



St Joseph's School



APPLICATION FOR ADMISSIONS



An affiliate of Catholic Independent Schools
Diocese of Prince George (School Authority # 116)

cispg.ca





St Joseph's School 2021-2022 Application for Admission

Dear prospective families:

I am so excited that you have taken the time to enquire about admission to St Joseph's School! I look forward to getting to know you and your child or children. It's always exciting showing prospective families our amazing school, which I am so proud to have the privilege of leading.

St Joseph's School is a loving and caring learning community committed to academic excellence and fostering the growth of the whole child. Our work is infused by the teachings of Jesus Christ. The smaller size of our school nurtures a strong sense of community. Our dedicated staff and parents collaborate to inspire the growth of all children so they can become their best selves.

Here are just a few things that make our school shine:

- Religious education that focuses on Christian values
- A very experienced team of educators dedicated to helping all children learn and be well prepared on their learning journey
- A school culture that encourages learners to be safe, helpful, accountable, respectful and positive
- Use of the BC Ministry of Education's K – 7 curriculum
- French instruction for grades K – 7 taught by specialist teachers
- Music instruction from K-7 taught by a specialist teacher
- Extracurricular sports and activities
- Delicious healthy hot lunch on Fridays
- A high staff to learner ratio
- After school care program (optional and open to everyone)
- School bus service (operated by SD54)

I warmly invite you to reach out to me should you have any questions or would like more information. Thank you for your interest in our school!

Hayden Drygas
Principal

P: 250 847 9414 **E:** stj@cispg.ca **W:** <http://stjosephsschool.ca/>
M: Box 454, Smithers, BC V0J 2N0 | Wet'suwet'en traditional territory



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Catholic Independent Schools Prince George (CISPG) Policy 501
Priorities for (Re)Admittance into CISPG Schools

1. Learners presently enrolled in the school.
2. Learners with siblings presently enrolled in the school. (It is understood the school will make every effort possible to accommodate Catholic students.)
3. Learners whose families are parishioners (defined as practicing Catholics – for the purpose of this policy “practicing Catholics” shall mean those individuals who are registered in a parish and attend Sunday Mass faithfully).
4. Learners, whose families are not practicing Catholics, but accept the goals and philosophy of the school and sign the Family Statement of Commitment.

Upon acceptance of application, the first month's tuition is required as a deposit for new families.

OFFICE USE ONLY	
Application received _____ (date: yyyy/mm/dd)	
<input type="checkbox"/> Application and consent form <input type="checkbox"/> Child's official birth certificate <input type="checkbox"/> Child's BC Care Card <input type="checkbox"/> Baptismal certificate (if applicable) <input type="checkbox"/> Legal residency of parent <input type="checkbox"/> CISPG family statement of commitment <input type="checkbox"/> Tuition commitment form <input type="checkbox"/> Volunteer agreement <input type="checkbox"/> Child's immunization records (if available) <input type="checkbox"/> Special needs form completed (if applicable)	<input type="checkbox"/> Parent/guardian's proof of BC residency (driver's licence, copy of utility bill, mortgage document, rental agreement, tax assessment)* <input type="checkbox"/> Parent/guardian's immigration/ citizenship/ permanent resident documentation (birth certificate or passport) <input type="checkbox"/> Copy of most recent report card (if applicable)
Diagnosis: _____ Ministry category _____	<input type="checkbox"/> Acceptance letter sent to parents _____ (date: yyyy/mm/dd)
Application completed _____ (date: yyyy/mm/dd)	<input type="checkbox"/> First month's tuition deposit paid (for new families only) _____ (date: yyyy/mm/dd)

*Please note: Personal information other than address and full names can be redacted for privacy purposes.

Family name: _____ Applying for grade _____ Entry year _____



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STUDENT INFORMATION

Going into grade: _____ Date entering school: _____ Prev. school: _____

Legal last name: _____ Last name used: _____
yyyy/mm/dd

Legal first name: _____ First name used: _____

Middle name(s): _____

Date of birth: _____ Place of birth: _____
yyyy/mm/dd

Religion: _____ Parish/church/house of worship _____

Sacraments received:

Baptism Reconciliation First Communion Confirmation

Daycare/Babysitter: _____
name contact number

List any allergies, special needs, medical conditions etc.

Family doctor: _____ Phone: _____

Family dentist: _____ Phone: _____

Care Card number: _____ Indigenous ancestry? YES NO

Does the school have permission to contact your doctor in case of emergency when unable to contact you? YES NO

Note: We will call 911 in the event of an emergency.

Emergency contacts: _____
Name (relation to student) contact number

Name (relation to student) contact number

Out of town contacts: _____
Name (relation to student) contact number

Name (relation to student) contact number



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FAMILY INFORMATION

Child lives with (please circle one) Mother Father Both Shared

Mother's name: _____ email: _____

Place of work: _____ work #: _____

Mother's home #: _____ cell #: _____

Mailing address: _____
box # / town / postal code

Street address: _____

Father's name: _____ email: _____

Place of work: _____ work #: _____

Father's home #: _____ cell #: _____

Mailing address: _____
box # / town / postal code

Street address: _____

Is there a legal custody order in effect? YES NO

If **YES, please attach a copy of any legal papers pertinent to your child regarding custody, visitation, or any other matter related to your child's schooling. A copy of an up-to-date court order **MUST** be on file with the school.*

SIBLINGS: YES NO

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

I hereby certify that the above statements are true and correct.

Signature of parent/guardian _____
name date (yyyy/mm/dd)

Signature of parent/guardian _____
name date (yyyy/mm/dd)



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PREVIOUS EDUCATION

Last school/preschool/daycare attended:

name and address

Has this child received learning assistance? YES NO

Has this child received specialist interventions?
(speech, hearing, ot, pt, behavioral, etc.) YES NO

If **YES**, special needs form must be completed and attached to application.

SCHOOL PROGRAMMING

Please read and sign the consent information below.

A. Field Trips

I hereby give my consent for child to take part in supervised field trips during regular school hours. Transport for these trips may be by foot. Whenever an excursion is planned which involves travelling any considerable distance, which would extend beyond school hours, it is understood that parents will be given sufficient notice of the event to withdraw this general consent for that particular trip if they so wish.

signature

date (yyyy/mm/dd)

I give permission for my child and his/her teachers to use digital learning platforms to help communicate student learning and learning activities where basic personal information will be stored but not distributed on servers in Canada and abroad.

signature

date (yyyy/mm/dd)

In registering my child at St Joseph's School I understand that he/she will take part in the school's complete educational program, which includes the use of information technology. I am supportive of the Catholic curriculum and teachings of the school. I have had explained to me, understand and support the philosophy and policies of the school as outlined in the parent handbook.

signature

date (yyyy/mm/dd)



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PRIVACY AND INFORMATION PROTECTION

The Personal Information Protection Act is in effect for all independent schools. To ensure that we comply with the legislation, and your wishes as parents/guardians, we ask that you read the following information carefully.

The legislation states that all photographs, names, or anything else that identifies an individual or an individual's personal information, is protected. From time-to-time your child's name and/or photograph may be used in a school newsletter, yearbook or other school publication, or media coverage concerning school events.

Registration information

Information provided at the time your child was registered at school was collected under the authority of the *Independent School Act*. This data is used for educational program purposes and, when required, may be provided to health services, social services and other support services. If a student moves to another school, student records are requested by that school. It shall be the understanding that our school administration has permission to pass on this information to the student's new school.

Media coverage

It is possible that there will be media coverage of a school event. This coverage could include your child's photo (or video), name and comments being part of a broadcast, publication or on the school or school authority's website, newsletter or Facebook page.

Please be sure to complete the Personal Information Release Permission portion of the Application and Consent Form. This information will be kept as part of your child's student file as long as he/she attends St Joseph's School. Please be advised that this is a one-time consent and permission may be revoked at any time by parent request. Kindly note that you are responsible for notifying the school should the status of your permission change.

YES NO

I permit transfer of all information and documentation pertaining to my child named above if transferring to or from another school.

YES NO

I permit my child's name and/or photo to be used in any school publication, including school website, social media and newsletters.

YES NO

I permit my child's name and/or photo to be used in any new media publication.

YES NO

I permit the school to disclose my name, phone number, mailing address, and my child's name and grade to the Parent Support Group for fundraising and volunteer purposes.



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LEGAL RESIDENCY OF PARENT - FORM A

(Ministry of Education Requirement)

To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian.

Lawfully admitted into Canada

1. I am (please "x" one):

- A Canadian citizen (if not born in Canada, please attach a photocopy of citizenship paper/card)
 - A Permanent Resident (please attach a copy of parent's landed immigrant status paper or Permanent Resident card)
 - Lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) with one of the following documents (please mark the appropriate box below and attach a copy of document):
 - Admission as a refugee or refugee claimant
 - Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
 - Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
 - A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer or official representative in Canada of a foreign government with a consular post in British Columbia
 - Other - document description: (must be cleared with Citizen and Immigration Canada)
-

Residency in British Columbia

2. I am a resident of British Columbia (please "x" one):

- YES Residency address: _____
- NO I am not a resident of British Columbia

Confirming signature:

3. Parent's/legal guardian's name: _____
Parent's/legal guardian's signature: _____
Parent's/legal guardian's name: _____
Parent's/legal guardian's signature: _____

Date: _____
(yyyy/mm/dd)



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September 11, 2019
Policy 501 Student Admission: General

FAMILY STATEMENT OF COMMITMENT

"Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral and spiritual dimensions of human growth in accordance with the teachings of the Catholic Church. Intellect, emotions, creative ability and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves, but find their deepest meaning in God's plan for creation." From the PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF BC by Catholic Bishops of BC. Catholic Schools are committed to fidelity to Jesus Christ, Who said, "Seek first the kingdom of God." The school emphasizes first and foremost the teaching and practice of the Catholic faith. All students, regardless of their religious affiliation, must participate in all the religious instruction and activities of the school community.

CISPG Schools recognize that students may come from family situations that do not conform to the moral teachings of the Catholic Church. Although the personal family background of a student is not an absolute obstacle to enrolment in a CISPG school, when parents choose a lifestyle directly opposed to the Church's deeply held moral teachings, they should recognize that the school is not the right place for their child, since the home and school would be giving contradictory teaching.

Partners (home, school, parish) in Catholic education must work together to provide an environment where faith and learning go hand in hand, leading young people to fullest development. Parents and guardians who enroll their children accept that the school will at all times uphold the teachings of the Roman Catholic Church. While present on the school campus and in school-related activities offsite, every adult must demonstrate conduct that upholds the school's declared mission. A coherent witness to Catholic moral teaching is expected at all times, especially in the public forum.

The following statements confirm parental support of the goals and philosophy of our Catholic school and need to be accepted by all members of the community. Read them carefully. They ask you to make a commitment to the values of our Catholic School community. If you have any questions or concerns regarding this family commitment form, please bring them to the Principal or Pastor who will gladly discuss them with you.

By returning the signed statement with your completed application, you accept the responsibility of this commitment.

1. Parents and guardians agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the CISPG Board of Directors.
2. All students are required to participate in our religious education curricular and co-curricular programs, including liturgical celebrations, prayer, retreats and other spiritual activities.
3. Parents/Guardians are expected to participate in the religious education program as required.
4. Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full academic potential. Parents are expected to support the academic program as required.
5. Each family is expected to support and participate in the fund-raising activities of the school.
6. Each student is expected to know and follow school policies on behaviour.
7. Parents/Guardians are expected to know and support school policy and procedures.
8. Parents/Guardians are expected to attend program-related events including but not limited to parent/teacher conferences and meet the teacher events.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies, and other school activities.
10. If any of these conditions are not met, the school reserves the right to refuse admission, or remove a student from the school.

I have read and understand the above expectations and commitments and I hereby accept them as stated.

Family Name (please print neatly)

Parent/Guardian Signature: _____ Date: _____



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EDUCATION POLICY MANUAL

Category: PERSONNEL
Regulation: 460
Approved Date: February 24, 1997
Revised Date: D R A F T
Page: 1 of 1

VOLUNTEERS

Regulations and Procedures

1. Volunteers can make significant contributions to the local community in many ways such as the following:
 - classroom material preparation;
 - instructional assistance as a resource person to provide expertise;
 - supervising students in the presence of a certified teacher;
 - sharing talents and skills within the instructional program planned by the teacher;
 - marking student work by using a teacher-prepared answer key.
2. All volunteers in the school must be approved by the principal.
3. Those who work directly with students or who have, or potential have, unsupervised access to students, must successfully complete a criminal record check process at least every 5 years, or at the request of the principal. (Unsupervised access should only occur in a public place or where there is no reasonable expectation of privacy.) Criminal record checks required by this policy will be a local school expense. Proof of current membership in professional organizations which require a criminal record check is also acceptable, for example BC Teacher Certification, RCMP, etc.
4. Schools using volunteers shall ensure appropriate orientation and ongoing supervision.
5. Volunteers will be supervised by school employees.
6. Volunteers must:
 - adhere to school and CISPG policies and regulations
 - speak and act with respect
 - deal judiciously with students
 - respect complete confidentiality with regard to any student matters that they may come in contact with
 - report all incidents of student or personal injury to staff
 - maintain confidentiality with regard to personnel matters
7. Volunteers must complete a Volunteer Application Form and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement.
8. If the information provided on the volunteer application form changed, the volunteer must notify the school of the change.
9. A volunteer file will be maintained in a private location at the school office and updated on a regular basis (minimum once per school year).
The file should contain:
 - criminal record checks
 - volunteer application forms
 - signed code of conduct/confidentiality agreements
 - (optional items) other pertinent information (driver's information, medical information, relevant certification and training)



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EDUCATION POLICY MANUAL

Category: PERSONNEL
Regulation: 460
Approved Date: February 24, 1997
Revised Date: DRAFT
Page: 1 of 1

VOLUNTEERS

Policy 460

Volunteers form an integral part of our school communities. They provide important services including, but not limited to, curricular and extra-curricular program support, governance, facility operations, supervision, fundraising, maintenance, and special events. Whenever volunteers work directly with students, policies and procedures must be in place to best facilitate the enhancement of the programs and to ensure the safety and well-being of the students.

Reason for Policy

The CISPG Board of Directors supports the use of volunteers in schools.

Volunteers can enhance the curricular and extra-curricular programs and offerings of the school in a variety of ways, such as:

- providing adult supervision in situations such as field trips
- providing assistance to the teacher in the classroom by helping prepare instructional materials
- providing assistance to the teacher by marking objective assignments (e.g. mathematics)
- assisting in the instruction of children by reading to children or listening to them read
- sharing a particular gift or talent with children (e.g. playing an instrument)

Reference: Regulation 460
Volunteer Application Form
Volunteer Code of Conduct



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VOLUNTEER APPLICATION FORM

Date: _____
yyyy/mm/dd

Volunteer

Name: _____
surname given names

Address: _____
Street / box # / city / postal code

Telephone #s: _____
home / cell / work

Emergency contact: _____
name best #(s) to reach them at

Care Card: _____

Volunteer situations preferred (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> classroom – grades _____ | <input type="checkbox"/> lunch program |
| <input type="checkbox"/> library | <input type="checkbox"/> fundraising |
| <input type="checkbox"/> technology | <input type="checkbox"/> social events |
| <input type="checkbox"/> recycling program | <input type="checkbox"/> phone parents |
| <input type="checkbox"/> office | <input type="checkbox"/> other _____ |

Times available: _____

References:

1. _____
name phone # relationship
2. _____
name phone # relationship

Police record check

- I am willing to submit to a criminal record check at no financial cost to myself.

Signature: _____ Date: _____
signature of volunteer yyyy/mm/dd

Approval: _____ Date: _____
signature of principal yyyy/mm/dd



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OVERDUE ACCOUNTS COLLECTION POLICY

Catholic Independent Schools of Prince George (CISPG) policies 218 and 501 set the framework for local school fee policies and overdue accounts collection procedures.

Preamble

Parents/Guardians of children attending St. Joseph's School agree to the responsibility of paying school fees as prescribed and collected by School Council. Parents/Guardians of children attending St. Joseph's School further accept the responsibility to ensure their payments are not overdue. The *St. Joseph's School Overdue Accounts Collection Procedure* applies to the following St. Joseph's school fees:

- school tuition
- school supplies
- school activities fees
- bus fees
- other fees

School fees are an essential component to the operating budget of St. Joseph's School. Satisfying the commitment to pay school fees is a matter of justice. Overdue accounts, or accounts in arrears, will be investigated by the St. Joseph's School Council headed by the Admissions Committee. The admissions Committee will be comprised of one School Council member acting as chairperson Pastor, school principal, school bookkeeper, school secretary, and other members as required.

St. Joseph's School reserves the right to refuse admission or remove a student/students from St. Joseph's school if consistent delinquency of accounts in arrears continues.

Procedure

1. A Registration and Tuition Commitment Form will be signed each school year. It will contain:
 - a. expectations of St. Joseph's School in regard to tuition payments
 - b. total tuition commitment depending on number of students and tuition rates
 - c. method of accepted payment and time period of payments
 - d. opportunity to request financial assistance if there is financial hardship
 - e. Signature to indicate family understands obligations
2. Tuition is required by the beginning of the pay period (yearly, quarterly, monthly options). Payment not received by this time will make the account in arrears.
3. All other school fees are due at time of invoicing. Payment not received within 30 calendar days will make the account in arrears.
4. At any time a family experiences financial hardship, they can request assistance. The following steps will be followed:
 - a. Tuition Assistance Form is filled out by applicant
 - b. The form is presented to School Council by the Admissions Committee for discussion
 - c. The School Council will decide, in conjunction with the Parish, to accept/deny/provide partial assistance with a consensus or simple majority vote
 - d. The School Council decision will be communicated to the applicant in a timely manner



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5. Accounts in arrears will be investigated. The following Procedure will be followed:
- a. Tuition accounts will be deemed in arrears when payment is more than two weeks late
 - b. Invoiced school fees will be deemed in arrears 30 calendar days after invoicing
 - c. A first letter will be mailed home via regular mail or email with a copy being retained and placed in the file stating:
 - i. Account is in arrears
 - ii. The family will contact the school with payment
 - iii. If financial assistance is required, the family will fill out the Tuitions Assistance Form, which is included with the overdue notice and be provided the School Council for approval or denial
 - iv. Someone from the School Council or the Admissions Committee will follow up with a phone call if necessary
 - d. School Council and the Admissions Committee will follow up with a second letter via Registered Mail if the school fees have not been paid and no contact with St. Joseph's School has been made within 10 days of the first letter with a copy being retained and placed in the file stating:
 - i. The account is still in arrears and no payments have been received
 - ii. No communications have been received by St. Joseph's School or Council
 - iii. School Council and the Admissions Committee will be following up with the family
 - iv. Consequences of consistent delinquency as stated in 5(e) of these procedures
 - e. Consistent delinquency of tuition can invoke the following actions on the part of St. Joseph's School:
 - i. Re-enrollment of the student(s) is denied/delayed/not guaranteed
 - ii. Termination of enrollment
 - iii. Account sent to a Collections Agency
 - iv. Requirement for advance pre-payment of tuition in full at the beginning of the school year
 - f. School Council will discuss in-camera the actions that will be taken in cases of consistent delinquency. The payment history, or lack thereof, will be considered. The School Council decision will be communicated to the relevant parties in a timely manner.

I have read and understand the Overdue Accounts Collection Procedure.

(print) parent/guardian name

date (yyyy/mm/dd)

parent/guardian signature



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TUITION COMMITMENT FORM 2021-2022

Family Name: _____ **Date:** _____

yyyy/mm/dd

Student's (First names): 1. _____ 2. _____ 3. _____ 4. _____

Parent/Guardian #1 (Please Print):	Parent/Guardian #2 (Please Print):
First name: _____	First name: _____
Legal surname: _____	Legal surname: _____
PO Box: _____	PO Box: _____
Street address: _____	Street address: _____
Postal code: _____	Postal code: _____
Telephone (home): _____	Telephone (home): _____
(work): _____	(work): _____
(cell): _____	(cell): _____
Email: _____	Email: _____

Financial fees for the school year 2021-2022 are as follows:

- Tuition rates per month: \$295 single child
 \$395 two children
 \$10 for each additional child
- *Bussing fee (annual) \$250 for single child rate
 \$310 family rate
- *Homework book/supply fee \$12 per year (grades 3-7) per student
 *(subject to change)

Annual Family Fees Due	
Tuition:	_____
Bussing:	_____
Agenda fee:	_____
Total:	_____

A. Financial commitment:

- I will pay the full fees in the current year.
 I am requesting financial assistance (please fill out section on reverse)

Name of person #1 making the payments: _____ % of total

Name of person #2 making the payments: _____ % of total

Frequency of Payments: Monthly \$ _____ Quarterly \$ _____ Yearly \$ _____

Method of Payment: Pre-authorized debit Post-dated cheques Cash

All forms of tuition payment must be paid by the 15th of the month.

I have read and understand the Overdue Accounts Collection Procedure.

B. Sign here

Parent/Guardian #1: _____ Date: _____

yyyy/mm/dd

Parent/Guardian #2: _____ Date: _____

yyyy/mm/dd



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C. Financial assistance request:

Please fill this section out if you are requesting financial assistance. Someone from the School will contact you to arrange a meeting to process the request.

Reason(s) for request:

Have you previously searched for other funding opportunities through community partners or organizations to assist with your financial obligations, prior to requesting tuition assistance?

YES NO

If requesting financial assistance, please give the following information:

Amount you are able to pay per month: \$_____

Net Income of both parents from previous year's tax return submissions: \$_____

Copies must be provided by both parents.

Date on which we can review tuition payments: _____
yyyy/mm/dd

Office use only:

Date of approval: _____
yyyy/mm/dd

School representative: _____
name signature

(Principal, pastor, or school council member)



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PRE-AUTHORISED DEBITS (PAD)

Payer's PAD agreement – mandatory and supplementary elements

Date: _____
 yyyy/mm/dd

Please debit my bank account (attach VOID cheque) the sum of:

Tuition \$_____ Pre-K fees \$_____ Other \$_____

Child's/Children's Name(s): _____

The debit will be processed to your account on either the (please circle one date):

1st day or the 15th day of the months of September through June.

This Agreement is for a personal Pre-Authorized Debit.

Signature of account holder(s) _____

Address & phone number: _____

Please print name(s) clearly: _____

I may revoke my authorization at any time, subject to providing notice of 15 days. To obtain a sample cancellation form, or for more information on my right to cancel a PAD agreement, I may contact my financial institution or visit www.cdnpay.ca.

St. Joseph's School
 PO Box 454, 4054 Broadway Ave
 Smithers, BC V0J 2N0
 Email: stj@cispg.ca

I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my recourse right, I may contact my financial institution or visit www.cdnpay.ca.

OFFICE USE ONLY

Name of Bank: _____ Transit Number: _____

Branch Address: _____ Organization Number: 0100058582

Chequing Account Savings Account