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**FOUNDING PATRON**  
ED WHALEN

**PAST HONOURARY PATRON**  
NOMI WHALEN

**PATRONS**  
GLENN OLSON BEARCAT MURRAY  
OMNATH CHANNAN  
ASHID BAHL

**FOUNDER**  
DR. S. LAL MATTU

[www.thirdacademy.ca](http://www.thirdacademy.ca)  
[info@thirdacademy.ca](mailto:info@thirdacademy.ca)

Charity  
#88694 2085 RR0001

## Program Delivery Statement LYNX

Welcome to **ursa**.

**ursa** is a new school which offer programming choices under Willow Home Education, Willow Shared and **ursa** distance. We believe in parent choice, supporting our families to choose the program that best suits their child and family. Our teaching team comes with broad experiences across the curriculum, expertise in subject areas, and experience in distance learning within Alberta.

Willow Shared offers teacher directed programming distance online, distance print based, and face to face (on site).

Our vision: Student Success

How will the Willow Shared programming look?

- Willow Shared students will receive **Teacher Directed** programming for 30% of their program.
- The teacher will plan, teach, evaluate and communicate in accordance with the Education Act, Alberta Program of Studies, Ministerial Order on Student Learning, Teaching Quality Standard, and all other applicable legislation
- Pupil-Teacher ratio will be max 18:1, with split grades in some cases
- The program will be delivered by a combination of distance online, distance print based and with some courses offered face-to-face (onsite) utilising Canvas
- Instructional staff provide a combination of live lessons, pre-recorded instruction, and individual support for student learning during regularly scheduled office hours
- Students join their classes throughout the day as determined by their individual time table
- Lessons are recorded for students to refer to when working independently or outside of the time table
- Teachers provide formative and summative evaluation based on the full scope of the student's work including progress report cards
- All assignments are accessible through Canvas and students have the opportunity to submit completed work digitally or by mail
- The 70% balance of programming is **Parent Directed** under Willow Shared as parents have requested under the LYNX program.
- Following LYNX—Learning Yourself, Naturally Multiplied- parents will direct the delivery of an authentic experiential learning program based on a cross curricular project model with a focus on outdoor inquiry. This program will be lead by an instructor and supervised by a Willow Shared teacher responsible for the development and delivery of learning opportunities that make real life connections to the local environment using a blend of technology and hands-on experiences. Students will experience collaborative learning, critical thinking and problem solving, social responsibility, creativity, and environmental awareness.
- Students would engage in field study within Alberta related to the areas of study.
- Students would attend one or more overnight trips to support and integrate the projects the students explore.
- Parents direct students in accessing instruction and submitting completed assignments.

Thank you for considering this unique shared responsibility program for your child.

Sincerely,

  
Tracy Gilluley  
Principal

**ursa**

**IT'S EDUCATION, YOUR CHILD'S WAY**

<p><b>Willow Shared LYNX Program Application Checklist 2020-2021</b></p>
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Student Name \_\_\_\_\_

	<b>We are unable to complete your application until our office receives all REQUIRED documents.</b>	<b>REQUIRED</b>	Parent Checklist	Office Use
		for New Student		
1.	Application Checklist (this page)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	Application and Registration Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	Home Education Regulation Notification Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	Parent Questionnaire	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	Student Records Release Form (if student has attended a school or home school program)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.	Release of Personal Information Consent Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8.	Parent Funding Transfer Declaration Form (optional)	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Copy of Student Birth Certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10.	Copy of a Recent Student Photograph (head and shoulders picture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11.	<u>Only if student is not a Canadian citizen</u> , a copy of the visa or other document by which the student is lawfully admitted to Canada for permanent or temporary residence <b>MUST</b> accompany the Birth Certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12.	<u>Only if one has been completed</u> , a copy of the most current Psycho-educational Assessment, if one exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13.	<u>Only if applicable</u> : Guardianship/Custody documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Willow Shared Responsibility  
LYNX Program Application and Enrolment  
Agreement**



\_\_\_\_\_  
Student's Legal Last Name                      Legal First Name                      Legal Middle Name(s)                      Entering Grade

\_\_\_\_\_  
Parent/Guardian 1's Name                      Phone                      Email

\_\_\_\_\_  
Parent/Guardian 1's Address                      City                      Province                      Postal Code

\_\_\_\_\_  
Parent/Guardian 2's Name                      Phone                      Email

\_\_\_\_\_  
Parent/Guardian 2's Address                      City                      Province                      Postal Code

I/we make application for our student to be registered in a Shared Responsibility Program for the 2020-2021 school year. The teacher directed component will constitute thirty (30) percent of the student's program. In consideration of Third Academy International Ltd. which operates **ursa** and is the associate authority for Willow Home Ed accepting the registration and enrollment of the above named student and providing the teacher directed component of a Shared Responsibility Program for that student for the 2020-2021 academic year that meets Alberta Education's programming standards, including the Ministerial Order on Student Learning, I/We, the undersigned, jointly and severally agree and understand as conditions of this agreement as follows:

1. To advise Willow Home Ed/Third Academy of any changes to our address(es), telephone numbers, and email addresses; \_\_\_\_\_  
Initial(s) here
2. To abide (both parent(s)/guardian(s) and student) by the policies and procedures set out in the *Willow Home Ed Shared Responsibility LYNX Program Parent/Student Handbook*, \_\_\_\_\_  
Initial(s) here
3. To be responsible for the purchase of all required textbooks and school supplies for the teacher-directed portion of the Shared Responsibility Program; \_\_\_\_\_  
Initial(s) here
4. To be responsible for providing minimum standard technology (computer, software, and internet) for the online teacher-directed portion of the program; \_\_\_\_\_  
Initial(s) here
5. Enrollment/placement in Willow Home Shared is for the entire school year (or the entire balance of the school year if admission is granted after the 30 September 2020 count date). Tuition is payable for the full year regardless of late admission or early withdrawal; \_\_\_\_\_  
Initial(s) here
6. The home education resource claim reimbursement is a prorated amount and is therefore reduced by the percentage of the teacher-directed component of the student's program. For example, if 20 percent of the program is teacher-directed, the resource claim accessible is reduced by 20 percent; \_\_\_\_\_

Initial(s) here

- 7. To provide a copy of the student's birth certificate and, if not the student is not a Canadian citizen, to provide copies of supporting documentation to demonstrate admission to Canada for permanent or temporary residence;

\_\_\_\_\_  
Initial(s) here

**Willow Home Ed Shared Responsibility LYNX Program 2020-2021 Fee Schedule**

**Annual Tuition Fee:** \$2,000

**Other Fees:**

NSF Check Fee: \$50  
 Exam Rewrite Fee: \$50  
 Field Trips: As determined  
 Outstanding Balance Interest Fee Twenty four percent (24%) per annum

**Fee Schedule:** (Please check the appropriate box below to indicate your schedule for fee payment)

**Fee Schedule 1: Full Payment**

I/we agree to pay the assessed 2020-2021 tuition fees in full within 14 days of the date of acceptance.

**Fee Schedule 2: Monthly Payment**

I/we agree to pay the assessed 2020-2021 tuition fees in 10 equal monthly installments made on the 15th of each month with the first payment due on 15 August 2020 and the last payment due on 15 May 2021. I understand that there is a monthly fee of \$10 for processing payments made by installment.

**Fee Schedule 3: Bursary**

I/we will schedule a meeting with Sunil Mattu, Executive Director, to develop a Revised Payment Schedule. I agree that, upon acceptance by Willow Home Ed/Third Academy, the Revised Payment Schedule forms part of this agreement.

Student registration is contingent upon acceptance of this application by Willow Home Ed/Third Academy and upon the parent(s) /guardian(s) signing this agreement and completing the financial agreements.

Dated at \_\_\_\_\_, in the Province of Alberta this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Signature of Parent/Guardian 1

\_\_\_\_\_  
Signature of Parent/Guardian 2

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**For Office Use Only**

ACCEPTED by Willow Home Ed/Third Academy

\_\_\_\_\_  
Sunil Mattu, Executive Director

\_\_\_\_\_  
Date mm/dd/yyyy

**Willow Shared - New Student  
LYNX Program Parent Questionnaire**



Student Name \_\_\_\_\_

Last year's Grade \_\_\_\_\_

Questionnaire Completed by (Name): \_\_\_\_\_

**Please check the appropriate circle for each question and provide any comments you feel we should know.**

1) What was your child's schooling program for last year?

- Home education
- Shared responsibility
- Online or distance education
- Traditional school
- Other

Comment: \_\_\_\_\_

2) Was the last program you followed successful last year?

- Yes
- No

Comment: \_\_\_\_\_

3) Are you planning to be away from your permanent address for any extended period of time?

- Yes
- No

Comment: \_\_\_\_\_

4) Has your child ever received a special education code? Please provide the code if you know it.

- Yes
- No

Special Education Code: \_\_\_\_\_

5) Has your child ever had a Psycho-educational Assessment?

- Yes
- No

6) Does your child have any medical challenges that would affect his/her schooling?

- Yes
- No

Comment: \_\_\_\_\_

7) If your child attended a traditional school last year, what was their attendance like?

- Missed less than 5 days of school
- Missed 5-20 days of school
- Missed over 20 days of school

Comment: \_\_\_\_\_

8) Has your child ever received extra help outside of the classroom or participated in a learning support program or resource program?

Yes

No

Comment: \_\_\_\_\_

9) If the student is over 14 years of age, do they intend to work during the school year?

Yes

No

Comment: \_\_\_\_\_

**Willow Shared  
Student Cumulative/Confidential Records Release Form  
2020-2021**



\_\_\_\_\_  
School/Home School Attended in 2019-2020

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
School Phone Number (include area code)

\_\_\_\_\_  
School Fax Number

\_\_\_\_\_  
Student Name:

\_\_\_\_\_  
Grade at last school attended

\_\_\_\_\_  
Birthdate: (mm/dd/yyyy)

\_\_\_\_\_  
Alberta Student Number (ASN)

**NOTICE TO PREVIOUS SCHOOL**

Please forward the cumulative record for the above-named student(s), to include academic history, any grant coding, assessment information, and any other pertinent information about the student(s) such as health information necessary to provide appropriate programming.

Note that Section 2(1) of the *Student Record Regulation* for the Province of Alberta stipulates the information required to be included on the student's record. Section 2(6)(b) further permits the release of personal information related to the student where inclusion of the information would "be necessary to ensure the safety of students and staff." Section 6(1) of the *Student Record Regulation* provides for the transfer of student records, specifically, "the board from which the student transfers shall, on receipt of a written request from that school, send the student record..." If you have any questions regarding this request, please direct them to Sunil Mattu, Third Academy.

Please send files for the student(s) listed above to:

**Willow Shared/Third Academy**

**3, 510 – 77 Ave SE**

**CALGARY, AB T2H 1C3**

**Phone: 403-288-5335**

**Fax: 403-288-5804**

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Sunil Mattu, Executive Director, Third Academy*

\_\_\_\_\_  
*Date*



**Willow Shared LYNX Program  
Release of Personal Information Consent Form**



Personal Information Privacy Act (PIPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA)

ursa, Third Academy, and other private schools are subject to the provincial Personal Information Privacy Act (PIPA) and the federal Personal Information Protection and Electronic Documents Act (PIPEDA). These laws are intended to protect privacy. Personal information that the laws say that Third Academy must protect includes your names, contact information, school/health records, and images. The laws also require that we take care when we communicate personal information and that we must ensure proper record keeping. Third Academy is committed to meet the intent of these laws. Third Academy must obtain your voluntary consent to collect, store, and distribute this personal information.

Please read, complete, sign, and return this Release of Personal Information Consent Form. All parents and/or legal guardians should sign.

I/We: \_\_\_\_\_  
Parent(s)/Legal Guardian(s)  
of: \_\_\_\_\_  
Willow Home Ed Student registered at Third Academy

**1. General Consent for Shared Responsibility Home Education (Required)**

I/We hereby consent to the use/distribution of:

My/our and/or my child's personal information, as defined under PIPA and PIPEDA, for regular home education activities at Willow Shared. Regular home education activities include:

- Dissemination of personal information during the registration and Home Education Manager placement process.
- Dissemination of personal information for Home Education Manager home visits, program review and program monitoring.
- Dissemination of personal information for instructional programming.
- Dissemination of personal information amongst administrative, instructional, ancillary support staff, and various committees of Third Academy in order to facilitate delivery of educational programming, ancillary services, and for professional development purposes.
- Dissemination of personal information for internal school publication/communication/school events/exhibiting purposes, including but not limited to, digital class lists, digital journals, and digital bulletin boards.
- Dissemination of personal information for student or parent participation in Willow Shared group activities.
- Dissemination of personal information amongst administrative and ancillary support staff in order to facilitate communication with families and processing of resource claims.
- Dissemination of personal information so that Third Academy can meet its obligations under the School Act and all other Acts of Law, Rules, Regulation, and Policy.
- Dissemination of personal information to the Board of Directors of Third Academy International Ltd.



## 2. Specific Consent for Use of Student Images and Names Outside of Regular Home Education Activities (Optional)

Willow Shared celebrates the achievements of our home school students, their work, and the joy they experience in learning in a home-based environment. We do this in many ways, including our monthly newsletter, our office bulletin board, graduating material, and visual presentations made at Willow Shared Information Session Presentations, Third Academy's Annual Fundraising Gala, our website, and social media.

Willow Shared/Third Academy will not use or display student images or names unless consent is provided. If you would like to provide consent for us to use student images or names for the specific purposes listed below, you may do so by completing this section of the form. If you wish to provide consent for this purpose, all parents and/or legal guardians should sign this form. Mature students who have attained the age of eighteen (18) years are to sign their own form.

I/We hereby consent to the use/distribution of Student Images and Names for the following:

**Newsletters, Office Bulletin Board, Graduating Material, Information Presentations, Annual Gala, and Willow Shared and ursa Websites. Please check "Yes" or "No" to indicate your instructions.**

Yes

No

This release shall remain in full force and effect from the date of my/our signature(s) unless I/we submit a written revocation to Willow Shared /Third Academy. At the time of notice to revoke dissemination of personal information, Willow Home Ed/Third Academy will make reasonable efforts to stop distributing images and/or names. I/We recognize that Willow Home Ed/Third Academy cannot retract information previously disseminated through this release. Should you require further information before signing this form, please contact Sunil Mattu, Privacy Officer, at (403) 690-1408.

DATED at \_\_\_\_\_, in the Province of Alberta, this \_\_\_\_\_ day of  
City/Town/Village

\_\_\_\_\_  
Month

\_\_\_\_\_  
Year

\_\_\_\_\_  
Signature of Parent/Guardian/Mature Student

\_\_\_\_\_  
Signature of Second Parent/Guardian

