



## THE ADMISSIONS PROCESS

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**Welcome!** We are delighted that you are considering Shawnigan. This application package is an integral part of our interview process. Please be assured that none of the questions are intended to prevent students from being invited to attend our School. We are trying to gain as much information about students and their families as possible so that all parties involved have a solid foundation for a rich and engaging personal interview.

We admit students for the following September on a continuous basis throughout the year. Admission to Shawnigan is competitive; thus, to avoid disappointment, we encourage you to apply as soon as possible.

### *Step 1 – The Application*

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Your application should consist of the following items:

- **FORM 1**      Application for Admission  
The Application Form is to be completed by the parent(s)/guardian(s) of the applicant and the applicant, as appropriate.
- **FORM 2**      Academic Reference (*one completed Academic reference is required*)  
The Reference Form is to be completed by a current academic personnel (teacher, administrator, etc.).  

**Letter of Reference from a Community Member**

Please have a member of your community (sports coach, dance instructor, music teacher, etc.) write a letter of reference.  
**Please note:** *Upon completion, these forms are to be forwarded directly to Shawnigan Lake School, not returned to the applicant. For the evaluator's convenience, pre-paid envelopes have been included in the application kit.*
- **FORM 3**      Financial Information  
Please review Shawnigan's Financial Information page, and remember to include the **\$100 non-refundable fee** with the submission of your Application Form.
- **THE FOLLOWING MUST ACCOMPANY YOUR APPLICATION . . .**
  - a) A recent photo of the applicant
  - b) A copy of the applicant's final academic report from the previous year and a copy of their most recent report card
  - c) A copy of the applicant's birth certificate

### *Step 2 – The Interview*

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When all of the above items have been received, we will contact you to arrange a visit and an interview. Both the applicant and their parent(s)/guardian(s) are expected to attend the interview. After a guided tour of the campus, the applicant will be asked to write our admission tests. Shawnigan feels that it is of the utmost importance for the applicant to visit the School and be interviewed in person.

### *Step 3 – The Decision*

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Decisions are made after a thorough assessment of the applicant. We stress that this assessment is based on academic performance and potential, extra-curricular skills and accomplishments, integrity, and suitability for the boarding experience.

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*Do not hesitate to contact the Admissions Office should you require any assistance!*

If you are uncertain about whether you wish to apply, but would like to learn more about Shawnigan Lake School, please call to book an appointment to tour our beautiful campus.

*Please return your Application Information to:*

**SHAWNIGAN LAKE SCHOOL**

1975 Renfrew Road, Postal Bag 2000, Shawnigan Lake, BC V0R 2W1  
Tel (250) 743-6207 • Fax (250) 743-6280 • [www.sls.bc.ca](http://www.sls.bc.ca)



APPLICATION FOR ADMISSION

To be completed by the Parents / Guardians of the Applicant

Applicant's Full Name \_\_\_\_\_ Gender  Male  Female
Legal Name (last/first/middle) (preferred name)

Full Address \_\_\_\_\_
Street City Province/State Postal Code Country

Home Telephone ( ) \_\_\_\_\_

Date of birth \_\_\_\_\_ Country of citizenship \_\_\_\_\_ Language spoken at home \_\_\_\_\_
Month / Day / Year Country Name

Social Insurance number/Social Security number of applicant, if available \_\_\_\_\_

Current Grade \_\_\_\_\_ Applicant to Enter \_\_\_\_\_ Boarding Student  Day Student 
Grade Entry Date

Has student applied to Shawnigan Lake School before? Yes  No  If yes, which grade? \_\_\_\_\_ year? \_\_\_\_\_

Has anyone from your family attended Shawnigan Lake School? Yes  No  If yes, which year(s)? \_\_\_\_\_ (Approximately)

If yes, Name(s) \_\_\_\_\_ Relationship to applicant \_\_\_\_\_ Which grades(s)? \_\_\_\_\_

Parent/Guardian Information

Please check any that may apply

- Parents are separated/divorced  Father has custody  Father is deceased
 Parents have joint custody  Mother has custody  Mother is deceased
 There are special arrangements/court orders regarding access or visitation that the School should be aware of.
(If so, complete documentation/instructions will be required upon admittance.)

Primary Contact  Father  Mother  Both Other \_\_\_\_\_

Name  Mr.  Mrs.  Ms.  Dr. \_\_\_\_\_

Home Address \_\_\_\_\_
(If different from applicant) Street City Province/State Postal Code Country

Home Telephone ( ) \_\_\_\_\_ Home Fax Number ( ) \_\_\_\_\_
(If different from applicant)

Primary Email Contact \_\_\_\_\_

Business \_\_\_\_\_ Position \_\_\_\_\_
Business Address \_\_\_\_\_
Street City Province/State Postal Code Country
Telephone ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Spouse  Mr.  Mrs.  Ms.  Dr. \_\_\_\_\_

Business \_\_\_\_\_ Position \_\_\_\_\_
Business Address \_\_\_\_\_
Street City Province/State Postal Code Country
Telephone ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

**Parent/Guardian Information** *(continued)*

**Secondary Contact** *(in the case of divorced or separated families)*

Father  Mother

Name  Mr.  Mrs.  Ms.  Dr. \_\_\_\_\_

Home Address: \_\_\_\_\_  
*Street City Province/State Postal Code Country*

Home Telephone (\_\_\_\_\_) \_\_\_\_\_ Home Fax Number (\_\_\_\_\_) \_\_\_\_\_

Primary Email contact \_\_\_\_\_

Business _____	Position _____
Business Address _____	_____
<i>Street City Province/State Postal Code Country</i>	
Telephone (_____) _____	Fax Number (_____) _____

Spouse  Mr.  Mrs.  Ms.  Dr. \_\_\_\_\_

Business _____	Position _____
Business Address _____	_____
<i>Street City Province/State Postal Code Country</i>	
Telephone (_____) _____	Fax Number (_____) _____

**Applicant's Educational History**

Current School \_\_\_\_\_  Independent  Public  Other

School Address \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_  
*City Province/State Country*

Dates of attendance \_\_\_\_\_ Grades completed at this school \_\_\_\_\_

Has the applicant ever been advanced a grade? Yes  No  If YES, which grade(s)? \_\_\_\_\_

Has the applicant ever repeated a grade? Yes  No  If YES, which grade(s)? \_\_\_\_\_

Names and addresses of other schools attended within the last three years:

School \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Dates attended \_\_\_\_\_

School \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Dates attended \_\_\_\_\_

Please indicate second language study and level of proficiency by checking the appropriate descriptor:

French	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> fluent
Spanish	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> fluent
Other _____	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> fluent

Has the applicant ever received learning assistance? Yes  No  (if yes, please attach most recent L.A. reports)

Has the student ever been designated "Special Needs" (i.e. gifted, LD, ADHD, etc.) Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Information**

*To be completed by the Applicant*

Within the past year, which book have you read that has particularly appealed to you? Please describe what you found so intriguing about this book.

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Have you received any awards, honours, and achievements in the area of *Academics*? If so, please tell us about your successes.

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What are your personal passions? What are your dislikes?

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What personal qualities, talents, skills, or abilities will you contribute to the Shawnigan community?

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Please list all extracurricular, athletic, and community activities in which you have been involved during the past **two years**. Note any leadership positions attained, level at which you participated, years played, positions or offices held, theatre roles, instruments played, debating, etc. *(Please list in the order of importance to you.)*

Activity	Years Involved	Level/Leadership Position
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

You have just listed the activity most important to you on the first line above. Explain why it is so important to you.

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Through which sources did you become interested in Shawnigan Lake School?

- School Teacher or Administrator
- Current SLS Family
- SLS / Strathcona School Alumni
- Magazine Article or Advertisement
- Newspaper Advertisement
- Admission Presentation
- Educational Consultant
- Other

- Relative
- Internet / Web Page
- Summer Program at SLS

Name of Magazine \_\_\_\_\_

Name of Paper \_\_\_\_\_

Where \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

**Additional Information**

*In order for us to accurately determine our ability to provide the required level of support to each individual, it is important that the following questions are answered with as much **sincerity and detail** as possible.*

If the applicant has received or is receiving counseling due to a personal problem or event, please share information about that help so we can better understand and respond to your child's needs (*copies of reports would be helpful*).

\_\_\_\_\_  
\_\_\_\_\_

Has the applicant ever had a psycho-education assessment? Yes  No

If yes, please provide the date of the assessment: \_\_\_\_\_ (*copies of reports would be helpful*)

Does the applicant suffer from allergies? If so, how severe are these allergies and what (if any) medical treatment is required in the case of an allergic reaction? \_\_\_\_\_

Has the applicant been prescribed any medication to be taken on a regular basis? Yes  No

If yes, please elaborate. \_\_\_\_\_

\_\_\_\_\_

Has the applicant ever been the subject of serious disciplinary censure at school or in the community? Yes  No

School suspension? Yes  No  Asked to withdraw by a school? Yes  No

Please detail **any** disciplinary matters. \_\_\_\_\_

\_\_\_\_\_

Remarks from the family (i.e. Is there anything you would like to add that has not been covered in the application?).

\_\_\_\_\_

Are considering applying for financial aid? Yes  No

Shawnigan offers financial aid, or bursaries, for up to 40% of the fees, to Canadian students who cannot afford the full tuition. Awards to both new and returning students are based on demonstrated need. While we attempt to assist as many families as possible, each year the need demonstrated by families exceeds our financial aid budget.

In addition to our Bursary Programme, Shawnigan awards numerous merit-based scholarships to new students. Applicants who currently have an "A" average and a strong involvement in extracurricular activities are encouraged to write the Scholarship Examinations on Scholarship Day, which is held each November.

We consent to having **Shawnigan Lake School** collect personal information that may include student identification information, birth certificate, behavioural, academic and health information, most recent report card, emergency contact names and numbers, doctor's name and number, health insurance number, legal guardianship, court orders if applicable, parents' contact numbers and email addresses, and any similar information needed for registration. We further consent to the use and disclosure of information contained in this form and otherwise collected by, or on behalf of, **Shawnigan Lake School** (1) for the purpose of establishing, maintaining, and terminating the student's or parents' relationship with **Shawnigan Lake School** (2) for additional purposes identified when or before personal information is collected, and (3) as otherwise provided in **Shawnigan Lake School's** Personal Information Privacy Policy, a copy of which is available on request.  
*This information is to 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 any emergency. For more information, the privacy officer for Shawnigan Lake School may be reached at (250) 743-5516 or [privacyofficer@sls.bc.ca](mailto:privacyofficer@sls.bc.ca)*

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



**ACADEMIC REFERENCE/EVALUATION FORM**

*To be completed by a Teacher/Administrator at the applicant's current School*

**Applicant's Name** \_\_\_\_\_

is involved in Shawnigan Lake School's Application Process. You have been selected by the applicant to provide an *academic reference/evaluation*. Your candid, sincere, and complete responses to the following questions are requested.

**Shawnigan** selects students who are capable of academic achievement in a competitive, university preparatory, boarding school environment. In this regard, among other things, **Shawnigan** evaluates past and present academic performance, teacher evaluations, results of entrance tests, communication skills, citizenship, artistic, and athletic accomplishments.

This is a **confidential** evaluation. The evaluation should be submitted directly to **Shawnigan** (by mail or fax) and not to the applicant or his/her parents.

This evaluation, and its contents, will only be used in connection with our admissions decision. It is the School's policy not to share reasons for the denial of admission.

Please complete both sides of this form and return it directly to the Admissions Office by mail or by fax to (250) 743-6280. If you find that sufficient space is not available on this form, please type your response on a separate sheet of paper identifying the question being answered.

How long have you known the applicant and in what setting? \_\_\_\_\_

In what context have you worked with the applicant? \_\_\_\_\_

What are the first three words that come to mind to describe this student?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

In relation to other students the same age, please rate the applicant by placing a check mark (✓) in the column that represent your evaluation of the applicant.

	One of the best I have <b>EVER</b> encountered	<b>EXCELLENT</b> Top 10% this year	<b>GOOD</b> Above Average	<b>AVERAGE</b>	Below Average	No Basis for Judgement
Academic Potential						
Academic Achievement						
Intellectual Curiosity						
Effort/Determination						
Ability to work independently						
Ability to work with others						
Organization						
Creativity						
Concern for others						
Honesty/Integrity						
Self-Esteem						
Maturity (relative to age)						
Responsibility						
Respect accorded by faculty						
Respect accorded by peers						
Emotional stability						
Overall evaluation as a person						
Overall evaluation as a student						

Are there other weaknesses or strengths not listed that you would like to mention?

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Does the applicant possess any special competence, talent, potential for leadership, or exhibit any behavior indicating that leadership skills are not likely to be developed? Please explain.

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In what ways has the applicant made significant contributions to your community?

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Are there any additional comments you would like to make regarding the applicant?

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To the best of your knowledge, has the applicant ever been disciplined at any school (this includes any suspension in school or out of school, dismissal, requests for withdrawal, or other censure or discipline for any reason)?  Yes  No  
If yes, please state the nature of the action taken and describe the circumstances relating to the action.

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Shawnigan expects that those students admitted will be capable of living independently in a responsible, mature, and self-disciplined fashion. To the best of your knowledge, has the applicant ever received counseling or assistance for behavioural problems or difficulties that may affect the applicant's ability to live away from home or reflect a lack of maturity, responsibility, or self-discipline?  Yes  No

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How would you rate the applicant's likelihood of succeeding **academically** at Shawnigan?

- Highly Likely
- Likely
- Somewhat Likely
- Not Likely

How would you rate the applicant's likelihood of succeeding **socially** at Shawnigan?

- Highly Likely
- Likely
- Somewhat Likely
- Not Likely

Is the applicant a person that you would be comfortable with as a roommate for your son or daughter?

- Yes
- No

We very much appreciate your time and effort expended completing this form.  
**Thank you** for your thorough evaluation of the applicant.

Your Name \_\_\_\_\_ Position \_\_\_\_\_

School Name \_\_\_\_\_

Email \_\_\_\_\_ Business Phone \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

The information requested above is required in order for the School authority to make an informed decision as to the applicant's suitability and appropriate placement in the School. The School does not sell, lease or trade information about applicants to other parties and is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation. For further information contact the School's Privacy Officer at (250) 743-5516 or [privacyofficer@sls.bc.ca](mailto:privacyofficer@sls.bc.ca).

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## FINANCIAL INFORMATION

### *Fee Schedule (2006 – 2007)*

<i>(Canadian funds)</i>	BC RESIDENTS	CANADIAN RESIDENTS	INTERNATIONAL RESIDENTS
Boarding Students	\$31,120	\$33,600	\$40,200
Day Students	\$17,500		

### *Payment Schedule for Fees and Deposits*

1.	At the time of application:	Application Fee (non-refundable)	\$ 100.00
2.	At the time of acceptance:	Registration Fee (non-refundable)	\$2,000.00
		Deposit on Tuition/Boarding Fees (non-refundable after June 1 <sup>st</sup> )	\$2,000.00

### *Payment Options*

INTERNATIONAL RESIDENTS: Full payment of fees is required on (or before) July 1<sup>st</sup>. A Student Visa will NOT be issued unless fees are paid in full.

BC AND CANADIAN RESIDENTS: **Option 1:** Payment on (or before) July 1<sup>st</sup> of the whole annual fee. A discount of 1.5% of the annual fee will be granted.

**Option 2:** Payment of 50% of the annual fee on (or before) July 1<sup>st</sup>, a further 25% on or before December 31<sup>st</sup> and the final 25% on (or before) March 31<sup>st</sup>. Post-dated cheques for December and March are due August 1<sup>st</sup>.

### *Reduction for Siblings*

A reduction of five percent will be applied to the annual fees for each younger brother or sister who has an elder sibling currently enrolled in the School.

### *Extras*

Additional charges, known as Extras, are made for goods and services supplied in addition to those mentioned above. Automatic charges include a student's weekly allowance, the annual "Ski Week" (\$500), and graduation fees (\$400 for Grade 12 students). The most common extras are for clothing and personal items bought in the Commissary, music lessons, House outings, personal transportation, optional trips and tours, and the services of doctors, dentists or hospital visits not covered by insurance. We recommend a deposit of \$1,000 be made on September 1st towards "Extras" charges.

### *Overdue Accounts - Extras*

All overdue accounts will bear interest at the rate of 1.5% per month. Please note that interest will be charged on unpaid fees from the first day after the due date, regardless of billing dates.

### *Fee Guarantee*

In view of the foregoing, fees are payable on an annual basis and no reduction or remission of fees will be allowed before the end of the School year except under the Fee Refund Plan. To ensure that other parents do not have to carry the costs of undischarged fee obligations, the School requires all who accept financial responsibility for a student to guarantee payment of a full year's fees.

### *Payment Methods*

The School will accommodate post-dated cheques, automatic bank transfers and direct deposits. Please make transfers and direct deposits to the Royal Bank, account #01760-126-750-9 (Duncan, BC). Visa and MasterCard payments are accepted but the retailer's user charge of 2.5% is not absorbed by Shawnigan Lake School and will be added to your account.

### *Financial Aid*

Families who wish to consider the School's Financial Aid Programme, which is based on family need, should check the appropriate box on the application. An Application for Financial Aid will be provided after the candidate receives his/her acceptance to Shawnigan.





## THE FEE REFUND PLAN

All independent schools' expenses are incurred annually and Shawnigan Lake School, therefore, must require full payment of its fees for the entire academic year. This fact is stated in the Contract Form so that there shall be no questions in the mind of any parent or guardian enrolling their child as to their obligation.

Nevertheless, there are some situations that could arise when a student must leave the school before the academic year has been completed, and this can lead to financial difficulties for either parent or guardian and school. To alleviate such a situation, Shawnigan Lake School administers its own Fee Refund Plan. This Fee Refund Plan is mandatory for all parents or guardians.

### *Cost of Plan*

The cost of entering the Plan is 4% of the net annual fees, up to a maximum of \$700 per family.

### *The Plan will provide the following benefits:*

#### 1. Medical Withdrawal

80% of the annual fee provided that the disability extends for 31 or more consecutive days, and that the illness or injury did not manifest itself prior to the effective date of coverage. This is for any physical disability certified to and treated by a legally qualified medical practitioner.

**The refund for a medical withdrawal is calculated as follows:**

$$\text{Refund} = \frac{\text{number of days left in the school year} \times \text{net fees}}{\text{number of days in school year}} \times 0.8$$

#### 2. Non-Medical Withdrawal or Dismissal

The Plan will refund 60% of the unused balance of the annual fee for non-medical withdrawal provided that the student has attended more than 14 consecutive days after the student's first day of attendance in the academic year.

**The refund for a non-medical withdrawal is calculated as follows:**

$$\text{Refund} = \frac{\text{number of days left in the school year} \times \text{net fees}}{\text{number of days in school year}} \times 0.6$$

#### 3. Expulsion

The Plan will refund 50% of the unused balance of the annual fee if the student has been expelled for reasons of discipline provided that the student has attended more than 14 consecutive days after the student's first day in attendance in the academic year.

**The refund for an expulsion is calculated as follows:**

$$\text{Refund} = \frac{\text{number of days left in the school year} \times \text{net fees}}{\text{number of days in school year}} \times 0.5$$

#### 4. The balance of the unbilled fees will be charged prior to the refund being calculated.

##### EXCLUDED UNDER MEDICAL COVERAGE

- Illness which first manifested itself or injury which occurred before effective date of coverage.
- Absence or withdrawal due to any medical condition for which the student does not regularly receive treatment by a legally qualified medical practitioner during the period of absence or withdrawal.
- Absence or withdrawal due to the use of any drug, narcotic or an agent which is similarly classed or has similar effects unless it is given by and while under the care and attendance of a legally qualified practitioner.

##### EXCLUDED UNDER NON-MEDICAL COVERAGE

- Any withdrawal or dismissal prior to or within the first 14 consecutive days after the student's first class day of attendance in the academic year.
- Withdrawal or dismissal caused by any governmental order directed to the student.
- Destruction of any school facility due to any cause whatsoever.
- Inability of the school to operate and provide formal academic instruction, including closure for any reason.
- Boycotting of classes by the student.
- Withdrawal or absence from class attendance for the balance of the academic year due to completion of academic requirements or early graduation.
- Temporary non-medical absence, suspensions, or a change from resident to day status for any reason are not bases for claims.

### *Participation*

The fee refund plan is mandatory for all parents and guardians. Should there be any enquiries regarding any part of this plan, please contact the Bursar's Office. Telephone: (250) 743-6452 Fax (250) 743-6269 Email: ced@sls.bc.ca