

## APPLICATION FORM

FHAPPOLV202312

This form is to be used by students who wish to take credit courses at FH International High School Online.

**PLEASE PRINT CLEARLY**

1. PERSONAL DETAILS					
Legal Full Name:		Date of Birth:		Gender:	
Last Name:		DD/ MM/ YYYY/		<input type="checkbox"/> Male <input type="checkbox"/> Female	
First Name:		Country of Citizenship:			
Middle Names:					
2. CONTACT DETAILS *Email address needs to be correct and complete. It will be registered as your online account.					
Email Address:		Student's Phone No.:	Emergency Contact Name:		Emergency Contact No.:
My Residential Address		My Mailing Address (if different from my residential address)			
Street:		Street:			
City:	Province:		City:	Province:	
Country:	Postcode:		Country:	Postcode:	
3. IMMIGRATION STATUS OF APPLICANT					
<input type="checkbox"/> Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Student Visa <input type="checkbox"/> Other:					
4. PARENT/GUARDIAN INFORMATION					
<b>PARENT/GUARDIAN 1:</b>					
Legal Last Name:			Legal First Name:		
Male/Female:			Relationship to Student:		
Permanent Home Country Address:					
Email Address:					
Preferred Phone No.:			Secondary Phone No.:		
<b>PARENT/GUARDIAN 2:</b>					
Legal Last Name:			Legal First Name:		
Male/Female:			Relationship to Student:		
Permanent Home Country Address:					
Email Address:					
Preferred Phone No.:			Secondary Phone No.:		
5. ACADEMIC BACKGROUND					
Date	Name of School Currently Attending		Current Grade	Certified Documentation	
				<input type="checkbox"/> Attached	

**6. PROPOSED COURSES**

Grade	Course Title

**7. DOCUMENTARY EVIDENCE AND SUPPORTING INFORMATION**

Please ensure the following documentation is attached to your application, the application will not be processed without required documents.

- Certified** copy of your transcript and your credit counseling summary sheet
- Copy of your identification documents (Passport or PR card)

**8. SELF INTRODUCTION**

The self introduction should be 40 ~ 60 words. It must be hand-written and signed by the student.

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Student's Signature: \_\_\_\_\_

**9. FH Online Procedures / Code of Conduct**
**Behavioural Code:**

FH International promotes responsibilities, respect, civility and academic excellence in a safe learning and teaching environment. FH International has developed a Code of Conduct on factors like behaviour and attendance that is used to resolve any potential issues. We expect all of our students to attend all their classes and be respectful in all their words and actions. Consequences for failure to follow these policies will result in interventions by the Principal and/or other staff. For more information, please refer to the Student Handbook or ask the staff for Policy details, but contained here are two excerpts from the Code of Conduct referencing attendance and behaviour:

**Behaviour:**

Students are required to follow all aspects of the Code of Conduct, contained in the Student Handbook as well as the Policy documents of FH International. Everyone, including students, parents or guardians, teachers and other staff members are expected to adhere to the Code of Conduct at FH International, whether they are on school property, on school buses or at school-authorized events or activities. All members of the school community at FH are to be treated with respect and dignity, especially persons in positions of authority. They are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is unacceptable. Things like alcohol and illegal drug use, insults, disrespect and other hurtful acts disrupt learning and teaching in a school community. At FH International, we all have a responsibility to maintain an environment where conflicts and differences can be addressed in a manner characterized by respect and civility.

**Attendance:**

Students are required to login to the online courses **at least 3 times and submit at least 1 activity per week**, otherwise, the students will be marked as being absent. Students are required to communicate with their teachers and the school should there be any acceptable reasons for students to be absent. Absences are carefully monitored and students who fail to meet this set of criteria will face discipline and interventions by the Principal and/or Attendance Counselors. The student may be suspended or withdrawn from the course if he/she violates the attendance policy.

Students are required to join in the designated synchronous learning activities (i.e. placement tests and video lessons) on time. In the case of unexcused absence or lateness of those activities, rescheduling would not be considered. If rescheduling is required, extra fees (i.e. test administrative fees) may apply.

**Deadlines:**

Students who have not completed their course within **4 months** from the day of enrollment in that course (or **5 months** for 4U/4M/4O/4C courses, **2 months** for half credit courses), will be unenrolled from the course with remediation only possible at the discretion of the Principal. Final exams must be completed no later than two weeks after the course deadline, or a mark of zero will be assigned for missed exams.

**Consequences of Cheating and Plagiarism:**
**Cheating:**

- first offence on a test or assignment: discussion with teacher, warning, opportunity to redo an alternate test or assignment
- second offence on a test or assignment: a mark of zero will be awarded
- cheating on a final oral or written evaluation: a mark of zero will be awarded

**Plagiarism:**

- first offence: discussion with teacher, explanation of plagiarism, warning; depending on extent – opportunity to redo the assignment for full value OR opportunity to complete an alternate assignment for full value OR opportunity to redo the assignment for a maximum value of 50% of the earned mark
- second offence: a mark of zero will be assigned for the plagiarized assignment

**10. STUDENT DECLARATION**

I hereby certify that information entered above is **correct and complete**. I understand that false information will invalidate this application. I authorize the High School to obtain information concerning my academic record from any school, university or other institution attended by me. I understand the tuition fee shall be refunded within 7 days since the course begins except that **\$300 CAD administration fee shall not be refunded**. If I am accepted as a student at FH International High School, **I hereby agree to abide by all the rules and regulations of the High School**. FH International High School collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.

Student's Signature (Over age 18): \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_