

Checklist for boarding students who will attend Ashbury College in September 2020

AS SOON AS POSSIBLE:

- Complete online enrollment (email you received from Ashbury shortly after you accepted the offer and paid Registration Fee).
- Pay first installment of tuition fees (February 15th).
- Check requirements for study permit and visa (if applicable) [here](#).
- Receive official Letter of Acceptance from [Meeta Ashrit](#) for your application for study permit.
- Custodianship: all students who are not Canadian citizens or permanent residents of Canada will require a guardian/custodian living within a 6 hour drive from Ottawa.
 - If you know someone (relative, friend, associate) who can serve in this role, have them sign and have notarized a [Custodianship Declaration](#) (see [CIC website](#) for more information).
 - If you do not know someone who can serve in this capacity, we recommend the services of [ISGC](#), [CHN](#), or [CAS](#). Please contact them to arrange for a Custodianship Declaration.
- Course selections: consult the [online Academic Guide](#) to make preliminary decisions about courses.
- Contact the appropriate academic counsellor ([Gr9](#); [Gr10](#); [Gr11 IB](#); [Gr11 non IB](#)) to discuss options and finalize course selections.
- If your child is planning to take our IB (International Baccalaureate) program, consider registering for the IB Prep Course to be held between August 31 – September 4; see our [website for details](#)
- Pay second installment of tuition fees (May 15th). Please review [this information](#) regarding our revised financial policies in response to the current COVID-19 situation.

SPRING / SUMMER:

- Complete all required Magnus medical forms using the link you will receive via email in late Spring.
- Consult the [Ashbury Calendar](#) to make decisions about travel plans
- Book your transportation for September.
The closest airport to Ashbury College is Ottawa International Airport (YOW). If you are not on a direct flight to Ottawa, please ensure to leave enough time between connecting flights: as this will be your first entry to Canada on the Study Permit, you will have to go through a special process to validate your Study Permit. The end of August is especially busy for the border services so this may take several hours.
- Book hotel accommodation in Ottawa (if required). Please refer to [this list](#) for recommended accommodations.
- Review [Boarding Welcome Letter](#).
- Send a copy of student's passport to Alec Louis-Seize at alec.louis-seize@ashbury.ca. Please ensure the student's passport is up to date and will not expire during academic year.
- Order textbooks [online](#), starting in late June, once course selections are finalized and you have received a confirmed list of course codes. International boarders should have all textbooks delivered to the main school address.
- Contact schoolstore@ashbury.ca to make an appointment for uniform fitting.