

All application documents below are required to be completed and/or uploaded at qms.openapply.com before applications will be considered complete for review.

Families are encouraged to apply early as some classes fill quickly.

Please feel welcome to connect with us at admissions@qms.bc.ca for assistance with this process.

THE APPLICATION CHECKLIST

The following Application Checklist is provided to guide you through the application process

1. FORMS TO BE COMPLETED IN QMS.OPENAPPLY.COM

- QMS Admission Application Form** - Completed in full by the Parent/Guardian. This form must include agency details (if applicable) and credit card information for the \$200 application fee.
- QMS Student Questionnaire** - Completed by the student in their own words.
- QMS Teacher Reference Form** - Completed by a current teacher who knows the student well. You will be prompted to enter a teacher's name and email during the application process. The reference form will be sent directly to the teacher.
- QMS Equestrian Application Form (OPTIONAL)** - Completed by Parent/Guardian or student if the student wishes to participate in the equestrian program.

2. FORMS TO BE UPLOADED TO QMS.OPENAPPLY.COM

- Report Cards (School Transcripts)** - A COPY of the most recent report from the current school year AND the school year-end report from the previous year.
- Birth Certificate** - A COPY of the student's birth certificate.
- Photograph** - A clear, colour, close-up digital photograph of the student
- Citizenship Document – For STUDENTS born outside of Canada** – A COPY of the student's passport must be provided. A copy of the student's Canadian Permanent Resident/Landed Immigrant documentation must also be provided to qualify for Canadian fees.
- Citizenship Document – For PARENTS born outside of Canada** – If requesting Canadian Boarding Fees, a COPY of the parent's Canadian Permanent Resident/Landed Immigrant documentation OR a copy of their valid Work or Study Visa must be provided to qualify for Canadian fees.

3. THE ADMISSIONS INTERVIEW

Once the Admissions team has reviewed the completed application, the student's parent or agent will be contacted to schedule an interview with the student. This will take place in person, by phone, on-line or using another method that is convenient for the family. For international students, assessment of English proficiency may be required.

4. THE ADMISSIONS DECISION

Our Admissions department will notify all applicants of their decision when assessment has been successfully completed. All applications are subject to available space.

5. REGISTRATION

If accepted:

1. A welcome letter, registration agreement and summary of fees will be sent upon acceptance.
2. The Student's enrolment is confirmed with the return of a **non-refundable deposit** and a signed **Registration Agreement**. These are both required to confirm the student's place at QMS.
3. The non-refundable deposit is credited toward your fees for the year.

VISAS AND CONDITIONS FOR INTERNATIONAL STUDENTS

International STUDENTS – Students who do not possess Canadian or US citizenship must arrive at the school with a Student Visa and a passport that is valid for the duration of the school year. For most students, this will be through June of the following year. *Please note visas can take up to 12 weeks to process, please apply early.*

International PARENTS – To qualify for Canadian fees, a parent must provide a copy of a valid Permanent Resident/Landed Immigrant document or a Work or Study Permit that is valid for the duration of the school year. A partial year permit will not qualify for domestic fees.

EQUESTRIAN PROGRAM (optional for Grades 4-12)

- Opportunities to ride once to several times per week are available for novice to experienced riders.
- Students may ride a school horse, bring their horse or lease a horse at some program levels.
- Riding Deposits (Deposit confirms riding/boarding/leasing only. See Equestrian booklet for additional costs)

Riding Program Non-Refundable Deposit: \$250. Horse Boarding or Leasing Non-Refundable Deposit: \$500

It is important to review the Equestrian Information Booklet and Equestrian Handbook for program options and costs.