

# BODWELL HIGH SCHOOL

955 Harbourside Drive  
North Vancouver, BC  
V7P 3S4, Canada

☎ 604-998-1000  
☎ 604-998-1150

✉ office@bodwell.edu  
🌐 bodwell.edu

## APPLICATION PACKAGE (2018 - 2019)

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 thrive in a challenging English speaking academic environment, demonstrate an interest in a variety of 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

## 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 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. 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. SUBMIT THE APPLICATION FEE

Along with the application, an application fee payment is required in order to process your application. Admissions staff will contact you as soon as your fee is received and your application is being processed. Bodwell High School has teamed up with Peer-Transfer to offer an innovative and streamlined way to make international wires for the \$300 application fee online (<https://www.flywire.com/pay/bodwell>). You may also submit this fee via credit card by completing the Credit Card Authorization Form.

### 4. PROVIDE SUPPORTING DOCUMENTS

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

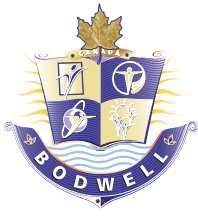
- Passport Photo ID Page
- Current Digital Passport Size Photo (35 MM x 45 MM)
- Credit Card Authorization Form
- Complete transcripts and progress reports from the past 3 years of schooling AND any current reports with certified English translation (if applicable)

You may be required to:

- Submit the Teacher Reference Letters
- Complete the Personal Profile
- Take an Online English and Math Entrance Test
- Provide an Immunization History Record
- Attend an in-person or Phone / Skype Interview
- Submit Award Certificates and / or English Test Results (IELTS / TOEFL)

### 5. 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.



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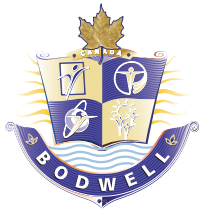
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## APPLICATION FORM

For faster processing please apply online at <http://apply.bodwell.edu>.

TERM APPLICATION DETAILS												
STUDENT STATUS IN CANADA			STARTING TERM APPLYING FOR				GRADE APPLYING FOR					
International			Fall 2018	Winter 2019	Summer 2019		8	9	10			
Canadian Resident			(Sep. - Dec.)	(Jan. - Apr.)	(Apr. - July.)		11	12				
NUMBER OF TERMS YOU PLAN TO STAY		WHAT IS YOUR ENGLISH LEVEL? (1 being none to low, 5 being fluent)					AIRPORT PICK-UP					
		1	2	3	4	5	Required			Not required		
PERSONAL INFORMATION												
SURNAME (Family Name)					GIVEN NAME					SEX		
										Male		
										Female		
DATE OF BIRTH			CITIZENSHIP	FIRST LANGUAGE	COUNTRY OF BIRTH	TELEPHONE (Work or Home)			TELEPHONE (Mobile)			
YYYY	MM	DD				CO. Code	Area Code	Phone Number	CO. Code	Area Code	Phone Number	
PERSONAL EMAIL				PERMANENT MAILING ADDRESS								
CITY			PROVINCE / STATE		COUNTRY			POSTAL CODE				
FAMILY INFORMATION (Parent / Guardian 1)												
SURNAME (Family Name)					GIVEN NAME					DATE OF BIRTH		
										YYYY	MM	DD
RELATIONSHIP TO STUDENT		MARITAL STATUS		PARENT EMAIL			TELEPHONE (Work or Home)			TELEPHONE (Mobile)		
							CO. Code	Area Code	Phone Number	CO. Code	Area Code	Phone Number
ADDRESS (If different from student)					CITY	PROVINCE / STATE	COUNTRY	POSTAL CODE				
FAMILY INFORMATION (Parent / Guardian 2)												
SURNAME (Family Name)					GIVEN NAME					DATE OF BIRTH		
										YYYY	MM	DD
RELATIONSHIP TO STUDENT		MARITAL STATUS		PARENT EMAIL			TELEPHONE (Work or Home)			TELEPHONE (Mobile)		
							CO. Code	Area Code	Phone Number	CO. Code	Area Code	Phone Number
ADDRESS (If different from student)					CITY	PROVINCE / STATE	COUNTRY	POSTAL CODE				



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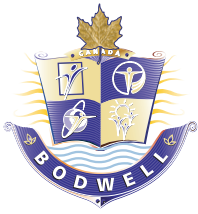
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PREVIOUS SCHOOL(S)								
NAME OF SCHOOL(S)	COUNTRY	GRADE FROM	GRADE TO	DATE FROM (YYYY / MM / DD)	DATE TO (YYYY / MM / DD)			
EMERGENCY CONTACT INFORMATION (Educational Consultant or Guardian / Relative / Friend in Canada)								
SURNAME (Family Name)		GIVEN NAME		RELATIONSHIP TO STUDENT				
ADDRESS			CITY	PROVINCE				
COUNTRY	POSTAL CODE	TELEPHONE (Work or Home)		TELEPHONE (Mobile)		EMAIL		
		CO. Code	Area Code	Phone Number	CO. Code	Area Code	Phone Number	
MEDICAL INFORMATION								
1. Does the student have any of the following medical conditions that may require emergency care at school?								
Seizure-disorder / Epilepsy		Severe asthma		Diabetes		Dangerous allergy (anaphylaxis)		
Other (Please specify):								
ATTACH MEDICAL PROTOCOL DOCUMENT FOR TREATMENT / CARE, IF APPLICABLE.								
2. List any other medical / physical conditions or allergies and care required by the student.								
FAILURE TO REPORT ACCURATELY MAY RESULT IN YOUR STUDENT BEING ASKED TO LEAVE THE SCHOOL AND LOSS OF TUITION FEES.								
3. Is the student on any medication?								
NO	YES	If YES, please list them:						
We do ask that you keep your child's medications to a minimum as we have supplies on hand. We also ask that you do not send antibiotics with your child. In Canada, antibiotics are only taken for bacterial infections due to the high presence of antibiotic resistance. In the event that they are required, they can be prescribed by a physician and obtained from a local pharmacy.								
4. Does the student have any learning / emotional conditions that will prevent full participation in Bodwell's programs?								
NO	YES	If YES, please specify:						
5. Has the student obtained the British Columbia Medical Services Plan (MSP)?								
NO	YES	If YES, enter MSP number:				Date student visa expires*		
* Date required to ensure that MSP Care Card is still current. This applies to international students only.								
6. For Canadian students, please give us your local doctor's name and telephone number.								
Local doctor's name		Local doctor's telephone number		CO. Code	Area Code	Phone Number		
7. Please detail any dietary restrictions the student has.								
Bodwell cannot guarantee the accommodation of all dietary restrictions.								



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## TERMS & POLICIES *(Please put a check mark on every item after reading)*

**FEE REFUND POLICY** *(Applicable to Tuition, Boarding, Homestay, Curricular Clubs and Activities, IT, Medical Insurance\* & Graduation Fees. For fee details, go to page 6 - Fee Schedule.)*

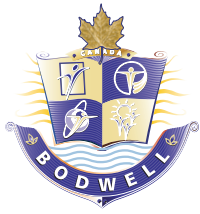
#	REQUESTS FOR REFUND	REFUND PERCENTAGE
<b>NEW STUDENT 1<sup>ST</sup> TERM</b> <i>(New students must pay all fees for 2 terms when registered)</i>		
1	Application, custodianship declaration and homestay placement fees	0% of application, custodianship declaration and homestay placement
2	Submission of proof of study permit not granted for international students	100% of all fees except #1 above
3	Written withdrawal received not less than 30 calendar days before the 1st day of the 1st term	70% of the 1st term fees and 100% of the 2nd term fees
4	Written withdrawal received before the 1st day of the 1st term	50% of the 1st term fees and 100% of the 2nd term fees
5	Written withdrawal received within the 1st 30 calendar days of the 1st term	30% of the 1st term fees and 100% of the 2nd term fees
6	Written withdrawal received after the 1st 30 days of the 1st term	0% of the 1st term fees and 50% of the 2nd term fees
7	Student is dismissed any time within the 1st term	0% of the 1st term fees and 50% of the 2nd term fees
<b>NEW STUDENT 2<sup>ND</sup> TERM</b> <i>(New students must pay all fees for 2 terms when registered)</i>		
8	Written withdrawal received before the 1st day of the 2nd term	50% of the 2nd term fees
9	Written withdrawal received on or after the 1st day of the 2nd term	0% of the 2nd term fees <i>(but 100% of a following term's fees if already paid)</i>
10	Student is dismissed any time within the 2nd term	0% of the 2nd term fees <i>(but 100% of a following term's fees if already paid)</i>
<b>FOLLOWING TERMS</b> <i>(All fees are paid on a term-by-term basis and must be paid no less than 60 days before the 1st day of the returning term)</i>		
11	Written withdrawal received before the 1st day of the following term	50% of the following term's fees
12	Written withdrawal received on or after the 1st day of the following term	0% of the following term's fees
13	Student is dismissed any time within the following term	0% of the following term's fees
<b>OTHER</b>		
14	Airport pickup is no longer required. <i>(A written notice informing us of this change is required 3 days before scheduled arrival.)</i>	70% of the airport pickup fee
15	Uniform is not claimed	70% of the uniform fee
16	Approved transfer from boarding to homestay	The balance between the boarding & homestay fees from the day of transfer <i>(a homestay placement fee will be charged)</i>
17	An international student becoming a landed immigrant	The lower fees will take effect in the following term <i>(written proof must be provided)</i>
18	A student departs Bodwell with an unused damage deposit balance	Balance will be returned by wire transfer or a cheque when instruction is sent by parent / guardian after they have received an e-mail notice from Bodwell.

### NOTES

\* The application fee, custodianship declaration, & homestay placement fees are non-refundable. Medical Insurance is non-refundable once a student has reported to school. \*\* Refunds are applicable only to tuition, boarding, homestay, activities, IT, & graduation fees.

### CUSTODIANSHIP

A student living with a parent, a grand-parent, or a direct uncle/aunt may be exempted from boarding. The parent, grand-parent or direct uncle/aunt living with the student must act as the legal custodian of the student and provide a legalized custodianship letter to Bodwell. The legal custodian must inform Bodwell immediately when he/she is temporarily away from the Lower Mainland.



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## MEDICAL AUTHORIZATION

Students will participate in the full range of activities as outlined in the Bodwell High School brochure and School calendar, except as expressly noted under Medical Information in the application form. Should there be additional activities, which are reasonably considered to have a greater safety concern be scheduled, parents/guardians will be advised in advance and consent will be sought.

In the event of an accident or illness requiring medical intervention, Bodwell staff will attempt to contact the parents/guardians. If they cannot be contacted within a reasonable time, or in the event of a medical emergency requiring immediate intervention as determined by qualified medical personnel, Bodwell will 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 the student's family and shall not be the responsibility of Bodwell.

Bodwell staff are allowed to search student's personal medication supply in the event that staff believe there are indicators that the student may be on an undisclosed medication.

Bodwell staff, including boarding staff, counsellors and/or the school nurse can administer over-the-counter medication and prescription drugs, according to doctors' instructions, when deemed necessary.

## UNACCEPTABLE BEHAVIOURS, DISMISSAL, & DRESS CODE

All students are expected to abide by the rules and expectations of the school. The school will make every reasonable effort to inform the parent in areas of concern early on and give the student an opportunity to improve and correct his/her behaviour. In serious cases, the student will be dismissed without a refund of the paid fees.

Such unacceptable behaviours include but are not limited to threatening the safety and well-being of fellow students and staff; possession or association with drugs; multiple offenses of smoking or drinking alcohol; serious absenteeism from classes or activities; staying overnight without prior parental and school approval; and actions causing damage to the school's reputation.

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. Inappropriate hair styles or hair colour will require correction.

## PERSONAL INFORMATION AUTHORIZATION

Bodwell will collect student's personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents/guardians' work numbers and email 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.

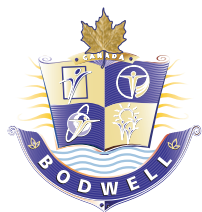
Bodwell is authorized to disclose the information contained in this form and otherwise collected by or on behalf of Bodwell, (1) for establishing, maintaining, and terminating the student's or parent/guardian's relationship with Bodwell; (2) for additional purposes identified when or before personal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

Photographs, video and work samples of students may be used by Bodwell in the yearbook, newsletters, on social media and in other promotional material.

## AUTHORIZATION

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 policies and terms described above.

STUDENT SIGNATURE		PARENT / GUARDIAN SIGNATURE	
DATE		DATE	
BODWELL OFFICIAL SIGNATURE		TITLE & CONTACT INFORMATION	PRIVACY OFFICER 604-998-1000



## FEE SCHEDULE

(Effective September 2018 - August 2019)

### BASIC FEES - 2 Terms <sup>(1) (2) (3)</sup>

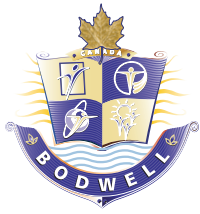
Application Fee		\$350
Custodian Declaration <sup>(4)</sup>		\$400
Tuition Fee <sup>(5)</sup>		
• International Students		\$18,000
• Canadian Citizens/Permanent Residents		\$15,500
Boarding Program <sup>(6) (7)</sup>	🍂 * Fall & Winter Term	\$16,000
	* ⚙ Winter & Summer Term	\$16,000
Curricular Activities & Clubs <sup>(8)</sup>		\$900
Information Technology Fee <sup>(9)</sup>		\$400
Damage Deposit <sup>(10)</sup>		\$1,000
Medical Insurance (One time fee) <sup>(11)</sup>		\$400
School Uniform <sup>(12)</sup>		\$1,000

### OPTIONAL FEES (If applicable)

• Graduation Fee <sup>(13)</sup>		\$500
• Homestay Placement <sup>(14)</sup>		\$500
• Homestay Program <sup>(14)</sup>	🍂 * Fall & Winter Term	\$1,600 per month
	* ⚙ Winter & Summer Term	\$1,600 per month
• Term-break Boarding <sup>(15)</sup>	🍂 * December Term-break	\$800
	* ⚙ April Term-break	\$470
• Airport Pick-Up / Drop Off <sup>(16)</sup>		\$150
• Late Payment Charge <sup>(17)</sup>		5% of any fees

### NOTES:

- (1) All fees are in Canadian dollars and include applicable taxes.
- (2) Bodwell High School is bonded with the British Columbia Ministry of Education.
- (3) To register, new students are required to pay all Basic Fees for two terms.
- (4) Bodwell provides a Custodianship Declaration for all students under the school's boarding or homestay programs.
- (5) The Tuition fee covers 438 class-hours per term, including 6 hours per day Monday to Friday (excluding statutory holidays and professional development days), and 3 hours each on 10 Saturdays.
- (6) The Boarding Program fee for the Fall 2018 and Winter 2019 Terms covers the period from Aug 31 to Dec 17, 2018, and the period from Dec 30, 2018 to Apr 12, 2019. The Boarding Program fee for the Winter and Summer 2019 Terms covers the period from Dec 30, 2018 to Apr 14, 2019, and the period from Apr 20 to Aug 3, 2019. The Boarding Program fee covers a complete youth development program based on our Life Skills Development Curriculum, supervision, professional guidance, study hall (4 evenings/week), leadership & service opportunities, shared accommodation (2-4 students/room), daily buffet breakfast and dinner, set lunch, afterschool snack, bedding and linens, and laundry facilities. The Boarding Program is managed by Bodwell Student Services.
- (7) All new students start in boarding. Upon successful completion of the Boarding Program, a student may apply to the Homestay Program.
- (8) The Curricular Activities & Clubs fee covers fieldtrips, tournaments and clubs organized by teachers during or beyond class time. Overnight trips and overseas trips are separately charged on participation.
- (9) The Information Technology (IT) fee includes a PC laptop rental, Microsoft Office Suite and other required software, IT support and training, classroom collaboration tools, cloud storage and backup, content filter protection and wireless internet capabilities.
- (10) The Damage Deposit covers loss or damage to the laptop, books, musical instruments, and other equipment assigned to a student. It also covers damage to school/homestay properties caused by a student. An invoice will be issued to the parent/guardian of the student with a description of the loss or damage and the amount charged and is payable immediately.
- (11) Medical Insurance includes 3 months of Private Insurance followed by the B.C. Medical Services Plan for those on a valid study permit. Coverage varies, please consult for details.
- (12) Additional school uniform items are charged on a per item basis.
- (13) A Graduation fee is charged during the term when a student is required to participate in graduation activities including ceremony, dinner, trip, yearbook and other souvenirs.
- (14) The Homestay Program fee for the Fall 2018 and Winter 2019 Terms covers the period from Sep 1, 2018 to Apr 12, 2019, and for the Winter - Summer Terms covers the period from Jan 1 to July 31, 2019. Any additional nights of stay will be charged at \$53 per night. The Homestay Program fee covers room and board provided by a homestay family selected and supervised by Bodwell. Hot lunches are provided by the School Cafeteria on all instructional days. It also covers a youth development program, professional guidance, leadership & service opportunities and Bodwell's regular liaison with the homestay family. The Homestay Program is managed by Bodwell Student Services.
- (15) If a boarding student stays in the dormitory any 1 or more day(s) during the December term-break, i.e. from Dec 18, 2018 to Dec 29, 2018, or the April term-break, i.e. from Apr 13 to 19, 2019, a Term-break Boarding fee must be paid 2 weeks before final exams of the previous term. The fee covers daily activities, supervision, professional guidance, leadership & service opportunities, daily breakfast, lunch, dinner and snacks, bedding and linens, and laundry facilities.
- (16) The Airport Pick-up/Drop-off fee is for one trip between the Vancouver Airport and School/homestay family.
- (17) After the first two terms, fees are paid term-by-term no less than 60 calendar days before the start of the returning term. Late payment of fees incurs a 5% surcharge.



## IMPORTANT DATES

### FALL 2018 (September - December)

AUG. 31 (FRI)	<b>Dormitory Opens for New Students</b> (No Arrivals Prior)
SEP 3 (MON) – 5 (WED) @ 8:15AM	<b>Orientation, Placement Test &amp; Course Selection</b> (New Students Only)
SEP 6 (THU) @ 8:15AM	<b>Classes Begin &amp; Opening Assembly</b> (All Students)
SEP 10 (MON)	<b>Final Day for Regular Academic Courses Enrolment</b>
OCT 8 (MON)	<b>No School</b> (Thanksgiving Day Holiday)
WEEK OF OCT 15	<b>Midterm Evaluations</b> (Classes as Usual)
NOV 12 (MON)	<b>No School</b> (Remembrance Day Holiday)
DEC 13 (THU) – 14 (FRI)	<b>Final Examinations</b>
DEC 15 (SAT) – JAN 1 (TUE)	<b>Term Break</b> (No Classes/Teachers, Office Open)
DEC 18 (TUE) – DEC 29 (SAT)	<b>Boarding Break Program</b> (Students in boarding during any of these dates are required to register and pay the break program fee)

### WINTER 2019 (January - April)

DEC 30 (SUN)	<b>Boarding Arrivals Begin</b>
JAN 2 (WED) @ 8:15AM	<b>Orientation, Placement Test &amp; Course Selection</b> (New Students Only)
	<b>Classes Begin &amp; Opening Assembly</b> (All Students)
JAN 4 (FRI)	<b>Final Day for Regular Academic Courses Enrolment</b>
WEEK OF FEB 11	<b>Midterm Evaluations</b> (Classes as Usual)
FEB 11 (MON)	<b>No School</b> (Family Day Holiday)
APR 8 (MON) – 9 (TUE)	<b>Final Examinations</b>
APR 10 (THU) – 23 (TUE)	<b>Term Break</b> (No Classes/Teachers, Office Open)
APR 13 (SAT) – APR 19 (FRI)	<b>Boarding Break Program</b> (Students in boarding during any of these dates are required to register and pay the break program fee)
APR 19 (FRI)	<b>No School</b> (Good Friday Holiday)
APR 22 (MON)	<b>No School</b> (Easter Monday Holiday)

### SUMMER 2019 (April - July)

APR 20 (SAT)	<b>Boarding Arrivals Begin</b>
APR 23 (TUE) @ 8:15AM	<b>Orientation, Placement Test &amp; Course Selection</b> (New Students Only)
APR 24 (WED) @ 8:15AM	<b>Classes Begin &amp; Opening Assembly</b> (All Students)
APR 26 (FRI)	<b>Final Day for Regular Academic Courses Enrolment</b>
MAY 20 (MON)	<b>No School</b> (Victoria Day Holiday)
WEEK OF JUN 3	<b>Midterm Evaluations</b> (Classes as Usual)
JUL 1 (MON)	<b>No School</b> (Canada Day Holiday)
JUL 30 (TUE) – 31 (WED)	<b>Final Examinations</b>
AUG 1 (WED) – SEP 4 (WED)	<b>Term Break</b> (No Classes/Teachers, Office Open)
AUG 3 (SAT)	<b>Final Day for Dormitory Check-Out</b>
AUG 4 (SUN)	<b>Dormitory Closed</b> (No Students)

\* In Literacy and Numeracy

\*\* Dates in this calendar are subject to change. Please consult <http://bodwell.edu/blog/calendar/> for up-to-date information.