



Blyth
ACADEMY

Shaping the world

APPLYING ONLINE

Dear Parents/Guardians & Students,

Welcome to the Blyth Academy Student Registration Portal!

We've built it to help streamline applications for all Blyth Academy and Blyth Academy Online programs.

Below is a helpful list of some of the features we have designed for you and your family.

Key Features:

- Save and store parent/guardian and student demographic information to minimize data re-entry.
- Add and manage one or more siblings from a single dashboard.
- Split tuition payments between multiple credit cards (if desired).

If you are registering a **NEW STUDENT**, please sign up and create an account for the first time.

If you are registering an **EXISTING** or **RETURNING STUDENT** you should already have an account created. We encourage you to click Forgot Password to setup your account, review all demographic information on file, and update as needed.

Included in this guide, how to register instructions for:

PART A (pg. 3): New Parents & Students

PART B (pg. 8): Existing Parent, New Child (ie. Sibling)

PART C (pg. 9): Existing Parent & Student: Re-enrollment & Applications to New Programs

Questions?

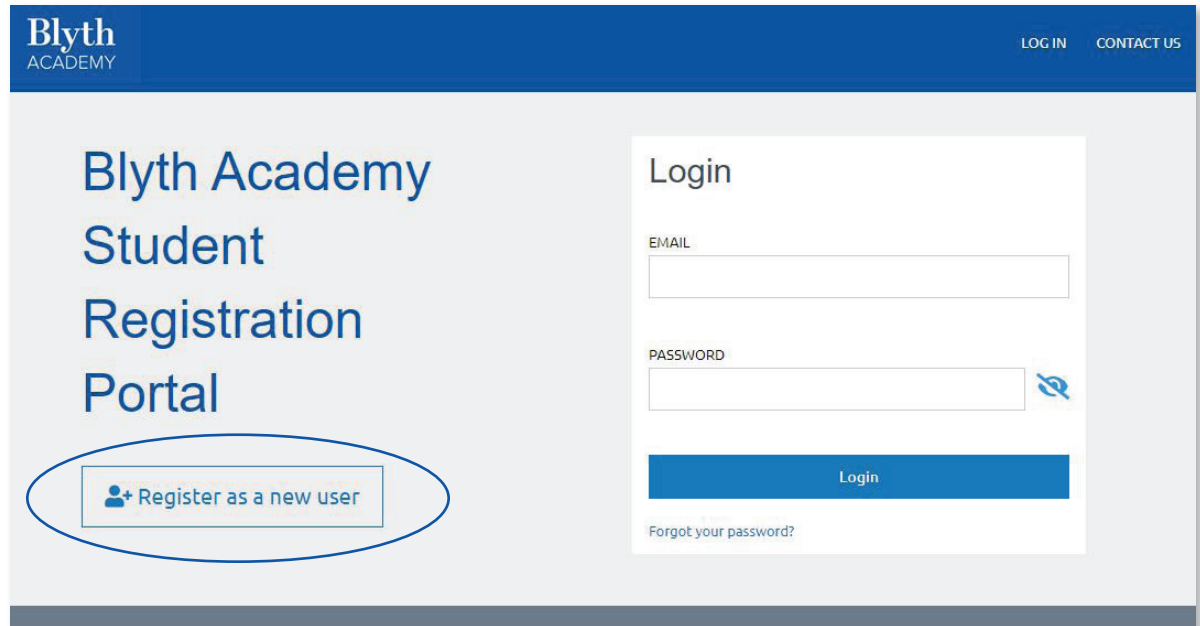
Contact your local Blyth Academy Campus

OR admissions@blytheducation.com or

PART A: NEW PARENTS & STUDENTS

STEP 1.

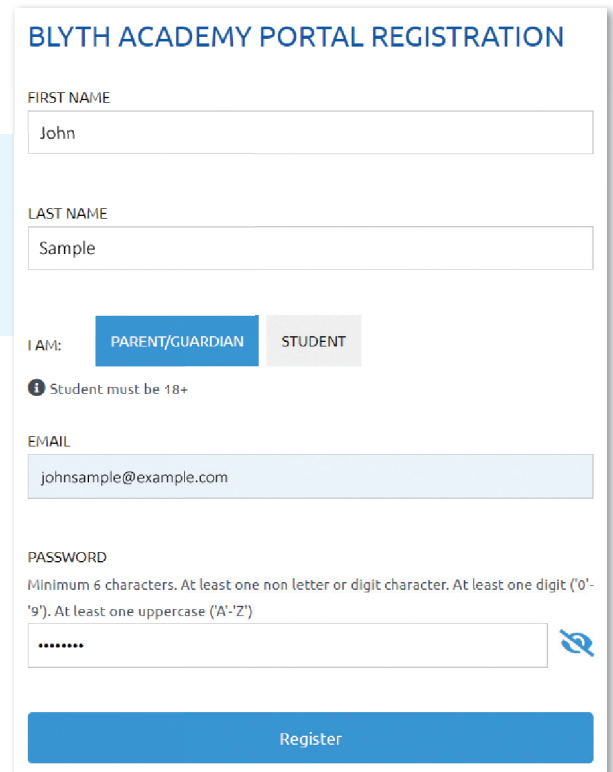
On [the Blyth Academy online portal](#), click “Register as a New User”



STEP 2.

Fill in initial information for account creation. Login will use email address and password, as entered here. All fields are required. Once complete, click “Register”.

Please note, login must be for parents, when students are under 18 years old. If over 18 years old, students may create account login without parent.



STEP 3.

You will be sent an email from [Blyth Academy](#) with a link to confirm your account. Click the button to confirm your account.

Confirm your account

Dear John

Thank you for choosing Blyth Academy, you're almost done the registration process! Please click the link below to confirm your email and account.

Sincerely,
The Blyth Academy Team

[Click here to confirm your account](#)

You will be redirected to the login page. Enter your newly created username (email) and password, and click "Login".

Log in to User Account

E-MAIL

johnsample@example.com

PASSWORD



Login

[Forgot your password?](#)

STEP 4.

Enter Student Information. Click "Save and Continue". This will create a student profile with your parent portal. You can add multiple students to one parent portal. You will then be prompted to complete additional Parent/Guardian information for this student.

In order to complete the registration please fill out Student Information

STUDENT INFORMATION

STUDENT FIRST NAME

Christopher

STUDENT LAST NAME

Robin

STUDENT MIDDLE NAME

optional

DATE OF BIRTH

21

Aug

2005

IS THE STUDENT APPLICANT A DOMESTIC STUDENT?

YES

NO

Must either be a Canadian citizen or provide proof of PR status

COUNTRY

Canada

ADDRESS

Hundred Acre Wood Road

CITY

Pineville

POSTAL CODE/ZIP

A1B2C3

PROVINCE/STATE/REGION

Ontario

HOME PHONE

optional

CELL PHONE NUMBER

9052223333

EMAIL

ChristopherRobin1926@outlook.com

DO YOU HAVE AN INDIVIDUAL EDUCATION PLAN (IEP)?

YES

NO

HAVE YOU EVER BEEN SUSPENDED OR EXPELLED FROM SCHOOL?

YES

NO

I AM REPRESENTED BY AN AGENT

YES

NO

☒ PLEASE SEND ME EMAIL UPDATES ON NEW PROGRAMS AND NEW PROMOTIONS FROM BLYTH ACADEMY






































Save & Continue

Complete all applicable Parent/Guardian information and click “Save & Continue”.

PARENT / GUARDIAN 1 INFORMATION	
PARENT FIRST NAME John	PARENT LAST NAME Sample
<input checked="" type="checkbox"/> SAME ADDRESS AS STUDENT	
COUNTRY Canada	
ADDRESS Hundred Acre Wood Road	
CITY Pineville	POSTAL CODE/ZIP A1B2C3
PROVINCE/STATE/REGION Ontario	
HOME PHONE optional	CELL PHONE NUM-BER
BUSINESS PHONE optional	E-MAIL johnsample@example.com
<input checked="" type="checkbox"/> PLEASE SEND ME EMAIL UPDATES ON NEW PROGRAMS AND NEW PROMOTIONS FROM BLYTH ACADemy	

STEP 6.

Select type of program for which you would like to apply: in person programs, or online courses.

<div><div> Christopher Robin</div><div>STUDENT INFORMATION</div><div><div></div><div><div><div><div> 21/Aug/2005 (15 years old)</div><div> Hundred Acre Wood Road Pineville A1B2C3 Canada</div><div> ChristopherRobin1926@outlook.com</div><div> 9052223333</div><div> NA</div></div></div></div></div><div><div>PARENT INFORMATION</div><div><div></div><div><div><div><div> John Sample</div><div> johnsample@example.com</div><div> 9052223334</div><div> NA</div><div> NA</div></div></div></div></div></div><tr><td colspan="2"><div>Latest Activity</div><div>I want to start an application form for:</div><div><div><div><div>Blyth Academy Campus (live, in-person)</div></div><div><div>Blyth Academy Online (self-paced)</div></div><div><div>Blyth Academy Orbit (live, virtually)</div></div><div><div>Night School</div></div></div><div><div><div>Summer School</div></div></div><div>I would like to make a payment for:</div><div><div><div> Transfer Fee</div><div> Extension Fee</div><div> Exam Fee</div></div></div></div></td></tr></div>	<div>Latest Activity</div> <div>I want to start an application form for:</div> <div><div><div><div>Blyth Academy Campus (live, in-person)</div></div><div><div>Blyth Academy Online (self-paced)</div></div><div><div>Blyth Academy Orbit (live, virtually)</div></div><div><div>Night School</div></div></div><div><div><div>Summer School</div></div></div><div>I would like to make a payment for:</div><div><div><div> Transfer Fee</div><div> Extension Fee</div><div> Exam Fee</div></div></div></div>	
<div>Latest Activity</div> <div>I want to start an application form for:</div> <div><div><div><div>Blyth Academy Campus (live, in-person)</div></div><div><div>Blyth Academy Online (self-paced)</div></div><div><div>Blyth Academy Orbit (live, virtually)</div></div><div><div>Night School</div></div></div><div><div><div>Summer School</div></div></div><div>I would like to make a payment for:</div><div><div><div> Transfer Fee</div><div> Extension Fee</div><div> Exam Fee</div></div></div></div>		

STEP 7.

Follow the steps to select the program of choice, and ultimately add the selection to the 'backpack' in order to check out. In this example, we are selecting Grade 11 Full Time, Full Year studies at Blyth Academy Lawrence Park.

[illegible]

PAYMENT PLAN

▼
Installment Plan

I WOULD LIKE TO PURCHASE TUITION PROTECTION

YES

NO

Tuition Cancellation Protection can be purchased at a cost of 5% of total tuition and must be paid at the time of enrollment. The unused tuition will be refunded should one of the following events occur:

- The student has a serious illness which will prevent them from returning to school within 6 months. In the case of a temporary illness of 6 months or less, the student may be granted a leave of absence from the school and apply the remaining tuition upon their return. Letter from the family doctor will be required.
- The family forced to re-locate due to job change within the same company. Letter from the employer will be required stating that re-location will prevent the student from attending their current Blyth campus or any other campus due to distance.

Cancel

Next >

ACADEMY INFORMATION — STUDENT INFORMATION — ORDER SUMMARY — REVIEW

PRESENT SCHOOL

Acre Wood School

CITY

Pineville

HOW DID YOU FIRST HEAR ABOUT US?

Blyth Academy Brochure or Newsletter

WERE YOU A STUDENT WITH BLYTH ACADEMY IN THE PAST 365 DAYS?

YES

NO

DO YOU HAVE A SIBLING ALSO REGISTERED FOR A BLYTH ACADEMY FULL TIME PROGRAM (MINIMUM OF 6 COURSES) IN 2021-22?

YES

NO

< Previous

Next >

STEP 8.

Order Summary Page: Review options, apply promo code (if applicable), review and accept terms & conditions. Click “Next”

ACADEMY INFORMATION — STUDENT INFORMATION — ORDER SUMMARY — REVIEW

ORDER SUMMARY

DESCRIPTION

PRICE

Academic Only - Instalment Plan (with interest) – Due now
 Installment Payments = \$2,143.60 * 10 = \$21,436.00
 Start June 15, 2021

6287.20 CAD

Tuition Protection

1171.80 CAD

Registration Fee

795.00 CAD

TOTAL PAYMENT DUE: 8254.00 CAD

IF YOU HAVE A PROMO CODE OR A SPECIAL OFFER CODE, ENTER IT HERE



Apply Promo

Full Time Domestic Students

- Students must submit proof of income (for above course) upon registration.
- All cancellations must be made in writing.
- Installation package (Blyth Academy) is offered at discounted rates and cannot be broken throughout the Academic school year. Upon registration, tuition fees paid for multi-course packages are non-refundable under any circumstance.
- In the event a student is suspended, expelled, or otherwise required to leave Blyth for any reason, all fees paid to Blyth are strictly non-refundable, no exceptions.
- Registration fees are non-refundable under any circumstance.
- An HSF fee of \$50 will be applied to all cheques processed with insufficient funds.
- Credit notes are not transferable, valid for 12 months from issue date, and are applicable to all Blyth Academy programs.
- In the event that a student is eligible for admission prior to the course start date, all fees paid will be refunded.
- Items not included in tuition fees: textbooks and school supplies, lab fees, field trips associated with the Foundation or partnership programs, science lab fees, special events (i.e. prom or graduation ceremonies), partnership course fees.
- In the event that a student/parents are not forthcoming with information which could negatively impact the performance of the student or their peers, Blyth Academy reserves the right to remove the student from the school.

Term by Term Cancellations

- Free or full refundable up until 60 days prior to the commencement of the course.
- Between 60-90 days prior to the commencement of the course, a credit note for 100% of the value of the course will be issued.
- Within 45 days of the commencement of the course, there will be no refund or credit notes issued.

Full Time International Students

- International students will be refunded 100% of their tuition should their Study Permit be declined with the following caveat: families must complete a request for refund form and attach proof of refusal and forward both to Blyth Academy within 15 working days from the day placed on their return of refusal. The registration fee is non-refundable and tuition fees are otherwise non-refundable.

Blyth Academy Full Time Collection Process & Policies

1st Follow-Up: A gentle reminder that the invoice is overdue. A clear revised due date will be presented 72 business hours and a reminder that if payment is not received within 72 business hours, that a \$50 late payment fee will be levied.

2nd Follow-Up: The second follow-up will take place on or before the start of classes. This reminder will notify the family that the \$50 late payment fee has now been applied and that the new balance is due within 48 business hours. It will also state that failure to make payment may result in academic consequences if payment is not received promptly.

3rd Follow-Up: The third and final follow-up will take place no later than midway through the term. This reminder will notify the family that this is their last opportunity to pay their balance before being placed on a return from attending and payment is required, in extreme cases, this may also necessitate further communication by email and in the event of circumstances.

*Please note that the invoice will be completed and sent out on or after 1st of the month that Blyth Academy is unable to reach a family to ensure an accompanying parent can be sent to ensure an objective time stamp for both parties.

Special Case – Missed Installment Payments: Upon receipt of missed payments will continue to be monitored and managed by the Registration team. The \$50 fee will be levied and families will be given 72 business hours to receive a missed installment payment.

If payment is not received, the student will be considered in default and the Campus notified to restrict attendance until payment is made.

Special Case – Term by Term Students: For those students attending on a term by term basis, families will be contacted via email (weekly prior to the start of any given term) to notify them of Blyth intent to charge tuition for 2 expenses at the 30-day mark.

Parents will be given a week's notice of intention to proceed with notifying us of a warning that they will not receive their full tuition if a student does not attend with the Campus for the remainder of the Blyth term.

For more information visit <https://www.blythacademy.com/termsandconditions>

TERMS & CONDITIONS

Cancellation Policy for Full-time Programs (Full Year & Term-by-Term)

- In the event that a student is declined admission, any tuition fees paid will be refunded.
- If you submit a Full-Time application prior to completing the campus interview and receiving acceptance, your deposit will be held until the Admissions Process is completed and the student has been formally accepted to Blyth Academy.
- The one-time application fee is non-refundable under any circumstance.
- In the event that a student/parents are not forthcoming with information which could negatively impact the performance of the student or their peers, Blyth Academy reserves the right to dismiss the student from the school without refund.
- In the event a student is suspended, expelled, or otherwise required to leave Blyth for any reason, all fees paid to Blyth are strictly non-refundable, no exceptions.
- An HSF fee of \$50 will be applied to all cheques processed with insufficient funds.
- Credit notes are non-transferable between students, valid for 12 months from issue date, and are applicable to all Blyth Academy programs.
- Items not included in tuition fees: textbooks and school supplies, materials fee, field trips (not associated with the Learning to Learn (Foundations) or partnership programs), science lab fee, special events (i.e. prom or graduation ceremonies), partnership course fees.

Missed Installment Payments


Families will be given 72 business hours to resolve a missed installment payment. If payment is not resolved, the student will be considered in default and the Campus notified to restrict attendance until payment is made.

☒ I am aware of the cancellation policies and agree not to dispute or attempt to charge back the acknowledged charge.

STEP 9.

Review information one more time for accuracy. Click “Confirm & Add to Backpack”.

[< Previous](#)

Confirm & Add to Backpack 

STEP 10.

You will be shown a payment summary. If paying by credit card, click “Pay with Credit Card”.

NOTE: If you would like to pay by an alternate method, this is your last step online. Your next step is to contact your local campus or our admissions team to make payment by your preferred method (ex. cheque). The campus or admissions team will complete the application upon receipt of payment.

PAYMENT SUMMARY


John Sample

Academy Full Time
6-8 Course Package - Installment Plan
Tuition Protection
Registration Fee

Monday, March 9, 2020

Order #: AC1583786251.21124
4475.00 CAD
1033.75 CAD
795.00 CAD
SUB-TOTAL: 6303.75 CAD

TOTAL: 6303.75 CAD

 PAY WITH CREDIT CARD

STEP 11.

Enter payment and billing information, click “Continue”. You can pay on multiple credit cards by selecting the number of cards on “Number of Payments” and then typing the amount for each card. The amount must total the “Balance Due” indicated in the order summary section.

ORDER SUMMARY - John Sample






Academy Full Time
6-8 Course Package - Installment Plan
Tuition Protection
Registration Fee

3/9/2020 8:37:31 PM
4475.00 CAD
1033.75 CAD
795.00 CAD
SUB-TOTAL: 6303.75 CAD

TOTAL: 6303.75 CAD
TOTAL PAYMENTS: 0.00 CAD

NUMBER OF PAYMENTS BALANCE DUE: 6303.75 CAD

PAYMENT INFORMATION 1

PAYMENT METHOD
    

CARD NUMBER
4123456712345678

EXPIRY DATE
02 / 2022

CVV
123

AMOUNT
Numbers only ex.
12345.67
6303.75

FIRST NAME
Mom

LAST NAME
Sample

ADDRESS STREET ADDRESS
123 Example Street

ADDRESS CONT
optional

CITY
Exampleville

POSTAL CODE/ZIP
A1B2C3

COUNTRY
Canada

PROVINCE/STATE/REGION
Ontario

Continue >

STEP 12.

Review information for accuracy.
Click “Confirm & Submit”.

Congratulations!
The online application is now complete.

ORDER SUMMARY - John Sample

Academy Full Time
6-8 Course Package - Installment Plan
Tuition Protection
Registration Fee

3/9/2020 8:37:31 PM
4475.00 CAD
1033.75 CAD
795.00 CAD
SUB-TOTAL: 6303.75 CAD

TOTAL: 6303.75 CAD
TOTAL PAYMENTS: 0.00 CAD

NUMBER OF PAYMENTS BALANCE DUE: 6303.75 CAD

PAYMENT INFORMATION 1

PAYMENT METHOD
VISA CARD

CARD NUMBER
4123456712345678

EXPIRY DATE
02/2022

CVV
123

FIRST NAME
Mom

LAST NAME
Sample

ADDRESS STREET ADDRESS
123 Example Street


CITY
Exampleville

POSTAL CODE/ZIP
A1B2C3

COUNTRY
Canada

PROVINCE/STATE/REGION
ON

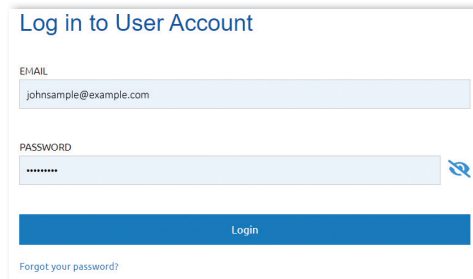
Edit

Confirm & Submit 

PART B: EXISTING PARENT, NEW CHILD (IE. SIBLING)

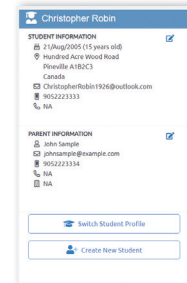
STEP 1.

On [the Blyth Academy online portal](#), login to your existing parent account



STEP 2.

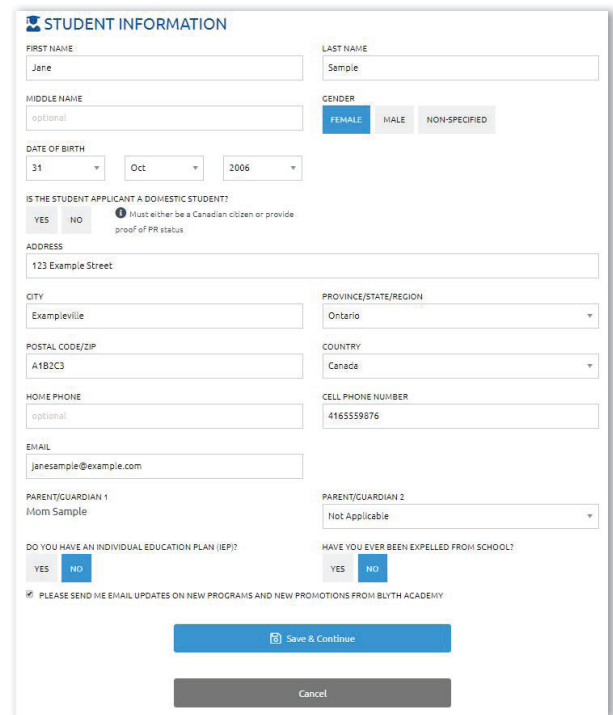
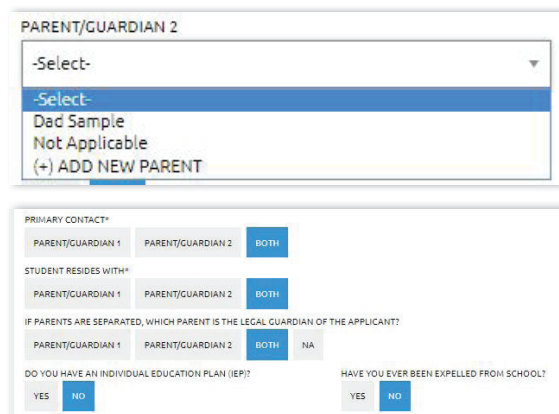
To add another student, click the 'Create New Student' button, located underneath the parent information.



STEP 3.

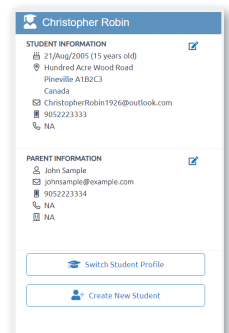
Enter information for the new student. You can select an existing second parent/guardian for this new student, create a different second parent/guardian, or indicate 'not applicable'.

If selecting an existing parent or adding a new parent that is different to the other student on the account (in this example, that is "Dad Sample"), you will be prompted to indicate the primary contact, parent of residence, and legal guardian. When complete, click the "Save & Continue" button.



STEP 4.

You will be taken back to the homepage. Now that the student is added to your profile, you can submit applications on their account. Make sure you have selected the intended student and select the program to begin the application form. You will then continue from [Step 7](#) of Part A in this guide.



PART C: EXISTING PARENT & STUDENT: RE-ENROLLMENT & APPLICATIONS TO NEW PROGRAMS

STEP 1.

On [the Blyth Academy online portal](#), login to your existing parent account

Log in to User Account

EMAIL

johnsample@example.com

PASSWORD

.....



Login

[Forgot your password?](#)

If you have multiple children, ensure you have the intended student selected and select the program to begin the application form. You will then continue from [Step 7](#) of Part A in this guide.

Christopher Robin

STUDENT INFORMATION

21/Aug/2005 (15 years old)
 Hundred Acre Wood Road
Pineville A1B2C3
Canada
 ChristopherRobin1926@outlook.com
 9052223333
 NA

PARENT INFORMATION

John Sample
 johnsample@example.com
 9052223334
 NA
 NA

Switch Student Profile

Create New Student

If you have any questions please contact your intended Blyth Academy campus or our Admissions team.

Admissions@blytheducation.com | [416-960-3552](tel:416-960-3552)