

3Sixty Education - Registration Form



Step into Success: Registration Instructions

To enrol into a course at 3sixty education you will need to submit the following documents to admin@3sixtyeducation.ca:

1. **Registration Form** (if you are under 18 years of age it must be signed by a parent)
2. **Drivers License or Passport** (Scanned copy)
3. **Prerequisite** (report card or transcript)
4. **Course Fees** which is payable via e-transfer to sangeetakumar@3sixtyeducation.ca

Upon the completion of the registration process you will be provided with a letter of enrolment that you can share with your guidance counsellor if required.

Online Courses: You will receive login instructions within 24 hours of enrollment.

Teacher-Led Live Courses: The start date will be determined based on student enrollment.

Self-Paced Online Courses (Hosted on Moodle)

- All lessons, assignments, and assessments are provided through Moodle.
- Learn independently at your own pace.
- Flexible schedule to accommodate your availability.

Teacher-Led Live Course

- Courses are guided by experienced teachers with live interactive sessions.
- Opportunities for real-time discussions and personalized feedback.
- Structured schedule with regular virtual classes.

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STUDENT CONTACT INFORMATION

First Name Last Name

Address

City/Province/
Country Postal Code

Date of Birth
Month Day Year

Check One: Male Female Other: _____

Phone Email

ACADEMIC INFORMATION

Previous School Attended: _____

Name of School: _____

Location (City/Country): _____

Dates Attended: _____

Grade Completed: _____

MEDICAL INFORMATION

Health Card Number (for Ontario students): _____

Allergies or Medical Conditions: _____

Medications: _____

Family Doctor: _____

Name: _____

Phone Number: _____

PARENT CONTACT INFORMATION

Parent 1 Information:

Full Name _____

Address _____

Email _____

Home _____

Cell _____

Parent 2 Information:

Full Name _____

Address _____

Email _____

Home _____

Cell _____

Student Resides with Parent/Guardian 1 Parent/Guardian 2 Both

Note: Parent information is only required if student is a minor (under 18 years of age)

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EMERGENCY CONTACT INFORMATION

Full Name: _____

Relationship to Student: _____

Email Address: _____

Phone Number: _____

Alternate Phone Number: _____

Does the student have an Individual Education Plan (IEP)

Yes

Explanation of IEP
(if applicable)

No

Note: A copy of the IEP must be submitted to the school

Status in Canada

Canadian Citizen

Landed Immigrant

Student Visa

Other

If not a Canadian citizen, specify date of entry to Canada

Month Day Year

DOCUMENT CHECKLIST

Please ensure the following documents are attached to your registration form:

- Birth Certificate or Passport
- Proof of Residency (Driver's License)
- Proof of Prerequisite (Academic Transcripts and/or Report Cards)
- Copy of Visa/Study Permit (for international students)
- Recent Passport-sized Photograph

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COURSE SELECTION (PLEASE INDICATE COURSE NAME & COURSE CODE)

Course 1: _____

Course 2: _____

Course 3: _____

Course 4: _____

Course 5: _____

Course 6: _____

Course 7: _____

Course 8: _____

POLICIES & PROCEDURES

LIABILITY/WAIVER: At 3Sixty Education, we prioritize creating a safe environment for our students. While we take every precaution to ensure their well-being during school activities, we kindly remind parents and guardians to arrange appropriate insurance coverage for their child. By agreeing to this, you acknowledge that 3Sixty Education is not liable for any accidents, injuries, or property damage that may occur, whether on or off school premises.

PREREQUISITE POLICY: I acknowledge that enrollment into the course(s) is conditional and the credit will not be granted until and unless a prerequisite is submitted prior to the end of the course.

REFUND POLICY: Refunds will only be processed if requested within 24 hours of registration. After the 24 hours mark no refunds will be provided due to the administrative nature that is required to enroll and establish a student record in our school system.

RELEASE OF INFORMATION: I hereby provide my permission and authorization to 3Sixty Education to release, use or disclosure of academic records and personal information for academic or relevant use only. This authorization shall constitute good and sufficient consent for the purpose of clause 4.3 section 1, to the personal information Protection and Electronic Documentation Act, S.C. 2000, c.5 as amended, to the extent that said act applies to the 3Sixty Education. A copy of this Authorization shall be considered as effective as value as original thereof. I agree that the 3Sixty Education may contact my child's home/former school to collect and/or send information for academic purposes.

MARK UPDATES: Students and parents must submit a request to 3Sixty Education if they wish to have midterm and/or final marks sent to OUAC, OCAS, or other academic institutions. It is the responsibility of the parent or student to ensure that the request is made in a timely manner, allowing sufficient time for the marks to be sent. It is also their responsibility to provide the correct contact information for where the report cards should be sent.

ADDITIONAL COURSES: After the completion of this form, additional courses that the student enrolls in will be added to page three of this form and student record system in the school for courses taken within the same academic school year.

ATTENDANCE POLICY: Students are expected to attend all scheduled classes regularly and punctually. Excessive absences or repeated tardiness may result in academic consequences, including the possibility of being removed from the course. If a student is unable to attend a class, it is the responsibility of the student or parent/guardian to notify the school in advance.

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CODE OF CONDUCT: Students are expected to uphold a standard of respectful behavior towards peers, instructors, and school staff, both in-person and online. Any form of bullying, harassment, or disruptive behavior will not be tolerated and may lead to disciplinary action, including removal from the course.

TECHNOLOGY USE POLICY : Students must use technology responsibly and in accordance with school guidelines. School-provided devices and internet access are to be used for educational purposes only. Unauthorized use of devices during class, including social media or gaming, is prohibited and may result in loss of privileges.

ACADEMIC INTEGRITY POLICY: 3Sixty Education upholds the highest standards of academic honesty. Plagiarism, cheating, or any form of academic dishonesty is strictly prohibited. Students found in violation of this policy may face serious consequences, including a failing grade on the assignment or course, and potential removal from the program.

ASSESSMENT AND GRADING POLICY: Assessments will be conducted regularly to evaluate student progress. Grades will be based on a combination of assignments, tests, participation, and other criteria as outlined by the instructor.

PRIVACY POLICY: 3Sixty Education is committed to protecting the privacy of our students and families. Personal data collected during the registration process will be used solely for educational and administrative purposes and will be kept confidential. We do not share personal information with third parties unless required by law or with explicit consent.

I declare that the information given in this application is complete and correct to the best of my knowledge. A full list of school policies and procedures is listed on the school website and office in the course calendar and it is the responsibility of the parent/guardian and/or student to read them. Your signature below is an acknowledgement that you have read and fully accept the terms and conditions at 3sixty Education. *(Note: The signing authority for this form must be the legal parent/guardian or the student, if the student is 18 years of age or older.)*

Signing Authority Signature

Signing Authority Name

Date (DD / MM / YYYY)