

Queen Margaret's School

QMS

Application Booklet

**Senior Day / Boarding Students
2011-2012**

660 Brownsey Avenue
Duncan, British Columbia, Canada V9L 1C2
T (250) 746-4185 | F (250) 746-4187 | admissions@qms.bc.ca

www.qms.bc.ca



Admissions Process for Queen Margaret's School (Grades 6 through 12)

Welcome!

Choosing the right school for your child is a challenging task. A school forms their attitude to learning, their skill set, their foundation of knowledge, and their artistic and athletic abilities that enrich their lives and define them as individuals. The right school provides a good circle of friends that will follow them through life, and cultivates a moral compass to help guide their way. We want to help you with this process by providing the following instructions regarding application to Queen Margaret's School.

Please remember that space in some classes may be limited so early application is recommended. Don't be shy about applying. An application is an expression of interest, not a commitment. Upon acceptance, your child's enrollment will be confirmed with the school's receipt of your Registration Agreement and deposit.

We hope to see your family with us in September.

Engage at QMS

Visit our Campus

To set up a time to see us, call the Admissions Office at **(250) 746-4185**.

Courtney Gillan, Executive Director, Admissions & Advancement
Rebecca McKay, Assistant Director of Admissions

Admissions Office
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Admissions Process

Complete and send the following documents to initiate the application process. Parents/Guardians should complete the attached application in full. Partial applications will delay the admissions process. Applications should be received by March 1 and are subject to available space.

- Applicant and Family Information Form – The parent/guardian completes this form including as much detail as possible for the school.
- Parent/Guardian Questionnaire - The parent/guardian completes this questionnaire providing as much detail as possible for the school.
- Student Questionnaire – The students complete the Student Questionnaire in their own words and in their own handwriting.
- Non-Refundable Application and Assessment Fee – Payment of \$200.00 by cheque, credit card or money order due at time of application.
- Report Cards - Parent/guardian provides a COPY of the most recent report as well as the most recent year end final report for the student.
- Copy of the child’s birth certificate, evidence of citizenship (passport or landed immigrant papers, if applicable) and small photograph
- Request for School Transcript & Evaluation from School Official – To be completed by the student’s current Principal/Vice Principal or Counselor
- Optional Equestrian Program application – To be completed by Parent/Guardian.

The Admissions Visit

Admissions Tour, Interview and possible In-School Observations – Parents will be contacted to schedule an appointment to view the school and meet with the Admissions Department. An admissions interview and assessment, and where possible, in-class observations will also be scheduled. Families who are unable to visit the school should make alternative assessment arrangements through the Admissions Office.

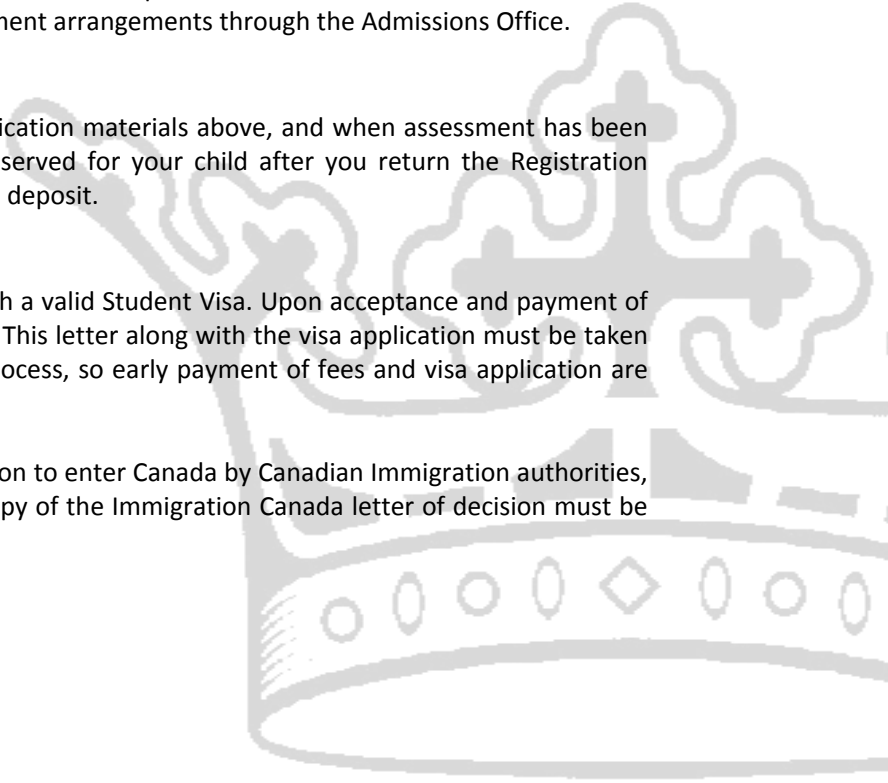
Admissions Decisions

The Admissions Office will notify all applicants of its decision upon receipt of all application materials above, and when assessment has been successfully completed. Acceptance is also subject to available space. A place is reserved for your child after you return the Registration contract that accompanies the acceptance, along with the appropriate non-refundable deposit.

Visas for International Students

Students who do not possess Canadian or US citizenship must arrive at the school with a valid Student Visa. Upon acceptance and payment of fees, the school will issue a Letter of Acceptance needed to obtain the student’s visa. This letter along with the visa application must be taken to your nearest Canadian Consulate or Embassy. Visas can take up to 12 weeks to process, so early payment of fees and visa application are recommended.

If the school has received full payment and a student is subsequently refused permission to enter Canada by Canadian Immigration authorities, all fees, with the exception of the application fee, will be returned. In this event, a copy of the Immigration Canada letter of decision must be sent to the school immediately in order to initiate the refund of fees.





Please attach candidate's photo here (required)

Please submit this application with:
- an up-to-date photograph
- \$200 non-refundable application fee
- copy of two most recent school reports
- copy of birth certificate or copy of passport (International Students) and
- copy of landed immigrant papers (if applicable)

Application Date: Entering Grade: Beginning September:
- Day Student
- Boarding Student (Gr 7 - 12 only)

Student Name: First Name Middle Last Year

Date of Birth: Age in September: Preferred Name

Place of Birth: Home Language Spoken:

Is the student a Canadian Citizen? If Yes, please provide proof of citizenship. If No, please state citizenship:

Is the student a Landed Immigrant? If Yes, please provide proof of landed immigrant status for both applicant and parents.

Are the parents permanent residents of British Columbia? If Yes, where?

Parent/Legal Guardian 1 Parent/Legal Guardian 2
- Father
- Mother
- Legal Guardian
- Father
- Mother
- Legal Guardian

Title: Mr. Mrs. Dr. Ms. Other:
- Mr. Mrs. Dr. Ms. Other:

Name: First Last

Address: Street City Province/State

Home Phone: Postal/Zip Code Country

Home Fax: Country/City/Area Codes

Cell or Alternate Contact No.: Country/City/Area Codes

Email: Occupation/Position:

Employer/Company Name: Bus. Phone: Fax:

Country/City/Area Codes Country/City/Area Codes

Family Information (Please designate a primary mailing address for correspondence regarding this application).

Billing Information: Father Mother Both Other:
- Father Mother Both Other:

Parent Information: Married Divorced Separated Father Deceased Mother Deceased Other:
- Father Deceased Mother Deceased Other:

Student lives with: Both Parents Father Mother Grandparent Guardian Other:
- Both Parents Father Mother Grandparent Guardian Other:

If parents are divorced or separated, who has legal custody of the applicant? (Copy of custodial documents are required if divorce or separation is involved).

School Enrollment Information (Please forward the school recommendation forms to your current school).

Current School: Telephone: Number of Years at School:

Contact Teacher's Name:

Further Information

a) Siblings

Name:	Age:	Grade:	School:
Name:	Age:	Grade:	School:
Name:	Age:	Grade:	School:

b) Names of relatives or friends who are alumnae or current families of the school

Name:	Relationship	Years in Attendance
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1. _____
2. _____

c) How did you hear about QMS?

Authorization for Representation by an Agent or Consultant

If represented by an Agent/Consultant, please complete the following information.

Agent/Consultant Contact Information:

Agent Consultant Friend Relative Other (please specify): _____

Name:	First	Last	Email:
Address:	Street	City	Occupation/Position:
Home Phone:	Postal/Zip Code	Province/State	Employer/Company Name:
	Country/City/Area Codes	Country	Bus. Phone:
			Bus. Fax:
			Country/City/Area Codes

Admissions Agreement

I UNDERSTAND THE FOLLOWING:

- This application does not guarantee acceptance to Queen Margaret's School;
- This application, and enrollment if applicable, is subject to the parent/guardian providing full disclosure to the school or it's agent of any academic, emotional and/or behaviour factors that would affect the student's academic progress, success in the classroom and/or life at the school. Misrepresentation or omission may result in denial of admission or termination of enrollment;
- Upon acceptance, the student and her/his parents or guardians agree to comply with rules and policies of the school;
- If provided below, I authorize Queen Margaret's School to apply the \$200 Application and Assessment Fee to my credit card;
- The Head of the School reserves the right to request the withdrawal of any student.

CREDIT CARD (for \$200 Application & Assessment)	VISA	MASTER CARD	EXPIRY
SIGNATURE OF PARENT/GUARDIAN	DATE	DATE	(DAY/MONTH/YEAR)
SIGNATURE OF PARENT/GUARDIAN	DATE	DATE	(DAY/MONTH/YEAR)

WE ARE DELIGHTED TO CONSIDER YOUR CHILD AND SUPPORT IN THE APPLICATION PROCESS. PLEASE NOTE: It is mandatory to have signatures of both parents, or both legal guardians

QUESTION? Contact: Chad Holtum, Deputy Head, Operations, or Rebecca McKay, Asst. Director of Admissions at (250) 746-4185, fax (250) 746-4187. Reach us through email at admissions@qms.bc.ca or our website at www.qms.bc.ca.



Student Name:

Family Name

First Name

Middle

Preferred Name

Applying to Grade:

Beginning September

as a Student at Queen Margaret's School.

Year

Name of Person Completing this Form:

Relationship:

Dear Parent/Guardian:

Changing schools can be challenging for a child of any age. To facilitate the admissions process and transition to our school, please take the time to provide us with the following details about the student applying to Queen Margaret's. It is imperative that we understand your child's academic, physical, social and emotional needs - to help them to settle into a new school and support them in their progress. Failure to disclose relevant information about this child may result in denial of admission or enrollment.

1. What are you looking for in a new school for your child?

2. What strengths does your child bring that will help them to be successful at Queen Margaret's School? What challenges do you think they will face?

3. Are there any educational, physical, or emotional issues that might affect your child's success in or out of the classroom?

4. Has your child ever received any academic or psychological evaluations or assessments outside of their school? No Yes
If yes please provide details and attach a copy of their testing results.

5. Has your child received/is your child receiving academic tutoring? No Yes Subject area(s):

May we contact the tutor for details of material covered? No Yes Tutor's name:

Contact Information:

6. Has the child/is the child presently receiving any Academic/Social/Family/Emotional Counselling?

No Yes, Purpose:

7. Does your child want to attend Queen Margaret's School? No Yes

8. Why is the child leaving their present school?

SIGNATURE OF PARENT/GUARDIAN

DATE

/ /

(DAY/MONTH/YEAR)

THANK YOU FOR YOUR CANDID & CONFIDENTIAL COMMENTS. PLEASE HAVE YOUR CHILD COMPLETE THE STUDENT QUESTIONNAIRE AND RETURN THIS COMPLETED FORM WITH YOUR APPLICATION FORM.



Student Name:

Family Name

First Name

Middle

Preferred Name

Applying to Grade:

Beginning September

as a Student at Queen Margaret's School.

Year

To the Student: The most important part of the admissions process is you. We learn about you from your teachers, your parents, school officials, and your school records. Being a student at Queen Margaret's School is more than academics - it's also about being a classmate, a teammate, a roommate (if you are a boarder), and definitely a friend.

This part of the application is your chance to introduce yourself to us. Please answer the following questions as well as you can. We know that not everyone has the opportunity to participate in the kinds of activities and programs mentioned below, but we are eager to have you tell us about your interests and experiences. You may include any additional comments on a separate sheet. Senior students; you are welcome to attach a resume or evidence of work experience hours if you like.

1. General information

A. Why do you want to attend Queen Margaret's School?

B. Have you received any academic awards, participated in competitions or special programs? Please tell us about them.

C. What are your main interests outside school?

2. Visual & Performing Arts

Indicate any active involvement in the performing arts, providing additional comments where appropriate (e.g., musical instrument, years of experience, performances, awards).

Choir

Drama

Band instrument

Other instruments

Dance

Private lessons in

Debating

Public speaking

Art

Photography

Media Arts/Info Tech.

Other

3. Athletics

Tell us about the sports you like to compete in or play for fun.

My favourite sports are:

I am a rider who: Rides for fun once in a while Rides 2 or more times a week Rides every day Competes for fun Is a competitive rider

I want a career: As a competitive rider In stable management In veterinary sciences Other

4. Recreational sports & hobbies

In my free time I like to:

SIGNATURE OF STUDENT

DATE / / (DAY/MONTH/YEAR)

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE / / (DAY/MONTH/YEAR)



Student Name:

Family Name

First Name

Address

Preferred Name

Applying to Grade: Beginning September

Year

as a Student at Queen Margaret's School.

Parent/Legal guardian consent to release information: I hereby give permission to release school reports, recommendations and consent to contact the above named student's present and past schools counsellors, teachers and administrators for further information. I understand and agree that all information and evaluations will be kept confidential and will not be disclosed to me.

NAME OF PARENT/LEGAL GUARDIAN

DATE

(DAY/MONTH/YEAR)

SIGNATURE OF PARENT/LEGAL GUARDIAN

To the Principal/Head/Counselor: The above named student has applied for admission to Queen Margaret's School, Duncan B.C., Canada, a Jr. Kindergarten to Grade 12 independent school that strives to develop well-rounded citizens and life long learners through a challenging and balanced program for University bound students. We provide a University-Preparatory program, enriched by our successful fine arts, athletics and outdoor education programs. The selection process emphasizes intellectual abilities, prior academic performance, character and personal promise, and both potential and desire to make a positive contribution to the life of Queen Margaret's School.

WE WOULD APPRECIATE YOUR PROMPTLY SENDING THE FOLLOWING INFORMATION:

1. Complete transcript of the student's academic record for the past two years, including grades for courses in progress and an explanation of your grading scale.
2. Results of any individual testing, such as that done by a School Psychologist.

Please mail the completed form and applicant's official transcript to Queen Margaret's School, or fax it to (250) 746-4187.

PLEASE ANSWER ALL QUESTIONS IN INK. YOU MAY INCLUDE ANY ADDITIONAL COMMENTS ON A SEPARATE SHEET. IF YOU FEEL YOU DO NOT KNOW THE APPLICANT WELL, PLEASE GIVE THIS FORM TO ANOTHER FACULTY MEMBER WHO MAY BE BETTER ACQUAINTED WITH THE STUDENT.

1. General Information

A. In what context have you known this student and for how long?

B. How would you describe the applicant's social and interpersonal relationships with peers? With adults?

C. Please comment on areas in which the student has shown significant or sustained interest, special abilities, or participation outside the classroom.

D. Please comment on areas in which the applicant's personal habits or history might inhibit or impede her success at Queen Margaret's School?

2. Personal Character

- Integrity Questionable Usually trustworthy Trustworthy Highly developed
- Leadership potential A follower Leads when asked Seeks opportunities A natural leader
- Tenacity Quits when frustrated Finishes when pushed Usually completes tasks Gets tasks done
- Conduct Frequent disruption Occasional misconduct Usually good behavior Good conduct

3. Recommendation

For academic promise

For academic ability

For character and personal promise

Overall recommendation

- Enthusiastically Strongly With reservation Not recommended
- Strongly With reservation Not recommended
- Strongly With reservation Not recommended
- Strongly With reservation Not recommended



Student Name:

Family Name _____ Middle _____ Preferred Name _____

Date of birth

Grade (in September):

In order to apply to the Equestrian Program, complete, sign, and return this application. Acceptance into the program will be confirmed in writing and a registration deposit will be required at that time to secure your space.

Please consider my child for the following program: Learn to Ride 1 lesson/week 2 lessons/week Train to Compete (includes 2 lessons/wk)

Train to Compete (ONLY):

I will require _____ stall(s) for my horse(s) OR I wish to lease a horse from QMS

Board or Lease Contract will be mailed to you with confirmation of acceptance.

Parent/Guardian

Phone (day) _____

Address

Phone (evening) _____

Postal Code

Cell _____

Email

Fax _____

Please indicate if the above Parent/Guardian is responsible for all decision making regarding the equestrian program including horse care, clinics, shows, etc.

Yes No

If no, please provide the information below for the Parent/Guardian responsible for these decisions.

Parent/Guardian

Phone (day) _____

Address

Phone (evening) _____

Postal Code

Cell _____

Email

Fax _____

Student Information

Medical Card #

Height

Weight

Allergies

Please attach details regarding any health concerns that may affect the rider's ability to participate safely.

Horse Council BC membership number _____ . Please indicate preference below.

QMS to renew Yes No

QMS to initiate Yes No

Rider's Experience (include certificates or levels achieved i.e. CEF, 4H, Pony Club)

Do you own, or have you ever owned a horse or pony? Yes No

If yes, describe level of training and/or competition.

Current instructor information

Name of current instructor

Phone (day)

City/Prov./Country

Phone (evening)

Email

Cell

Other previous instructors

Fax

Horse's experience (information on the horse you hope to bring to school)

For the Train to Compete program, please include a video or series of photos of you and your horse. The Director of the Equestrian Program reserves the right to determine the suitability of the horse for the program.

Please sign the High Risk Waiver below. (A High Risk Liability & Claims Waiver will also be required once registered in the program).

Equestrian schedule to High Risk Waiver

School Activity: Horseback Riding, Handling and Grooming of Horses and Other Stable Activities.

Nature of Risk: Bodily injury or death from falling and other incidents.

I/We being the parent(s) of the child

_____ who is a student or intends to become a student of

Queen Margaret's School and who desires to participate in riding activities hereby give permission for said child to participate in any and all horse shows, events or special activities related to the Equestrian Program and riding.

SIGNATURE OF PARENT/GUARDIAN

DATE

____/____/____ (DAY/MONTH/YEAR)

PRINT NAME CLEARLY

Engage at QMS



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