



Admissions Process

Thank you for your interest in Turnbull School. Applications are received throughout the year and a limited number of successful candidates are offered placement, on an ongoing basis, once the following steps of the **Application Process** are completed for each child:

1. Submit a completed application form, together with the following: copies of your child's last two report cards, a copy of any previous assessments administered to your child and payment of the tuition deposit (\$2500 per child). Please send updated report cards as you receive them.

The tuition deposit may be submitted by cheque, payable to Turnbull School Ltd. It may also be made in the form of an e-transfer to this Turnbull School email: accounting@turnbull.ca. The password required for electronic payment of the tuition deposit is created using the student's 3 letters of surname, 3 letters of given name, last 3 characters of postal code, (eg. John Smith with postal code A1B 2C3: **Student ID would be SmiJoh2C3**).

2. Request one of your child's teachers to complete the confidential reference form and return it to us. The completed application, reference and other submitted academic information will then be reviewed by the Admissions Committee.
3. By invitation, candidates may be selected by the Admissions Committee to attend a visit at Turnbull School.
 - a. For candidates applying for admission to Grades 2 to 8, the visit will be for one full school day. For candidates applying to Grade 1, the visit will be for a half day.
 - b. Candidates applying for admission to the Kindergarten program will participate in a short Orientation Morning. In advance of this visit, parents are asked to complete a Parent Checklist. Providing the teachers with this information helps them to better understand your child and to plan activities for a positive visit. During the visit candidates spend some time socializing, playing and engaging in fun preschool activities in small groups. During this time the teachers observe and evaluate each child's readiness for the rich and stimulating full day Turnbull Kindergarten program.
4. Upon successful completion of the above steps and, in order to secure a place at Turnbull School, an admissions assessment may be required for Grade 1-8 candidates. This educational assessment provides information regarding the candidate's academic achievement levels and an outline of the assessment results will be emailed to you. The results of this assessment will help our Admissions Committee to gain a clearer picture regarding a prospective student's strengths and needs.
5. In order to make a decision about acceptance as soon as possible, the Admissions Committee meets regularly, reviewing applications as each step in the process is completed. For Grade 7 applicants there are two rounds of admission to Turnbull School with offers given in December and March. This decision will be communicated to you by an email from the Head of Admissions. If your child is offered a placement at Turnbull, the \$2500 deposit will be applied as the first tuition instalment payment. You will also be sent, via email, an enrolment package including a contract to be signed and returned by the date indicated in the letter. Receipt of the signed contract and accompanying tuition payments will secure a place for your child at Turnbull School. If the contract and requisite fees are not received within the stipulated timeline, the offer of a placement at Turnbull School will expire and your deposit will be refunded, as set out below.

Deposit Refunds

In order to respect our school's small class sizes, we are not able to offer all applicants a placement at Turnbull School. If we are not able to offer the candidate a placement at Turnbull School, your entire deposit is refunded in full. If parents withdraw the application, a portion of the deposit will be refunded as follows. If written notice of withdrawal is received any time before Step 3, or if the candidate is offered placement by Turnbull and the signed contract and accompanying payments are not received within the timelines indicated, \$2250 of the initial tuition instalment or deposit is refunded.

The non-refunded portion of the deposit will be considered Turnbull School's fee for services in the administration and processing of the candidate's application.

If you have any questions, please email or call Head of Admissions, Rachel Fabich, at rfabich@turnbull.ca or 613-729-6099, extension 212.

