Application Package (2015-2016)

Thank you for your interest in applying to Bodwell! We appreciate that you are in the process of taking a major step in a student’s life.

Several factors are considered for admission to Bodwell. We seek cultural diversity and look for students of academic and leadership potential from around the world. Our students succeed in a challenging English-speaking academic environment, demonstrate an interest in a variety of co-curricular and extra-curricular activities, and are committed to serving their communities.

Our Admissions staff evaluates various aspects including academic records from the previous three years, a personal profile, reference letters, an interview, and other demonstrated achievements.

Should you have any questions regarding the admissions process, please do not hesitate to contact one of the Admissions staff.

Thank you once again for your interest and we hope to see you at Bodwell soon!

Sincerely,

Admissions

Bodwell High School & Academy
How to Apply

1. Discover Bodwell

We encourage you to explore our website to discover what makes Bodwell an exceptional school. We welcome you to ask us questions, come in for a tour or even meet an Admissions staff in your home country.

Bodwell accepts applications for the terms of September, January and April. Applications should be submitted as early as possible and for international students, no later than four months before each term, as space in our boarding facilities is limited. Exceptions are only considered when space is available and students’ present exceptional qualifications.

2. Submit an Application

Visit Bodwell’s Online Application System (http://apply.bodwell.edu) to start an application and follow step-by-step instructions. You can save and return to the Application and Accommodation (Boarding or Homestay) Forms. Once the application is submitted, you can return to upload required documents. Admissions staff will contact you as soon as your application is submitted.

3. Provide Required & Optional Documents

Once your application is submitted you will be able to upload the following required documents:

- Passport Photo ID Page
- Current Digital Passport Size Photo (35 mm x 45 mm)
- Complete transcripts and progress reports from the past 2 years of schooling AND any current reports with certified English translation (if applicable)
- Application Fee Payment (Form 1)
- Personal Profile (Form 2)
- Immunization History Record (Form 3)

You may be required to:

- Submit Confidential Teacher Reference Letters (Form 4)
- Take an Online English and/or Math Entrance Test
- Attend an in-person or Phone/Skype Interview
- Submit Award Certificates and/or English Test Results (IELTS/TOEFL)

4. Notification of Results

Our Admissions staff will inform you regarding the school’s decision within two weeks of completing the admissions process. If you are offered a place at Bodwell, you will need to pay the fees in full to be registered as a new student. If a student meets the admission criteria but there is no immediate space available, a student will be placed on a waiting list. International students need to apply for appropriate visas.
Important Dates

2015 Winter Term (January – April)

January 2 (Friday) @ 8:15 am  New Students: Orientation, Placement Test, Course Selection
January 5 (Monday) @ 8:15 am  School Assembly, classes begin immediately after
January 7 (Wednesday)  Last day to enroll in regular academic courses
February 16 (Monday)  Family Day – School Holiday, no classes
Week of February 16  Midterm Examinations - classes as usual
April 3, 6 (Friday, Monday)  Good Friday/Easter Monday – School Holiday, no classes
April 13, 14 (Monday, Tuesday)  Final Examinations for Academic Students
April 15 – 26  Term Break – classes not in session

2015 Summer Term (May – August)

April 27 (Monday) @ 8:15 am  School Assembly, classes begin immediately after
April 27 @ 8:15 am  New Students: Orientation, Placement Test, Course Selection
April 29 (Wednesday)  Last day to enroll in regular academic courses
May 18 (Monday)  Victoria Day – School Holiday, no classes
Week of June 1  Midterm Examinations - classes as usual
July 1 (Wednesday)  Canada Day – School Holiday, no classes
July 30, 31 (Thursday, Friday)  Final Examinations for Academic Students
August 1 – 30  Term Break – classes not in session

2015 Fall Term (September – December)

Aug 31 / Sep 1 @ 8:15 am  New Students: Orientation, Placement Test, Course Selection
Sep 2 (Wednesday) @ 8:15 am  School Assembly, classes begin immediately after
September 4 (Friday)  Last day to enroll in regular academic courses
September 7 (Monday)  Labour Day – School Holiday, no classes
Week of Oct 5  Midterm Examinations - classes as usual
October 12 (Monday)  Thanksgiving Day – School Holiday, no classes
November 11 (Wednesday)  Remembrance Day – School Holiday, no classes
Dec 10, 11 (Thursday, Friday)  Final Examinations for Academic Students
December 12 – January 3  Term Break – classes not in session
Fee Schedule
(Effective September 2015)

Application Fee* ................................................................. $300

Tuition Fee (2 Terms):
  ▪ International Students ......................................................... $15,200
  ▪ Canadian Citizens/Immigrants Not Qualifying for a Government Grant ........................................ $14,400
  ▪ British Columbia Residents Qualifying for a Government Grant ........................................ $11,600

Accommodation:
  ▪ Boarding Program Monthly Fee (shared room) ......................................................... $1,650
  ▪ Homestay Program Monthly Fee (private room) ......................................................... $1,100
  ▪ Homestay Placement Fee* ............................................................................... $400
  ▪ Custodianship Declaration* ............................................................................... $400
  ▪ Damage Deposit** ......................................................................................... $400

Medical Insurance (2 Terms) ......................................................................................... $660

School Uniform ............................................................................................................. $915

Student Clubs & Activities (2 Terms) ............................................................................... $600

Technology Fee (2 Terms) ............................................................................................. $400

Laptop Deposit** ........................................................................................................... $400

Textbook Deposit** ........................................................................................................ $400

OTHER FEES
  ▪ Band Instrument Rental (2 Terms) ........................................................................ $300
  ▪ Band Instrument Damage Deposit** .................................................................... $200
  ▪ Graduate Fee ........................................................................................................ $350
  ▪ Transportation to or from Vancouver International Airport ........................................ $150

* Non-refundable.
** Refundable upon departure from Bodwell High School & Academy.

All fees are in Canadian dollars, include applicable taxes and are subject to change. Bodwell High School is bonded with the Ministry of Education, Province of British Columbia. The bonding arrangement ensures that all fees paid to the school are insured against liabilities. All international students are required to initially register and pay in full for a minimum of two terms.

A Bodwell Academy student qualifies for a government grant if their parent or legal guardian is a Canadian citizen or permanent resident, who is ordinarily resident in British Columbia. Bodwell Academy students can register and pay termly.

The boarding accommodation monthly fee includes: a complete youth development program based on our Life Skills Development Curriculum, supervision, professional support, study hall (4 evenings/week), leadership & service opportunities, organized activities, events and outings, weekly clubs, shared accommodation (2 to 6 students/room), daily buffet breakfast and dinner, set lunch, evening snack, bedding and linens, and laundry facilities.

The homestay accommodation monthly fee includes: organized activities and celebrations, private accommodation, three meals per day provided by the host family, bedding and linens, laundry facilities.

Two terms of medical insurance includes 3 months private insurance and 6 months on the B.C. Medical Services Plan.

The technology fee includes a PC laptop rental, Microsoft Office Suite, IT support, training, classroom collaboration tools, cloud storage and backup, anti-virus software, content filter protection and wireless internet capabilities.

A graduate fee is charged to all students graduating at Bodwell High School & Academy. It includes: graduation ceremony, dinner, trip, yearbook and other souvenirs.
**Application Form**

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<tr>
<th><strong>STARTING TERM APPLIED FOR</strong></th>
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<tr>
<td>□ Fall Term (September – December)</td>
<td>□ 2015</td>
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<td>□ Winter Term (January – April)</td>
<td>□ 2016</td>
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<td>□ Summer Term (April – August)</td>
<td>□ 2017</td>
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<th><strong>GRADE APPLYING FOR</strong></th>
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<td>□ Grade 8</td>
<td>□ Grade 9</td>
<td>□ Grade 10</td>
<td>□ Grade 11</td>
<td>□ Grade 12</td>
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**REQUIREMENTS FOR BOARDING, HOMESTAY AND AIRPORT PICK-UP**

- Boarding: □ required OR Homestay: □ required
- Airport Pick-Up: □ required

**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th><strong>SURNAME (FAMILY NAME)</strong></th>
<th><strong>GIVEN NAME</strong></th>
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<tr>
<th><strong>SEX</strong></th>
<th><strong>DATE OF BIRTH (year/month/day)</strong></th>
<th><strong>CITIZENSHIP</strong></th>
<th><strong>FIRST LANGUAGE</strong></th>
<th><strong>COUNTRY OF BIRTH</strong></th>
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<td>□ Female</td>
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<tr>
<th><strong>TELEPHONE NUMBER</strong></th>
<th><strong>PERSONAL E-MAIL ADDRESS</strong></th>
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**PERMANENT MAILING ADDRESS**

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<th><strong>CITY</strong></th>
<th><strong>PROVINCE</strong></th>
<th><strong>COUNTRY</strong></th>
<th><strong>POSTAL CODE</strong></th>
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**FAMILY INFORMATION (PARENT/GUARDIAN)**

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<th><strong>SURNAME</strong></th>
<th><strong>GIVEN NAME</strong></th>
<th><strong>ENGLISH NAME (if applicable)</strong></th>
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<tr>
<th><strong>DATE OF BIRTH (year/month/day)</strong></th>
<th><strong>RELATIONSHIP TO STUDENT</strong></th>
<th><strong>MARITAL STATUS</strong></th>
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ADDRESS (if different from above)

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<th><strong>TELEPHONE NUMBER</strong></th>
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# PREVIOUS SCHOOL(S)

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<tr>
<th>NAME OF SCHOOL</th>
<th>COUNTRY</th>
<th>GRADE COMPLETED</th>
<th>DATE FROM (year/month/day)</th>
<th>DATE TO (year/month/day)</th>
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# EMERGENCY CONTACT (Educational Consultant or Guardian/Relative/Friend in Canada)

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<tr>
<th>SURNAME</th>
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# REFUND POLICY (Before you submit your application please read the following carefully)

The following policy applies when a student withdraws from Bodwell after fees are paid.

1) Application fee, custodianship fee and homestay placement fee (if applicable) are non-refundable.
2) Two-thirds (2/3) of the paid tuition fees will be refunded if the student withdraws prior to the start of the program.
3) One-half (1/2) of the paid tuition fees will be refunded if the student withdraws, for whatever reasons, any time within 30 calendar days from the start of the program.
4) No refund of paid tuition fees will be granted if the student withdraws, for whatever reasons, after 30 calendar days from the start of the program.
5) No refund of paid tuition fees will be granted if the student is found in violation of school regulations and asked to withdraw from the school.
6) Students requesting boarding or homestay must read the corresponding refund policies on the accommodation application forms.
7) A notice will be emailed to parents if the student does not collect unused deposits soon after program completion. Upon parents’ instruction, unused deposits will be wired or sent by cheque. If parents do not respond to the reminder within three months of a student’s departure, the student finance account will be closed and the unused deposits will be forfeited.

**International Students Only:**

1) The same refund policy stated above applies to international students. However, if study permit for international students is not approved by Immigration Canada, a full refund of all fees, except the application, custodianship declaration and homestay placement fees, will be granted upon written proof of such refusal.
2) If any international student becomes a landed immigrant during the course of study, the lower fees will take effect in the following term.

# PLEASE READ AND SIGN BELOW

I declare that the information given in this application is complete and correct to the best of my knowledge and I have read and fully accept the refund policy.

Student’s Signature: ___________________________ Parent’s Signature: ___________________________

Date: ___________________________ Date: ___________________________
## MEDICAL INFORMATION (to be completed by parents/guardian)

1. Does the student have any of the following medical conditions that may require emergency care at school?
   - Seizure-disorder/epilepsy
   - Life-threatening allergy (anaphylaxis)
   - Diabetes
   - Serious heart condition
   - Severe asthma
   - Blood clotting disorders
   - Others ____________________________  *Attach medical protocol for treatment and care.

2. List any other medical/physical conditions or allergies and care required:

____________________________________________________________________________________

3. Is the student on any medication? YES ___  NO ___. If YES, please list.

____________________________________________________________________________________

4. Does your child have any learning or emotional conditions, which prevent a full participation in Bodwell’s program?
   YES___  NO ___. If YES, please state the particulars:

____________________________________________________________________________________

5. Has the student obtained the British Columbia Medical Services Plan (MSP)? YES____  NO____
   If YES, please provide the care-card number: __________________________

*To ensure that the MSP Care Card is still current, for international students, please indicate the date when the current Student Visa expires:

____________________________________________________________________________________

6. For Canadian Students: Your local doctor’s name: ______________________ and contact number: ______________________

## COMMITMENT AND AUTHORIZATION (Please put a check mark on every item after reading)

- Bodwell’s Attendance, Probation and Dismissal Policy (All Students)
- Bodwell Student Appearance and Dress Code (All Students)

To foster a positive environment that is appropriate and conducive to learning, a dress code has been established. Students are required to comply with the following school uniform policy:
- Students should be groomed and dressed neatly in uniform for school.
- Students are not allowed to pierce or tattoo any noticeable parts of their body, such as the face or tongue.
- Students are encouraged to have a neat, clean and moderate hairstyle. Inappropriate hair styles or hair colour will require correction.

- Bodwell’s No-Smoking Policy (All Students)

Bodwell is a smoke-free school. Any student caught smoking anywhere, who smells like he/she has smoked, is seen in the company of someone smoking, is in possession of cigarettes or is involved with cigarettes in any other way will be given a written warning sent to parents. The student will also be required to see the school nurse to seek help to stop smoking. A second offence will result in in-school suspension, and a letter of probation will be sent to the parents. Parents need to ensure student participation with smoking-cessation programs and pay any costs if needed. A third smoking offence may result in expulsion from school.

- Over-the-counter medication and prescription drugs (Boarding and Homestay Students Only)

I/We authorize boarding staff, counselors and/or the school nurse to administer over-the-counter medication and prescription drugs, according to doctors’ instructions, when deemed necessary.

- Unsupervised overnight trips (Boarding and Homestay Students Only)

Students who choose to live in boarding or school-arranged homestay must follow the policy of not staying away overnight without adult supervision and parental approval. They should not go on any unsupervised field trips.

**Agree and sign by:**
Student’s signature: ______________________  Parent’s signature: ______________________

## AUTHORIZATION

I have read Bodwell High School & Academy brochure and School calendar and consent to my child’s participation in those activities, except as expressly noted under Medical Information above. Should there be additional activities, which are reasonably considered to have a greater safety concern be scheduled, I understand that I will be advised in advance and that my consent will be sought.

In the event of an accident or illness requiring medical intervention, I understand that School personnel will attempt to contact me. In the event that I cannot be contacted within a reasonable time, or in the event of a medical emergency requiring immediate intervention as determined by qualified medical personnel, I hereby authorize the School principal or designate to authorize such procedures, including admission to hospital, and treatment as recommended by qualified medical personnel. Any expenses incurred with respect to such treatment shall be borne by me and shall not be the responsibility of the School.

Print Parent’s Name: ______________________  Parent’s Signature: ______________________  Date: ______________________
1. I/We consent to having Bodwell High School & Academy collect personal information of mine/ours and of child enrolled in the School that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents’ work numbers and e-mail address, behavioural, academic and health information, most recent report card, emergency contact name and number, doctor’s name and number, health insurance number and any similar information needed for registration.

I/We further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of Bodwell High School & Academy, (1) for the purpose of establishing, maintaining, and terminating the student’s or parent’s relationship with Bodwell High School & Academy; (2) for additional purposes identified when or before personal information is collected, and (3) as otherwise provided in Bodwell High School & Academy’s Personal Information Privacy Policy, a copy of which is available on request. I/We also consent to the collection, use and disclosure of such personal information by and to educational consultants, agents, contractors and service providers of Bodwell High School & Academy.

This information is required in order to register your child at this school and assist the school authority in making an informed decision as to your child’s suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the privacy officer for Bodwell High School & Academy is Mark Lewis and may be reached at 604-924-5056 ext.104.

Student’s Signature: ________________________ Date: _____________________

Parent’s Signature: ________________________ Parent’s Signature: ________________________

2. I consent to having photographs and work samples of my child(ren) used by Bodwell High School & Academy in the yearbook, newsletters and other promotional material.

Student’s Signature: ________________________ Date: _____________________

Parent’s Signature: ________________________ Parent’s Signature: ________________________

3. Release and Storage of Parent Personal Information

Bodwell High School & Academy acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. The school will securely store all digital and hard copy parent and student personal information.

Signature: ________________________ Title: Privacy Officer Phone: 604-924-5066, ext 104
Application Fee Payment (Form 1)

Credit Card Payment Authorization

Name of Applicant: __________________________________________________________

Date of Birth (year/month/day): ________________________________________________

Country of Birth: _____________________________________________________________

PLEASE NOTE THAT AN EXTRA 3.5% CHARGE APPLIES TO ANY CREDIT CARD PAYMENT.
SEND THE BACK AND FRONT COPIES OF THE CREDIT CARD TOGETHER WITH A PICTURE ID.

Name of Cardholder: __________________________________________________________

Type of Credit Card (please circle one): Visa MasterCard

Card Number: __________________________________________________________________

Expiry Date: Month __________ Year __________

Validation Code (Security Number): ________________ (from back of the card)

This is to authorize Bodwell High School to charge CAD$___________________________ to my credit card being the payment of the following:

Signature of Cardholder: ________________________________

Date: ________________________________
Personal Profile (Form 2)

Name of Applicant: ____________________________________________________________

Date of Birth (year/month/day): ______________________________________________

Country of Birth: ____________________________________________________________

1. Why would you like to attend Bodwell High School?

____________________________________________________________________________

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2. How would you contribute to Bodwell High School’s community?

____________________________________________________________________________

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3. What are your involvements (clubs, teams, activities) and accomplishments to date?

__________________________________________________________________________

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4. What are your future aspirations?

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5. What do you and your parents expect from Bodwell High School?

__________________________________________________________________________

__________________________________________________________________________

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__________________________________________________________________________
Immunization History Record (Form 3)

Name of Applicant: ____________________________________________________________

Date of Birth (year/month/day): ________________________________________________

Country of Birth: ____________________________________________________________

To assist our local Health Authority in case of a communicable disease outbreak, please complete the following information. If your child is missing any of the following immunizations please ensure that they receive the immunizations before starting at or returning to Bodwell High School & Academy:

<table>
<thead>
<tr>
<th>Routine Childhood Immunization</th>
<th>Date of Dose #1 (yyyy/m/d)</th>
<th>Date of Dose #2 (yyyy/m/d)</th>
<th>Date of Dose #3 (yyyy/m/d)</th>
<th>Date of Dose #4 (yyyy/m/d)</th>
<th>Date of Dose #5 (yyyy/m/d)</th>
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<tbody>
<tr>
<td>Varicella (Chicken Pox)</td>
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<tr>
<td>☐ Vaccine (after age 1) OR</td>
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<td>☐ date of disease</td>
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<td>Hepatitis B (3 doses)</td>
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<td>Measles (2 doses after age 1)</td>
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<td>Mumps (2 doses after age 1)</td>
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<td>Rubella (at least 1 dose OR 2 doses after age 1)</td>
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<td>Meningococcal C Conjugate OR Menactra (A,C,Y,W/135) 1 dose after 10 years of age.</td>
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<td>Diphtheria (5 doses)</td>
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<td>Pertussis (5 doses)</td>
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<td>Polio (4 doses)</td>
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<td>HPV (3 doses) Girls only – NOT ESSENTIAL</td>
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<tr>
<td>Tetanus (5 doses): A recent Tetanus booster is required within the last 10 years.</td>
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Tuberculosis status: Indicate date if student has had BCG: __________________
Indicate date & result of last TB skin Test: __________________
Indicate date & result of last Chest X-Ray: __________________

Bodwell High School & Academy is not responsible if a student develops a communicable disease, which can result in a loss of school time and / or medical complications, due to failure to meet Canadian Immunization Standards.

CONSENT TO RECEIVE MISSING IMMUNIZATIONS:

In case of a communicable disease outbreak and regularly scheduled Grade 9 immunization updates (TdaP), I hereby give BODWELL HIGH SCHOOL / BODWELL ACADEMY permission to arrange the administration of missing immunizations through the VANCOUVER COASTAL HEALTH AUTHORITY. At such time we will provide students and parents with Consent Forms specific to vaccines given.

Parent / Legal Guardian Signature: ____________________________________________

Date: _____________________________________________________________________
Confidential Teacher Reference Letter (Form 4)

This form is to be completed by a current teacher, counsellor or Principal and returned directly to Bodwell’s Admissions Office by email: office@bodwell.edu or fax: +1-604-924-5058.

Student’s Name: ______________________________________________

Current Grade: ______________________________________________

Teacher’s Name: ______________________________________________

Title/subject Area: ______________________________________________

How long have you known the student? __________ years __________ months

What subjects have you taught her/him? ______________________________________________

1. General Characteristics:

Please place check marks (✓) at the points that represent your evaluation of the student in comparison to other students in his or her age group. If you have no fair basis for judgment, do not hesitate to say so.

<table>
<thead>
<tr>
<th></th>
<th>Excellent – Top 5% of Their Class</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Basis for Judgment</th>
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</thead>
<tbody>
<tr>
<td>Academic/Learning ability</td>
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<td>Behaviour and conduct</td>
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<td>Leadership potential</td>
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<td>Responsibility and organizational skills</td>
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<td>Study habits</td>
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<td>Ability to work independently</td>
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<td>Ability to work well with classmates</td>
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<td>Openness to classmates of other cultures</td>
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<td>Maturity (Relative to Age)</td>
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2. What are the first three words that come to mind when describing this student’s personal characteristics?
   a. ____________________  b. ____________________  c. ____________________

3. What is the student’s greatest strength? __________________________________________________________

4. What is the area that the student needs to improve the most? __________________________________________

5. List any extra-curricular activities or positions of responsibility in which the student has been involved:
   _____________________________________________________________________________________________
   _____________________________________________________________________________________________
   _____________________________________________________________________________________________

The student’s family situation affects learning and adjustment at a boarding school environment. If you feel it is appropriate, please share with us any thoughts you have regarding this family.

6. To your knowledge, is the parent’s perception of their child consistent with the school’s understanding of the child?
   Yes   No

7. To your knowledge, has the student ever been referred to a counsellor or psychologist for assessment?
   Yes   No

If yes, please explain circumstances. You may use additional pages.
   _____________________________________________________________________________________________
   _____________________________________________________________________________________________

Thank you for taking the time to complete this form. Please provide the following information and sign below.

Name of School: ____________________________________________________________

Address of School: __________________________________________________________

Telephone Number: ___________________________ E-mail Address: ______________________

Signature: ________________________________