



TERMS & CONDITIONS, AND POLICIES FOR ALL ARKANA EDUCATION ONTARIO CAMPUSES, PROGRAMS, & ONLINE EDUCATION

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NOTE!

Please read the following document prior to completing the application, registration and/or admission process. It is the applicant's responsibility to carefully review and understand all the



rules and regulations associated with application to the registration process or requesting for further explanations if needed by emailing info@arkanaeducation.ca.

After reading this document you may visit “Application, Registration, and Admission Process”

Introduction

This document is the TERMS & CONDITIONS FOR ALL ARKANA EDUCATION ONTARIO CAMPUSES, PROGRAMS, & ONLINE EDUCATION. By completing Arkana Education’s Registration Form in person or online you enter into a binding contract with Arkana Education for your entire course of studies at any of the campuses in Toronto, or any programs offered by Arkana Education.

By agreeing with the terms and conditions of Arkana Education you agree with the following statement: “I fully understand that it is my responsibility to provide Arkana Education with true, accurate and legally approved original or copy of required documents, showing that I possess the required prerequisites for all my registered subjects. Failure to provide an updated transcript means my registered course(s) will not be recognized as a credit granting course but rather a learning course. I agree that Arkana Education may change, cancel or alter my registered courses, in case I did not have the correct prerequisites. I agree that all information provided is correct and true to the best of my knowledge. In addition, I acknowledge that I have fully read and understood the terms and conditions outlined at the end of the Registration Form and on this document. I agree to abide by Arkana Education’s Code of Conduct, terms and conditions and policies stated in this document and any other regulations that are explained in the Arkana Education’s Course Calendar.” As such, I agree to the following policies:

1. School Policy Manual and Code of Conduct

Arkana Education has established objectives to ensure that each student has the maximum opportunity to learn. The achievement of these objectives depends upon the shared responsibilities of students, teachers, and parents.

- To provide the tradition of excellence in academics, and personal growth.
- To develop a feeling of self-worth through accomplishments, discipline and respect for oneself and others.



- To encourage self-motivation so that students take a responsible role in their own education.
- To create a positive learning environment through shared responsibility of teachers, students and parents.
- To prepare students for the world of work by developing productivity, punctuality, and pride in work.
- Our students are expected to develop their potential as individuals and to become contributing, responsible members of society, who will think clearly, feel deeply, and act wisely.

Arkana Education promotes a positive school atmosphere and a safe learning and teaching environment where every individual is treated with equality, respect and dignity, non-violence and abuse. Responsible citizenship involves appropriate participation in the civic life of the school community. Arkana members are citizens aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

Arkana Education is a place where everyone - parents/guardians, volunteers, teachers, and other staff members - are an active participant in creating a positive school environment to ensure students well-being and success.

Fundamentals of the Code

- ✓ Everyone has a responsibility to promote a safe environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- ✓ Everyone should be aware of their rights, as active and engaged citizens. More importantly, everyone should also accept responsibility for protecting their rights and the rights of others.
- ✓ Everyone has the responsibility of taking part in the civic life of the classroom and school community.
- ✓ All members of the school community are to be treated with respect and dignity, especially those in positions of authority.
- ✓ All members of the school community shall not discriminate against others on the basis of race, colour, ancestry, place of origin, religion, family or marital status, physical or mental disability, age, sex or sexual orientation, gender identity or gender expression, or for any other reason set out in the Human Rights Code of Ontario, nor shall anyone



publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule on the basis of any such grounds.

Consequences of Misconduct

Consequences of misconduct may include, but are not limited to, verbal warning, suspension, expulsion, and when warranted, the contacting of local authorities.

Acceptance

This service is provided to you by Arkana Education. Your use of the website, education, and services is conditional upon your acceptance and compliance with the terms, conditions, notices and disclaimers set out below ("Terms and Conditions"). You should read them now. By completing the registration form you consent to agree with all terms and conditions.

Arkana reserves the right to amend the Terms and Conditions at any time and without notice to you. Your continued use of the services after any amendment becomes effective constitutes an agreement by you to abide and be bound by the Terms and Conditions, as so amended.

Capacity

The products, services and education on the website are only available for students who have successfully registered at Arkana.

Orders

Any order placed by you in the manner described in this registration form is an agreement of you to purchase a particular product or services for the price (including the delivery and other charges and taxes) specified in this website at the time you place your order on these Terms and Conditions. Arkana reserves the right to accept or reject your offer for any reason, including, without limitation, the unavailability of any product, or services, an error in the price or the product description posted on this website, or an error in your order. Your contract with us only comes into existence when it forwards confirmation of receipt of your order and payment.



Tuition Fees, Rates, and Prices

Tuition fees, Prices of products and services and delivery and other charges displayed on the website are current at the time of issue, but may change at any time and are subject to availability.

Risk and Title

Arkana will retain title to the products or services you order until you have made payment in full for those products, but all risk in the products will pass to you upon their delivery to or collection by a postal or courier service. You should consider whether to obtain any suitable insurance.

Limitation of liability

Arkana will in no way be liable for any direct, indirect, incidental, special or consequential damages, resulting from the use or inability to use the website or services for the cost of procurement of substitute products or resulting from any products purchased or obtained or messages received or transactions entered into through the website or the services or resulting from unauthorized access to or alteration of your transmissions or data or of any information contained on this website.

2. Registration Policy Manual

Arkana Education follows policies and regulations which have been defined to ensure the quality of services. The following points should be notified and considered while students/parents/applicants are completing the second part of the registration and admission process at Arkana Education.

Documents Validation:

All documents must be in English, or translated to English. In the event of submitting the translated documents, translations should be made by provincial or federal approved



translators/translation agents. Proof of documents may be asked by the School, to be provided by the application. Failure to do so may result in rejecting the entire application. All documents should be provided truthfully and accurately. Non registered institutions, certifications or degrees may not be valid to be used towards the application.

Information Data Entry:

All information and data entries in the registration form should be provided. Please pay extra attention while filling up the registration form as the information provided by this form will be the data for creating school accounts and all other student files. Failure to provide true, accurate and detailed information in the registration form, may cause changes or problems. All responsibilities and consequences will be assigned to the applicant.

Prepare and collect information prior to starting the form. Following is the list of the required documents:

1. Piece of Government-issued Identification, PHOTO ID, where your name, age, and the photo is clearly visible.
2. Students Photo, for profile and identification purposes.
3. Student's latest and official English translated final report cards, certificates, and final transcripts.
4. Current student's timetable.
5. Latest English placement test results, IELTS, TOEFL, or any other official recognizable English test.
6. Any other educational certificate, degrees or courses.
7. Resume, CV, and/or biography

Offer of Admission

After completion of the registration process, Arkana Education will send student(s) the OFFER OF ADMISSION LETTER. This letter provides initial information of student's registration as well as tuition fees and process for admissions. Offer of admission must be



accepted by the applicant by writing an email to admission@arkanaeducation.ca. Offer of admission has no legal value and can not be used towards international student VISA.

3. Tuition Fees

OFFICIAL LETTER OF ADMISSION

Complete tuition fees should be received as of the last step of the registration process to receive the OFFICIAL LETTER OF ADMISSION. According to the program or course of study, tuition fees and educational platforms are available on “Tuition Fees” and “Educational Environments” page. Complete payment is required **within 10 business days** from the date of accepting the offer of admission unless otherwise mentioned on the offer of admission letter. Failure to complete the tuition payment may result in termination of application and registration. The OFFICIAL LETTER OF ADMISSION will be admitted to the applicant within 10 business days after the receipt of the full tuition payment and confirmation and validation of all submitted documents. This letter is a legal document and could be used towards legal applications such as international student VISA.

Online and Virtual education’s admission process

Students who have registered for online or/and virtual classes must complete their ESL/Math placement, credit evaluation and student number registration before they can start their classes.

In-class on campus admission process

Students who have registered only for on campus in class education can have the option of completing their ESL/Math placement, Credit evaluation, and student number registration online or when they arrive in Canada.

4. Admission Policy Manual

The following processes may be required from students depending on their course and program of study, after issuing the admission letter.



English Language Proficiency Test, ESL Placement:

English Language Proficiency Test is required for all students applying from countries with any mother tongue language other than English. Students will be contacted from Arkana Education to schedule an in person interview+placement test or online interview+placement assessment. There will be a one time non refundable fee of \$250. After carefully reviewing the result of the ESL placement test, students will be placed in one of the 5 levels of high school ESL program, from ESL A, to ESL E.

ESL Class	Levels
ESL A	English as A Second Language Level 1
ESL B	English as A Second Language Level 2
ESL C	English as A Second Language Level 3
ESL D	English as A Second Language Level 4
ESL E	English as A Second Language Level 5

Credit Evaluation

International students are subject to conduct a credit evaluation procedure in order to evaluate their previously completed courses and credits. Students must present a translated credit history at time of registration.

OEN, Ontario Education Number

The OEN is a student identification number that will be assigned by the Ministry of Education to elementary and secondary students across the province. The number, which is unique to every student, will be used as the key identifier on a student's school records, and will follow the student through his or her elementary and secondary education. The OEN is nine digits long (eight digits, plus a check digit), randomly assigned, and tied to stable information about the student (name, gender, date of birth). Students at Arkana



Education will be issued an OEN number upon completing their ESL/Math assessment, credit evaluation, and are enrolled in a course of study.

Admission Fees

Admission Fee is a non refundable fee of \$750 which is included in the tuition fee payments. Admission fee may include but is not limited to the completion of credit evaluation, Offer of admission process and letter, student number registration, and submission of official letter as well as placement procedure. The admission fee is included in the tuition fees. Students are subjected to pay the admission fee in the event of cancelation, termination or change of applications. Students are also subjected to pay the admission fee in the event of VISA rejection if they decide not to continue their studies through online or virtual education. Admission fees will be deducted from students tuition fees in any event which results in refunding the tuition fees.

Please carefully read the “Renewal, Cancelling and Refund policies” prior to completion of administration process or tuition payments.