

"Shaping the character of tomorrows leaders"

Application Information

***Special Note for the September 2009 school year only**

Entry years for the R. C. M. Academy (The Military Academy of Canada) are Grades 7 to 10 for our commencing year in 2009 and will only be grade 7 to 9 every school year after. Applications for all other grades will be held and acceptance may only be granted if a seat becomes available. RCMA does not accept new students in grade 11 and 12.

The Military Academy of Canada (RCMA) will start accepting applications for the following school year every September until February 1st of the following year. All applications received after our deadline of February 1st will not be considered for the upcoming school year.

After all application forms have been completed and mailed to Admission, RCMA will notify parents of missing documents or documents not received before the deadline. Please contact our Admission Review Board one month before the deadline to ensure documents have been received and have reasonable time to get missing documents sent to us.

APPLICATION PROCEDURE & ADMISSION PROCESS

1. Complete the Admission Application, ensuring all required support documents listed below accompanied application.
2. Upon completion of the application, please mail the application, transcripts and reports to the Admission Board with the \$125 application fee.
3. Schedule a SSAT (Secondary School Admissions Test) at www.ssat.org/ontario or www.ssat.org directly, and not through potential candidate school. This test is only required for student entering grades 7 and 8. Please be advised that you must register as early as possible to write the test, this ensures the potential candidate get a spot to complete this test on time for our deadline. Applicant must ensure they request that SSAT sends potential candidate test scores directly to RCMA, as we will not accept the applicants copy.
4. Parent(s)/guardian will be contacted a few weeks after the application has been processed to schedule a 1st interview with the applicant only. Tours will be scheduled by RCMA at a later date either in person or via phone.
5. The applicant will be interviewed by the Admission Review Board. Upon the conclusion of the interview applicants must write our math, English and writing assessment test; this test could take 1 to 2 hours to complete and is solely dependant on the amount of time applicant requires. The entire interview and process should take 2 to 3 hours.
6. At the end of the 1st interview, the 2nd interview that will take place with the applicant and the parent(s)/guardian(s) will be scheduled in person or via phone.
7. The Admission Review Board will review all applications submitted and compile a list of accepted applicants.
8. Upon approval by the Admissions Review Board we will send out "Offers of Admission" no later than April 15th to all accepted applicants.
9. Upon receipt of our "Offer of Admission", parent(s)/guardian(s) must return the contract and the non-refundable registration fee within 30 days to hold the seat for candidate. In the "Offer of Admission" package you will receive a detailed fee schedule outlining when tuition and all other fees are due.
10. Parent(s)/guardian(s) who require assistance in paying the full tuition and fees as per our schedule are responsible to contact the Admission Review Board immediately via a written letter stating their request to pay in installments. Upon receipt of the letter, the Admission Review Board will send parent(s)/guardian(s) a payment plan schedule. Ensure your letter states whether you are requesting installment payments prior to the school year start or monthly payments over the entire school year. Parent(s)/guardian(s) who choose the monthly payments option will incur a 2% monthly interest rate charge over the school year.
11. Upon receipt of the registration fee and tuition parent(s)/guardian(s) will receive their child's "Orientation Day Schedule" and uniform order form. Ensure that the uniform fee accompanies this form and is received by the deadline.
12. All Canadian families can apply for one of our various scholarships, but note that they are issued based on proven need by the family's income. Scholarship forms can be submitted with the application or by the scholarship February 1st deadline.

Applications must be accompanied by the non refundable application fee:

Canadian Resident Day applications \$125 before January 1, 2009 and \$200 if postmarked after January 1, 2009

US and International Day applications \$200 before January 1, 2009 and \$250 if postmarked after January 1, 2009

FEES

The RCMA fees are broken down as follows :

1. Tuition for the 2009-2010 School Year is \$12,000.
2. One time Enrollment Fee of \$5000 for new students only.
3. Annual non-refundable registration fee of \$3000 must be paid within 30 days of an “Offer of Admission” to hold candidate seat.
*Note: If you decide to terminate the applications process after the “Offer of Admission” has been accepted and fee paid it will not be refunded under any circumstance.
4. Accepted first time students must pay the \$2000 uniform fee by deadline stated on order form.

FREQUENTLY ASKED QUESTIONS

1. What is the average class size?

Our classes have a maximum capacity of 15 to 18 students per grade.

2. My child already has a laptop, why do I have to purchase a new one through RCMA?

To ensure that our students have a safe technological environment in which to do their work and research on the internet, we want all our students to have a clean laptop that contains current software, integrated educational technologies only used at RCMA and wireless internet access. This program is also designed to enhance learning through and increases the opportunities for students to work collaboratively in the class room and beyond.

3. Does RCMA provide boarding for Students?

RCMA is currently a day school and does not provide boarding for its' students, so parents must provide accommodations close to the academy for their child and complete a “Boarding Guardian” form before their child starts at the academy (please ensure you print one). To assist parents RCMA's Admissions Department will provide information on available boarding opportunities in the community surrounding the academy for parents to select and investigate on their own. RCMA will not be liable or takes any responsibility for ensuring the quality of the boarding facilities.

4. How does RCMA help new students get familiar with the academy?

RCMA has “Orientation Day” for all accepted students three days before the school year starts. Students will get familiar with their teammates and all RCMA students in a variety of fun, ice breaking exercises, lunch will be provided, students will attend an assembly to meet head staff, administrative and support staff and teachers, get more information of what's available and will close with a home room meeting with their teacher and various team commanders. The day will start at 8:30am (0800hrs) and conclude at 3:00pm (1500hrs). Students receive their uniforms at the end of the day.

5. Does RCMA provide transportation?

No, parents must make their own arrangements for how their child will be transported to the school.

6. How do I apply to study in Canada at RCMA, if I am not a Canadian Citizen or Permanent Resident?

Citizenship and Immigration Canada requires that all international students who want to study in Canada must apply for a Study Permit and/or Temporary Resident Visa. For more details, visit their website at www.cic.gc.ca.

7. Is RCMA a school that provides Military Training as the word “Military” is in your Academy's name?

No, RCMA is not a military training school, instead we believe that the use of military disciplines, traditions and curriculum will ensure academic excellence; and help build discipline, character and leadership skill to ensure graduates excel in whatever career objective they choose to pursue.

SUPPORTING DOCUMENTS

The following documents must either accompany or follow the submission of your application and be received no later than February 15th to be processed.

CANADIAN STUDENTS	US AND INTERNATIONAL STUDENTS
The following must accompany the application form	The following must accompany the application form
<ul style="list-style-type: none"> <input type="checkbox"/> Application & non-refundable application fee \$125 <input type="checkbox"/> Copy birth certificate, permanent resident, or citizenship status <input type="checkbox"/> Two (2) passport size photos <input type="checkbox"/> Previous final report card for the past 2 years <input type="checkbox"/> Two (2) character reference letters (can not be from family or friends and arrive in a sealed envelope addressed to RCMA) 	<ul style="list-style-type: none"> <input type="checkbox"/> Application & non-refundable application fee \$200 <input type="checkbox"/> Copy of birth certificate and current passport <input type="checkbox"/> Two (2) passport size photos <input type="checkbox"/> Transcribed foreign final report card for the past 2 years <input type="checkbox"/> Two (2) character reference letters (can not be from family or friends and arrive in a sealed envelope addressed to RCMA)
The following must be sent directly to RCMA	The following must be sent directly to RCMA
<ul style="list-style-type: none"> <input type="checkbox"/> Current report card (Parents must request from child's school a sealed copy of their child's final report card and ensure it is submitted directly to RCMA no later than August 1st. <input type="checkbox"/> Results of the Secondary School Admissions Test (SSAT) written no later than January 17, 2009. This test must be taken by all new students entering grades 7 and 8. To schedule a SSAT test, please contact them directly and not your school at www.ssat.org <input type="checkbox"/> English and Math Teacher Assessment form, mailed by teacher 	<ul style="list-style-type: none"> <input type="checkbox"/> Current report card (Parents must request that a sealed copy, which comes in a sealed school envelope and not a copy or photocopy sent home with student is submitted no later than August 1st deadline). Please ensure that sealed copies are transcribed into English. <input type="checkbox"/> Results of the Test of English as a Foreign Language (TOEFL) for a student whose first language is not English; go to www.ets.org/toefl for detailed information. (Deadline: February 1st) <input type="checkbox"/> Teacher English and Math Assessment form, mailed by teacher
Once we receive the application and processed it, we will contact you to arrange	Once we receive the application and processed it, we will contact you to arrange
<ul style="list-style-type: none"> <input type="checkbox"/> A tour of the facilities <input type="checkbox"/> 1st interview and assessment test for applicant <input type="checkbox"/> 2nd interview with applicant and parent(s) / guardian(s) will be scheduled in person or via phone 	<ul style="list-style-type: none"> <input type="checkbox"/> 1st interview will be arranged by phone if student and family are unable to travel to Toronto. Assessment test for applicant will be arranged by admissions Department <input type="checkbox"/> An in person tour of the facilities if possible <input type="checkbox"/> 2nd interview with applicant and parent(s) / guardian(s) will be scheduled and must take place in person, unless other suitable arrangements can be made for extraordinary circumstances



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Application for Admission

"THE MILITARY ACADEMY OF CANADA"

Applications must be accompanied by the non refundable application fee:
Canadian Resident Day applications \$125 before January 1, 2009 and **\$200** if postmarked **after January 1, 2009**
US and International Day applications \$200 before January 1, 2009 and **\$250** if postmarked **after January 1, 2009**

This application is for Admission to Grade _____ in September of _____ (have successfully completed grade 6 YES /NO)

Check one of the boxes below if you will be applying for any of the following scholarships (See Scholarship qualifications for details):

- Entrance Scholarship 2nd Year Academic Scholarship

APPLICANT INFORMATION (Please print clearly and use black ink only)

Full Name of Applicant: _____
(Surname) (Middle Name) (First Name)

Date of Birth: _____ Male Female
(DD / MM / YYYY)

Citizenship: Canadian / Permanent Resident (A copy of proof of citizenship must be attached to application)
 U.S.
Other (please specify): _____

Student age at the beginning of the school year: _____ Student's E-mail Address: _____

First language spoken: _____ Language spoken at home: _____

FAMILY INFORMATION

Parent 1 Guardian (RELATIONSHIP) _____
Title (e.g.: Mr, Mrs, Ms, Miss, Dr): _____
Name (Surname, Given Name): _____
Home Address: _____
City: _____ Province/State: _____
Postal/Zip Code: _____ Country: _____
Telephone: _____ Cell: _____
Home E-mail: _____
Occupation / Job Title: _____
Bus. Phone Number: _____
Employer / Company: _____

Parent 2 Guardian (RELATIONSHIP) _____
Title (e.g.: Mr, Mrs, Ms, Miss, Dr): _____
Name (Surname, Given Name): _____
Home Address: _____
City: _____ Province/State: _____
Postal/Zip Code: _____ Country: _____
Telephone: _____ Cell: _____
Home E-mail: _____
Occupation / Job Title: _____
Bus. Phone Number: _____
Employer / Company: _____

Please check all that apply:

Student lives with: Both Parents Parent 1 Parent 2 Guardian

Mailings to be sent to: Both Parents Parent 1 Parent 2 Guardian

Are any of the applicant's parents deceased? (please explain briefly who is): _____

Siblings: None

Name: _____ Age: _____ Grade: _____

Name: _____ Age: _____ Grade: _____

Name: _____ Age: _____ Grade: _____

Name: _____ Age: _____ Grade: _____

EDUCATION INFORMATION

Current School: _____ Telephone #: _____

Address: _____

Year Started: _____

Has applicant ever received any of the following discipline from school?

School Expulsion? Yes No

School Suspension? Yes No

Asked to Withdraw? Yes No

If yes, please provide a brief description of circumstances and resolution / restitution if any: _____

DIVERSITY

Ethnic and Religious Background: RCMA is committed to creating a diverse culture of students. The following information will assist us in seeking diversity and ensuring that we put the required supports in place.

(This question is, however, optional and applications will still be considered if this information is not submitted)

ETHNIC BACKGROUND

- African - Canadian
- Aboriginal
- Asian
- Hispanic
- Caucasian
- Other (specify): _____

RELIGIOUS BACKGROUND (Religious background raised in or currently practicing)

- Catholic
- Christian
- Jewish
- Muslim
- Atheist
- Other (specify): _____

The Academy does not discriminate on the basis of race, religion, color, national, or ethnic origin in the administration of its educational policies, admission policies scholarship and loan programs or athletic and other academy-administered programs.



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Application for Admission Parent(s) or Guardian Questions

"THE MILITARY ACADEMY OF CANADA"

1. Has applicant ever skipped a grade? Yes No

If yes, please state which grade(s): _____

2. Has applicant ever repeated a grade? Yes No

If yes, please state which grade(s): _____

3. Has applicant ever used illegal drugs? Yes No

If yes, please provide a brief explanation and current resolution : _____

CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA

4. Has applicant ever been convicted of a criminal offence for which applicant have not been granted a pardon? Yes No

Charges : _____

Name of Police Force : _____ City : _____

Province / State : _____ Country: _____

Date of Conviction : _____

(DD / MM / YYYY)

5. How did you learn about RCMA? _____

6. Are either parent affiliated member(s) of the Armed Forces or Police Forces? (please state which parent or both) Yes No

If yes, please state which parent or if both : _____

7. Is your child currently or have they previously served in a Cadet Organization? Yes No

If yes, please state which unit and for how long : _____

8. Is your child applying to any other schools this year? Yes No

If yes, please specify which school(s) : _____

9. Does your family do anything to contribute to the community? (e.g.: volunteering, cash or in-kind donations, etc.) Yes No

If yes, please specify what : _____

10. Describe some of your child's character strengths? _____

11. Describe some of your child's character weakness, that you think needs improvement? _____

12. Is your child participating in any of the following? (Check all that apply)

- Academic Enrichment (list subject(s)) _____
 Gifted Programs
 ESL
 Other (please specify) _____

13. What is your child's French language experience? (Check one)

- Fluent _____
 French Immersion
 Basic
 None

14. Is your child fluent in any other languages not already noted in this application? Yes No

If yes, please specify which languages: _____

15. What are the co-curricular programs in which your child currently participates? (in school and / or outside of school)

I/We affirm and attest (swear) that the above information is accurate to the best of my / our knowledge. I/We understand that falsifying any information or failing to disclose information that materially affects the school's decision-making process will constitute a fraudulent enrollment. Discovery of such fraudulence can result in the dismissal of the applicant from RCMA and any unpaid balance on the applicant's account becoming due immediately in full.

Applicant's Signature: _____ Date: _____

Parent 1 (or Guardian) Signature: _____ Date: _____

Parent 2 (or Guardian) Signature: _____ Date: _____

Privacy Statement: Information you divulge to RCMA through this form is confidential and for internal use only. RCMA will not knowingly sell, share or otherwise communicate your information without your prior consent, we will also not disclose or return this form to anyone including the applicant or family.



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Application for Admission Applicant Questions

"THE MILITARY ACADEMY OF CANADA" OFFICE OF ADMISSION

1. What makes you think RCMA is the right school for you? _____

2. Are you currently or have you ever done any community volunteering or leadership / mentoring of kids or youth? Please specify if the answer is 'Yes' where and what your contribution is. **(Answer will not affect your possibility to get into RCMA).**

3. List three (3) or more of your strengths. (e.g. characteristics, skills, or abilities)

4. List three (3) or more of your weakness, that you think needs improvement. (e.g. characteristics, skills, or abilities)

5. What co-curricular programs are you currently participating in? (in school and / or outside of school)

6. What do you think you can contribute to RCMA?

7. Are you currently involved in any arts or drama programs? (in school or outside of school). Please specify the program

8. Do you currently play an instrument? (in school or outside of school). Check all that apply.

- | | | |
|-------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Trumpet | <input type="checkbox"/> Flute | <input type="checkbox"/> Violin |
| <input type="checkbox"/> Drums | <input type="checkbox"/> Clarinets | <input type="checkbox"/> Guitar |
| <input type="checkbox"/> Percussion | <input type="checkbox"/> Trombone | <input type="checkbox"/> Bass |
| <input type="checkbox"/> Piano | <input type="checkbox"/> Cello | <input type="checkbox"/> Other: (specify) _____ |

9. What are your responsibilities at home? (e.g. choirs, pets, siblings, shopping, after school employment)

10. What type of books do you like to read?

11. Tell us about one of your favorite books and why you like it. (Keep answer brief)

12. List your top 3 favorite movies and why you like them? (Keep answer brief)

13. What do you like to do in your free time? (i.e.: hobbies, reading singing, and etc.)

14. Is there anything else you would like us to know about you? (Tell us about your future career objectives or career plans?)

Applicant's Signature: _____ Date: _____