Apex Academy
ONLINE

2024 - 2025
STUDENT HANDBOOK

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Welcome

Dear Student,

Welcome to Apex Academy! You will have access to your course within 24 hours. The course is delivered to you asynchronously which means you can log in at anytime and from anywhere.

Learning with Apex Academy offers you more choices, more flexibility and unique learning opportunities. At Apex Academy you are able to study and submit assignments and assessments when you are at your best, collaborate with students across geographic boundaries, and have access to engaging instructional content.

Now you are part of Apex Academy, you have a team of experienced staff from the Principal, Guidance Counselor and Office Administrator, through to supportive and empathetic teachers ready to help, guide and encourage you in your course.

Although there are no deadlines to submit work, I strongly encourage you to create a daily schedule that works with your school day, training schedules or your lifestyle.

Your teacher will be in touch with you within 24 hours of your registration. Your teacher will guide you through the course by answering your questions, giving you feedback on your assignments, and evaluating your assessments, as well as marking your final evaluation pieces.

Your guidance counselor will be in touch with you within 48 hours of your registration and will provide support and help if you need it. You may also contact your Guidance Counselor for help with post-secondary planning and course suggestions.

The key to being successful in an online course is consistent attendance and active participation.

Reading through the Course of Study will help you and your parents to interpret the teacher's comments on your progress and to work with teachers to improve your learning.

We encourage you to:
- find a quiet space for you to work;
- make a study plan for your course;
- set a daily study schedule;
- manage your time carefully;
- eliminate any distractions around your study area;
- complete and submit your assignments in a timely manner;
- limit social media while you are studying;

It is all of our responsibility to create a safe learning environment that respects diversity and a positive sense of self, as well as nurturing a sense of belonging to the school.

It is important for you to use technology when learning in the online environment; however, it must be used appropriately, safely and responsibly.

If there are any questions or concerns you may have on any aspect of the course or your learning experience, please contact your Apex Academy teacher or Guidance Counselor. We're here to help.

We hope you enjoy your experience with Apex Academy and wish you every success in your course!

Ian Hughes

Principal
Apex Academy

Welcome to Guidance

Welcome to Guidance!

We have made it our mission to inspire young minds to value the pursuit of knowledge and ignite a passion for lifelong learning.

We are excited to be able to offer you not only high-level academic courses in a variety of subject areas, but also to provide support and assistance as you navigate through high school. Whether you'd like some help determining which course to take next, are working to ensure your learning needs are met, or trying to navigate postsecondary application information, we are here to help.

We care about your interests, who you are today, and where you want to go in the future.

Our experienced, empathetic and knowledgeable Guidance Support team is available to connect with you via video conference to give you a chance to ask your questions, have a conversation, brainstorm with you, and provide needed support. We are ready and waiting to speak to you.

If you need to contact us, we can be reached at: guidance@apexacademyonliine.com

Warmly,
Apex Academy Guidance Team

Mission Statement & Value Proposition

Our Mission Statement

To inspire young minds to value the pursuit of knowledge and ignite a passion for lifelong learning.

Our Core Values

1. **Quality**
   We believe the best way to serve students and their families is to place an emphatic focus on the intelligent design and delivery of our courses. Simply put, we deliver amazing educational experiences that exceed expectations.

2. **Integrity**
   We are committed to operating with transparency in all of our relationships with staff, students, and parents. We will always place the best interests of our students above all else.

3. **Empowerment**
   Imparting knowledge and developing young minds is the key to our collective future. Giving students the confidence and capabilities to succeed academically will empower them to achieve greatness in all aspects of life.

4. **Understanding**
   We understand the challenges that face you today, the constant demands on your time and the pressure to succeed, this is why we work hard to create an environment that gives you the flexibility to manage your study time and exam schedules to suit your individual needs. In addition to this, you also have access to advice and support from our guidance counselors to help you navigate any difficulties you may encounter.

5. **Equity**
   Consistency, accessibility, and fairness are the best ways to evaluate and assess course curriculum.
   Our learning environments are constructed thoughtfully to serve a diverse student population.

Value Proposition

Your high school experience redefined.
Learn the modern way. Online, anytime.

Earning credits towards your Ontario Secondary School Diploma (OSSD) has never been more accessible.
Apex Academy delivers exceptional course content to students using best-in-class technology.

It's okay, we hate alarm clocks too.
Our asynchronous learning model allows you to study and submit assessments when you are at your best.
Take up to 9 months to complete each course and manage your schedule like a boss.

No cliques, no bias.
Let yourself shine without the popularity contest.
Our grading tools allow the majority of submissions to be kept anonymous to eliminate marking biases.

Collaborate beyond your postal code.
Discuss, interact, and learn with students from across geographic boundaries to enrich your perspective.
Join digital groups, submit and receive video feedback, and connect with peers on your terms.

Hardware & Software Requirements

You will require the following minimum requirements to access on Apex Academy programs

Your Screen Size

- A minimum of 1024x600. That is the average size of a netbook. You probably won't want to view Canvas on a smaller screen

Your Operating System

- Windows XP SP3 and newer
- Mac OSX 10.6 and newer
- Linux - chromeOS

Your Mobile OS Native App Support

- iOS 5 and newer
- Android 2.3 and newer (coming soon!)

Your Computer Speed & Processor

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

Your Internet Speed

- Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments with a minimum of 512k

Note:
Canvas recommends a minimum bandwidth of 512K which is basic DSL.
Canvas is built using web standards and runs on Windows, Mac, Linux, iOS, & Android or any other device supporting the **Google Chrome** browser.
We highly recommend updating to the **latest version** of the **Google Chrome** browser.

General Requirements

- A sound card with speakers or headphones
- Integrated webcam and microphone software
- Adobe Reader or another PDF Reader equivalent
- A typical Office Suite including a word processor application, equation editor and spreadsheet capabilities

The **Java plug-in** is required for screen sharing in Conferences and for simulations in courses. Otherwise, there are no other browser plug-ins used by Canvas.

Apex Academy Requirements

We will need to see a report card or transcript to show evidence of your prerequisite course by the time you have finished the first module of your online course.

If you are an international student, or a student from out of province, we require your transcript so that the Principal can look at your previous courses to determine if you have the prerequisite skills to take the course required.

Report cards and transcripts can be uploaded to your Amilia profile.

Valid ID

We also require you to submit a valid piece of government issued photo identification or your student identification (showing your face) upon enrollment. If you do not submit you identification within 10 days of registration, we may have to suspend your enrolment until we receive the identification.

Student Learning Plan

If you have a support plan, e.g., IEP or similar, please upload it to your Amilia profile.

Your Guidance Counselor will make sure your teacher knows what supports and/or accommodations you will require for your course. You can discuss these supports with your teacher at the beginning of your course on a video call with your teacher or by email if you prefer.

Just a reminder that your teacher will not be able to leave out, change or modify any of the expectations from your course.

Math and science formula sheets will be provided by your teacher. You may not make additions or modify the sheets in any way.

Starting Your Course

When you register for a course with Apex Academy, your course will be available within 24 hours of your registration. Before you start, remember to watch your teacher's introduction video, and create a distraction free study area and mark your study time on a calendar.

Teacher Contact

Your teacher will contact you within 24 hours of your registration in the course. You will have 9 months to finish your course. If your course takes longer than expected, you will be able to purchase an extension in 3-month blocks.

Your teacher is there to facilitate your progress through the course, answer questions, give constructive feedback on your assignments, and mark your assessments, tests and final exam.

Guidance Counselor Contact

When you register in your course you will be assigned a Guidance Counselor. Your Guidance Counselor will contact you within 48 hours of your registration in the course. Your Guidance Counselor can help you with course supports and accommodations, post-secondary pathways, courses to take and applications to universities and/or colleges.

Attendance & Performance

The key to your successful performance in your online course is consistent attendance and active participation.

You are expected to log into the learning environment regularly, at least 3 - 4 times a week and complete 110 hours or more of learning, assessment and evaluation. An absence will be recorded when you have not logged into the Learning Management Platform for 5 consecutive days.

If you have not logged on to the course for 5 consecutive days, the teacher will contact you to offer guidance and support. If the teacher does not receive a response from you within 48 hours, the teacher will contact your parent/guardian (if you are under the age of 18) to discuss possible support.

If you continue to remain inactive in the course for an additional 5 consecutive days (i.e. a total of 10 consecutive days), the teacher will contact the Apex Academy guidance counselor. The Office Administrator will send an email to you and your parents (if you are under the age of 18) informing them of your continued inactivity and to set an appointment to discuss your continued enrollment in the course.

Note: As a reminder, if you are unable to log into your course (e.g. due to sickness), you must inform your teacher and the Apex Academy Office.

If Apex Academy is your home school, Apex Academy is required to inform the Ministry of Education after 15 consecutive days of absence without notification or reason.

Courses

Course Types

Apex Academy offers full credit courses, half-courses in Civics and Citizenship and Career Studies, repeat courses and the option to preview a course.

Full Courses

These courses are scheduled for 110 hours of study, assignments, quizzes, tests, assessments and evaluations. You have nine (9) months to complete these courses facilitated by your teacher.

Repeat Courses

You may wish to repeat a course you have failed or you are not satisfied with your grade. Apex Academy offers you the opportunity to repeat secondary school courses to help upgrade your marks. If you are a dedicated and focused student, you can generally complete these courses more quickly, depending on how much time you devote to it on a daily basis.

When you have completed a repeat of any Grade 11 or 12 course, the lower grade will show on your transcript with an 'R' in the notes column denoting a repeated course. The higher grade will show the credit as **1.0** in the credit value column.

Generally, in terms of post-secondary admissions, repeated courses are treated the same as any course completed; however, some universities have policies regarding using repeated courses for calculating averages when it comes to program admissions and scholarships. Some universities will generally average the two grades if programs are oversubscribed like the more elite programs. We recommend that you research the repeated course policy of each university of interest. A good resource to research university policies is https://www.ontariouniversitiesinfo.ca

Preview Courses

The courses that you choose in high school will have an impact on your future career choices. Sometimes a course that is required for your postsecondary program is not your strongest subject. At Apex Academy you can preview a course if you want to be more confident when you take the course as a credit. You can work through the course content with chat-based tutoring included. There are no assessments or evaluations in this course; therefore, no credit will be granted and the course will not appear on your transcript.

Course Prerequisites

If you begin a course for which you do not have a prerequisite, you will be unable to continue the course and will not receive a credit. If the Principal determines that you **do not** have the correct prerequisite, you will be notified and removed from the course without a course credit or course refund (the opportunity to switch to another course may be offered). It is important that you check that you have the prerequisite before starting the course.

The proof of the prerequisite course must be uploaded to your Amilia profile in the form of a final report card, transcript, or credit counseling summary. No other form of prerequisite proof, i.e., a screenshot of your MyBluePrint or Career Cruising screen, will be accepted. Your documentation must clearly show your legal name, Ontario Education Number (OEN), course code, and final grade.

Below is a table showing the prerequisites for the courses currently available at Apex Academy
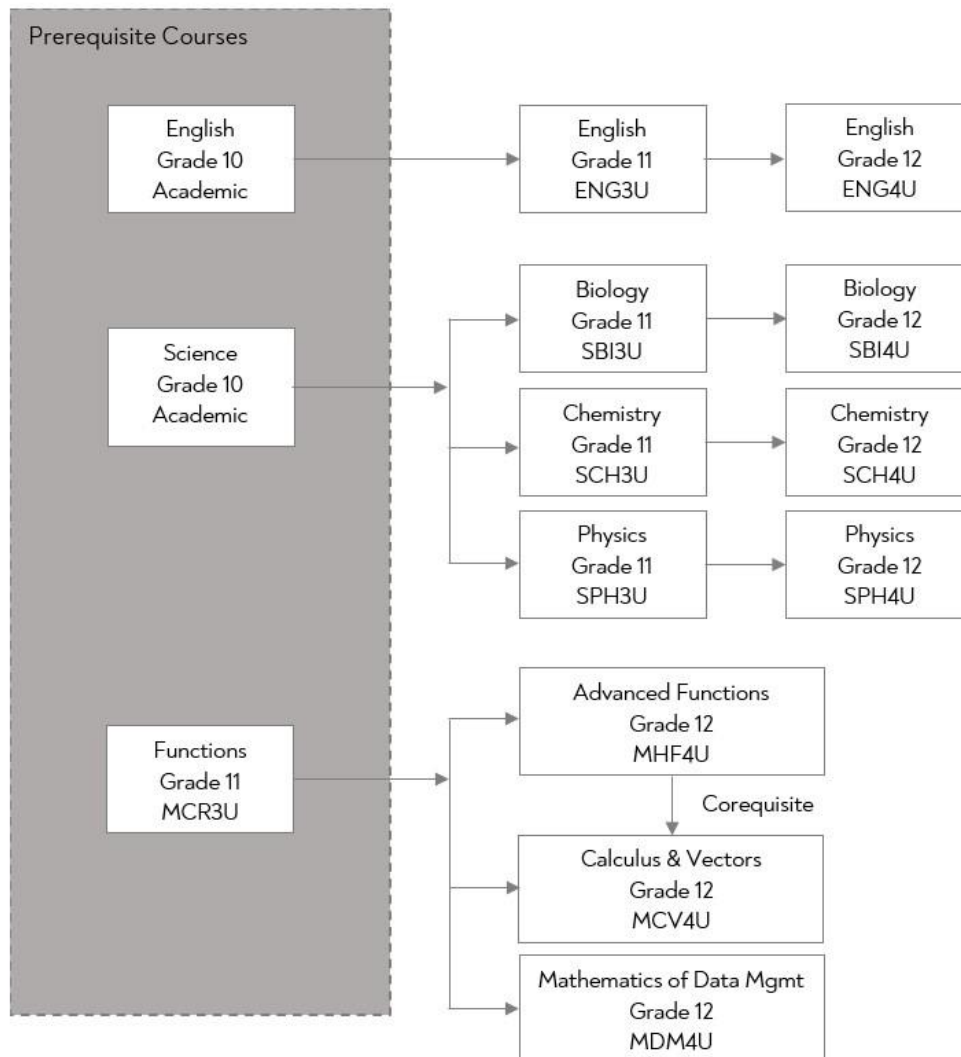
*Advanced Functions is a corequisite of Calculus and Vectors which means you can take both courses at once.
So that you are not enrolled in a course you will not be able to complete, it is important to provide Apex Academy with

the academic documentation as soon as possible.

It is **your** responsibility to ensure that you have the correct prerequisite(s) for the course(s).

If your parent or, if you are a mature student (a student who is eighteen years of age or older), requests that a prerequisite be waived, the Principal will review the academic documentation and make a decision on whether the prerequisite should be waived. The Principal's decision is final. If the Principal waives a prerequisite because it is in your best academic, it will be documented and sent to your home school for inclusion in your Ontario Student Record.

If you are a full-time student at Apex Academy, the documentation will be placed in your Ontario Student Record held at the school.

Course Assessments and Evaluations

All assignments, quizzes, tests, and other forms of evaluation are already set up in your course. Once you have completed the first module of your course, your teacher will have a video assessment with you to review what you have learned in the first module. It is important that your teacher is confident that you will be able to successfully complete the rest of the course. You will not be able to continue in the course until your teacher has reviewed the first module expectations with you. Once your teacher is satisfied with your progress, you will have access to the rest of the course.

If you would like to know how many assessments are in your course you can refer to the Course of Study, checking in the Grade section or the module overview page on Canvas.

It is your responsibility to book the video assessment with your teacher by emailing them your availability, preferably during your teacher's office hours. Please give your teacher two or three times that you would be available.

If there is a significant discrepancy between the level of your understanding and your previous assessment grades, the teacher may give you a zero on the video assessment and inform the Principal. The Principal will contact you and your parents to discuss the discrepancy. The Principal may give permission for a second video assessment, or if it is found that cheating has occurred, i.e., having another person complete your assignments and assessments, the Principal will withdraw you from the course.

All your tests and the exam will be done through a virtual proctoring service call Proctorio.

Academic Integrity

At Apex Academy, having **academic integrity** is **important** for the following reasons:
- Having academic integrity means that teachers can trust your work.
- Having academic integrity is important because it provides value to your courses and graduation diploma.
- Learning about academic integrity before going to a post-secondary institution can help avoid possible suspension or expulsion.

Academic dishonesty includes any type of cheating that occurs in relation to an assignment, assessment or evaluation set by a teacher. Cheating includes Plagiarism.

Apex Academy Academic Honesty Policy

Apex Academy expects students to demonstrate and uphold the highest integrity and honesty in all the academic work that they complete. Academic honesty compels students to perform all academic work without plagiarism, cheating, lying, tampering, stealing, receiving unauthorized or illegitimate assistance from any other person, or using any source of information that is not common knowledge.

The main breaches of Academic Honesty are:

Cheating, which involves unauthorized use of information, materials, devices, sources or practices in completing academic activities.

Examples of cheating include, but are not limited to:
- copying from another student;
- allowing another student to copy work;
- using notes, textbooks, cue cards, formula sheets, etc. without a teacher's approval;
- using devices during an assessment or evaluation without the support of an educational plan or a teacher's permission;

Plagiarism is a type of cheating in which someone adopts another person's ideas, words, design, art, music, etc., as his or her own without acknowledging the source, or, when necessary, obtaining permission from the author.
Examples of plagiarism include, but are not limited to:
- using somebody else's words, ideas or creations without acknowledgment of that person
- passing off somebody else's work as your own;
- not using quotation marks to identify a quotation;
- giving incorrect information about the quotation source;
- changing words but keeping the structure of the sentence, paragraph, essay, etc.

Artificial Intelligence can empower educators and students alike. However, the risks of bias and misinformation must be carefully scrutinized. It is not recommended to use AI verbatim in any assignments. Teachers will review a student's work, and if the teacher is concerned that the assignment has a different writing style or change of standard with previous submissions, one of the following will be used:

- Personalized questions based on the submission may be sent to the student and will be included in the grading of the assignment.

- A video conference will be arranged with the student to discuss aspects of the assignment before the grade is

posted.

If a student continues to use AI verbatim after a first warning, the teacher will allow the student to rewrite the assignment with only 50% of the grade available. After a second warning, the student will receive zero.

Any assessment that is found to be breaching Apex Academy's Academic Honesty Policy will be dealt with by the Principal, and could result in a mark of zero (0) being assigned. Repeated offenses could result in expulsion from the course.

Are You Ready?

Once you have enrolled in your course it is time to set up your study area.

Firstly, you must find a quiet space to work. It may be your bedroom, den, basement, cottage, or dock, as long as you have a quiet space where you will not be disturbed.

Secondly, it is beneficial to create a study plan for yourself. Decide on the days and hours you will devote to your course. Set study time reminders in your phone, or create your schedule on a calendar.

Thirdly, manage your time carefully by making sure you have not distractions around you, including social media.

Getting Started

Your Course of Study will detail the course expectations and the assessments and evaluations your teacher has planned throughout the course. The Course of Study will help you and your parents interpret the teacher's expectations and comments on your progress and to work with teachers to improve your learning.

It is important that you complete and submit your assignments and assessments in a timely manner. Your teacher will mark your work within 48 hours and write comments on how you can improve on the next assignment or assessment.

ePortfolio

Your ePortfolio is made up of your reflections, practice assignments and answers to questions found at the end of the lesson pages. Your ePortfolio must be submitted to your teacher at midterm and towards the end of your course to show evidence of your learning.

There is an ePortflio for each course you are taking. Information relating to your course ePortolio can be found in Section 1 of the course orientation unit.

Learning Log

You are required to keep a Learning Log as you progress through your course. Your Learning Log will show your online and offline course activity. You will be required to submit your Learning Log three times during the course:
- the first submission will be for your video conference with your teacher after you have completed unit 1
- the second submission will be at midterm and;
- the third submission will be with your culminating project.

There is an Learning Log for each course you are taking. Information relating to your course Learning Log can be found in Section 1 of the course orientation unit.

Coursework Submission Policy

You must complete and submit your assignments, assessments and evaluations in a timely manner. Any coursework not submitted by the time you write your final exam will be graded as **zero (0)**.

Online Test-taking and Exams

It is a Ontario Ministry of Education course requirement that **ALL** final evaluations are completed.

Your online tests and exams will be managed by the use of remote proctoring via Proctorio. Proctorio allows you to decide the time and place you take your tests and final exam.

When the time comes to begin your test or final exam, you sign in using the ID information previously submitted to Apex Academy. This verifies that it is you who is taking the test or exam and not someone else. Part of the verification process uses facial recognition to compare the face on the camera to the ID photograph .previously submitted to Apex Academy.

Once the test or final exam has begun, Proctorio will prevent web searches and the use of other applications on the PC that can be used to give access to unauthorized information or "cheat sheets". Proctorio will also monitor your eye movement and keyboard activity to detect the use of secondary devices that can be used to by-pass the primary PC restrictions.

Report Cards

Midterm

Once you have reached the midpoint of your course, and submitted your eportfolio, your teacher will complete your midterm report card. The report card will be sent home via email or mailed to your home. If required for post-secondary midterm grades, the report card can be emailed to your home school if you give us your Guidance Counselor's email address, otherwise it will be mailed to your Guidance Office.

Any questions you may have about your midterm should be directed to your teacher.

Final

Once you have finished your exam, the teacher will mark it and finalize your grade and report card. Your final grade and report card will be sent home via email or mailed to your home within a week. The report cards will also be sent to your home school. The report card can be emailed if you give us your Guidance Counselors email address if you require your grade for post-secondary admissions. Our Guidance Department will also send your final grades to OUAC and OCAS, or out of province/country post-secondary institutions if necessary.

Your home school is responsible for updating your student transcript so ask at your Guidance Office if the course has been added to your current transcript.

Your home school Guidance Counselor's email address should be submitted on the **Guidance Information Form** and uploaded to your Amilia profile as soon as possible. Any missing information can be submitted to, and added by, your Apex Academy Guidance Counselor.

Note:
If you have not submitted your prerequisite course, Apex Academy will not grant the credit and send the report cards unless evidence of the prerequisite course is submitted. If you do not have the prerequisite course, the credit will not be granted unless the Principal agrees to waive the prerequisite course. This will only happen in extenuating circumstances.

If upon submission of your prerequisite **by the end of your first module**, the course is deemed not to be the correct prerequisite, you may be allowed to transfer to another more suitable course. Transferring your course will incur an extra fee.

Your report cards will be mailed via Canada Post (standard mail) and could take more than a week to arrive. If you need your report cards or transcript sooner, ask your home school Guidance Counselor if they will accept an email from Apex Academy with your report card attached.

If you are applying to a post-secondary institution our Guidance Counselors will require your OUAC/OCAS application numbers and post-secondary institutions, as well as any post-secondary institutions in another province or country. Please complete the Guidance Information Form and submit it to your Amilia profile.

OUAC Applicants

If you are an OUAC 101 applicant, we will send the course update to OUAC via email at grades update times. OUAC will not upload marks at other times.

Some post-secondary institutions request official reports be mailed to them directly; therefore, make sure you include

that information on post-secondary information area on the **Guidance Information Form.**

Transcripts

A transcript is the official record of all your secondary school courses. Only your home school can issue a transcript. The grades sent to your home school by Apex Academy will be placed on your transcript by your home school Guidance Department. It is a good idea to check that the grades are there when you are applying to a post-secondary institution.

At times, home schools do not upload grades for application purposes. In these instances, Apex Academy Online will send the official report card straight to OUAC/OCAS or University/College Admissions.

Apex Academy will keep your report cards on file in case you misplace your copy or your school requires a replacement copy.

All full-time Apex Academy students will have report cards and a transcript in their Ontario School Record held by the school.

Note:
It is Apex Academy's policy not to send report cards or transcripts out of country. International students will receive the Course Completion Letter showing the midterm and final grade achieved by the student.

Student Records

Canadian Students

If you are currently attending a school in Ontario, your school will be notified that you are taking a course at Apex Academy. Your report cards will be sent to your school for inclusion in your student transcript and Ontario Student Record.

If you have previously attended and graduated from a school in Ontario, your school will be notified that you are taking a course at Apex Academy. Your report cards will be sent to your school for inclusion on your student transcript and Ontario Student Record.

If you have previously attended a school in Ontario and are no longer attending and have not graduated, Apex Academy will request your Ontario School Record from your previous school. Apex Academy will now become your home school. Apex Academy will maintain your school record until you graduate from Apex Academy or you enroll in a new school. The new school will request your school records from Apex Academy.

Apex Academy will create an Ontario School Record for you if you have not previously attended a school in Ontario, i.e., coming from another province. The Principal will examine your reports cards and transcripts from your previous high school years and grant you equivalent Ontario courses. These credits will count towards the 30-credit requirement for graduation. If you intend to graduate from an Ontario school, you will also be required to take the Ontario Literacy School Test and complete Community Involvement Hours. Your Guidance Counselor will contact you about both of these compulsory requirements for graduation.

If you do not have an Ontario Education Number (OEN), Apex Academy will assign one to you. You must provide a valid source document, such as a passport, so that we can confirm your legal name and date of birth. You valid ID must be uploaded to your Amilia profile by the time you reach the end of the first module of work in your course.

Non-Canadian Students

Apex Academy courses are open to international students; however, we take the integrity of our credits very seriously. To this end, we have a different reporting process for international students.

International students are those who do not hold a Canadian passport, landed immigrant or permanent residence status.

You are required to supply the name, address and email of your Guidance Counselor or Principal of your home school in your home country so that Apex Academy can let your home school know that you are enrolled in a course with Apex Academy and we will be sending a notifications of midterm and final grades.

It is Apex Academy's policy not to send report cards or transcripts out of country. International students will receive the **Course Completion Letter** showing the midterm and final grade achieved by the student.

Your official transcript will be held in the Apex Academy office. If you require your official transcript to be sent to post-secondary institutions for admissions purposes, Apex Academy will forward the official transcript directly to each post-secondary institution requested. This request must be submitted via the Guidance Form. This will facilitate the process if the Admissions Office will accept an email from Apex Academy with your report card or transcript attached. Please add the email of the Admissions Office or Admissions Officer to your **International Student Guidance Information Form.**

We will give you an initial English assessment (oral, reading, and writing) in order to determine your proficiency in the English language and literacy development upon enrollment.

The assessment will be in the form of an online standardized reading comprehension and written assessment, and a Zoom or Skype interview to assess your oral English.

The Principal will complete Prior Learning Assessment and Recognition (PLAR) of your previous high school courses. The Principal will grant credit equivalencies towards your graduation requirements providing your previous courses meet Ontario course requirements. The Principal's decision is final.

If you do not have an Ontario Education Number (OEN), Apex Academy will assign one to you. You must provide a valid source document, such as a passport, so that we can confirm your legal name and date of birth which must be uploaded to your Amilia profile.

Apex Academy will create an Ontario School Record for you if you have not previously attended a school in Ontario, i.e., if you are outside Canada. The Principal will examine your previous reports cards and transcripts for previous high school years and grant you equivalent Ontario courses. These credits will count toward the you 30-credit requirement for graduation. If you intend to graduate from an Ontario school, you will also be required to take the Ontario Literacy School Test and complete Community Involvement Hours. Your guidance counselor will contact you about both of these compulsory requirements for graduation.

All your test and exams will be written using the exam proctoring service, Proctorio. Private proctors are not permitted for any student.

OUAC and OCAS Applications

OUAC

101 Applicant

In general, when you apply to the Ontario University Application Centre (OUAC), it will be as a 101 applicant. Check the requirements below:

You are a 101 applicant if:
- You are taking courses during the day at an Ontario high school (this includes students returning for second semester and graduated students returning to upgrade 1 or more courses).
- You have not, at some point, been out of high school for more than 7 consecutive months.
- You will have received or expect to receive your Ontario Secondary School Diploma (OSSD) with six 4U/M courses at the end of the current year.
- You have not attended a postsecondary institution (university/college/career college).
- You are applying to the first year of an undergraduate degree program or diploma program at an Ontario university.
- You are under 21 years of age.

You will need to send Apex Academy information that includes your OUAC application number and the post-secondary institutions to which you have applied. You can do this by submitting the **Guidance Information Form** and uploading it to your Amilia profile.

Your application number will be in the format:

<div align="center">

YEAR-054321

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For the school year 2024/2025, your application number will start 2025-054321, for example. 101 application numbers start with '0' after the year.

Apex Academy will not be able to send the information to OUAC if we have not received the information on the Guidance Information Form.

Your home school Guidance Counselor will register you for OUAC in you Grade 12 year. Around the end of November, you will receive your PIN number that will allow you to set up your OUAC profile. You will receive your application number once this has been set up and you have applied to the post-secondary institutions of your choice.

Note:
It can take up to 10 – 14 days for OUAC to upload report card grades sent or faxed to their offices.

If you are a full-time student at Apex Academy, your Guidance Counselor will register you with OUAC and forward your PIN number.

Apex Academy will report to OUAC three (3) times.
1. Registering previous Grade 12 courses as well as current courses, denoted by a 'C' on the application web site.
2. Updating your midterm grade on your current courses denoted by an 'M'. Midterm grades are not collected by OUAC until April.

3.   Updating your grade once you have completed the course, denoted by an 'F'.

Application and Reporting Deadlines

The application deadline for OUAC is the middle of January. The first grades are sent around mid-February. If you are taking this course and your home school is expecting grades, it is important that you make sure you have reached the midterm/final points by the deadline times given by your school. Your online teacher will not be able to give you either grade if the work to that point has not been completed. Creating your study schedule will help you with completing work before the deadline dates.

As a student at Apex Academy, you can finish the course anywhere between 3 months to 9 months or more; therefore, OUAC will see your course as a semestered course. Towards the end of April, the semester 2 midterm marks are due at OUAC. By then, you will have 3 or more completed course marks and 3 or more midterm marks depending on how many Grade 12 courses you have and when you took them. Universities will look at your grades and decide if they are going to send you an offer of admission. The offer will be dependent on whether you have your Grade 12 English (completed or current midterm grade), as well as any prerequisite courses for your intended program.

Example:
Queens Engineering requires:
- Calculus and Vectors, Physics, Chemistry and
- One of Advanced Functions, Biology, Mathematics of Data Management, Earth and Space Science or Computer Science

Your final year grades will be sent to OUAC by early July. You must read your offer of admission carefully to find out if you have to maintain an average to keep your offer or if the deadline date for your final grades is different than the one posted on OUAC.

Dates and deadlines set by the university will generally **override** dates listed by OUAC.

Graduation Status

Apex Academy will update the graduation status on OUAC if you are a full-time student with the school. Otherwise, your home school Guidance Counselor will up date the graduation requirements for you.

At the end of the year, although your report card will be mailed to your home school, it may already be closed for the summer. It is important that you speak you your Guidance Counselor about deadline dates for the school to receive your grades. If your school is closed for the summer, your Guidance Counselor will not be able to process your mark and update your graduation status until they open again in late August.

Many university admissions offers require that the graduation status is updated on OUAC well before the end of August, so it is **your** responsibility to contact your home school or school board in order to facilitate this process.

105 Applicants

Generally, students who are not attending a physical high school or have already graduated are 105 applicants. Your application number will be in the format:

YEAR-165432

Your OUAC number will look like this: 2025-123456.   105 applications start with a '1' after the year.

Check the requirements below:

You are a 105 applicant if:

- You currently reside in Canada (Canadian citizens, permanent residents, those currently studying in Canada on a study permit or those in Canada on another type of visa), or are a Canadian citizen or a permanent resident living elsewhere (not in Canada), and you are not currently attending an Ontario high school day program.
- You currently reside outside of Canada, and are not a Canadian citizen or permanent resident, and are not currently attending an Ontario high school day program (in Ontario or abroad).

As a 105 applicant, you are treated differently from a 101 applicant. Universities require your report cards and transcripts to be sent directly to them. You will still need to register, apply to your selected universities, and pay the application fees on OUAC.

You should register as a 105 applicant at the beginning of the school year and communicate your OUAC reference number and the information for your selected universities to Apex Academy via the **Guidance Information Form** as soon as your OUAC application is completed and upload it to your Amilia profile.

When you first apply, each university will require a copy of your transcript. A transcript shows all the credits you have completed since grade 9 and is issued by your home school, that is the last school you attended full-time. You must contact that school and ask for official transcripts to be sent to each university to which you have applied.

Note:
Universities will only accept transcripts and report cards sent directly from Secondary Schools.

In general, Apex Academy Online will follow the same target dates as the 101 applicant deadlines.

If a university communicates a different deadline to you as a 105 applicant, you must, in these cases, follow to those deadlines rather than those listed by OUAC.

As a 105 applicant, you should keep in mind that to meet a final grade deadline given by the university, your final exam should be written at least **10 days** prior to that date to allow for marking, processing, and postage time.

Report cards are sent via Canada Post (standard mail); however, in most cases, universities Admissions Offices will accept report cards that are emailed from the secondary school. Ask your admissions offices and complete details of their emails on the Guidance Information Form.

If you have a transcript from another school, universities will look at that transcript as well as the report cards from Apex Academy. In some cases, your previous school may add your Apex Academy course to your transcript; however, in general they are unwilling to update your transcript if you have already graduated.

For international students, universities will want to see your original home-school transcripts, as well as the report cards/transcripts from Apex Academy. You will have to ask your previous school to send them to the universities of your choice. In many cases the University Admissions Offices will accept the transcripts via email provided they come from the school.

OCAS

If you are applying to college, you should apply via the OCAS website. When you have obtained OCAS applicant number you must submit the **Guidance Information Form** to your Amilia profile.

Your application number will be in the format:

YY-165-432

Your OCAS number will look like this: 25-123-456.

Once you have submitted your Guidance Information Form to you Amilia profile, please make the following change to your OCAS profile in order to grant Apex Academy access to your portal. You must complete the following:
- Under the Education tab, you can indicate that you are currently enrolled in an Apex Academy course.
- Under the Basis of Admission tab, you must indicate that you are currently in a high school course.

Unfortunately, Apex Academy will not be able to access your account until you have completed the above steps. Apex Academy will submit your midterm and final grades to OCAS within 2 business days.

You will find that colleges generally set their own deadline dates, so you are responsible for ensuring that you complete the work to midterm or complete your final exam so report cards required by those dates can be sent. Again, as a reminder, it may take the teacher a few days to grade your work or final exam, and the Apex Academy office to process the grade and send out the report card to your chosen colleges. Report cards are sent via Canada Post (standard mail).

For international students, colleges will want to see your original home-school transcripts, as well as the report cards/transcripts from Apex Academy. You will have to ask your previous school to send them to the universities of your choice. In many cases the College Admissions Offices will accept the transcripts via email provided they come from the school.

Refunds and Transfers

Refunds

In general, course fees are non-refundable under any circumstance; however, the Registrar will look at each request on a case-by-case basis.

If you would like to withdraw from your online course you must submit the **Withdrawal From Course Form** found at on the web site, apexacademyonline.com**.** If you withdraw from your course within 7 days of registration and have not accessed or completed any activities in the course you may be eligible to transfer into another course at no charge.

Transfers

If you request a transfer after 7 days of registration you will be charged an administrative fee of $125.00 whether you have accessed the course or not. You are not able to transfer you course after 60 days from your registration date because it is in your best academic interest; at this point, you only have the option to continue or drop the course.

The course transfer fee can be paid through your Amilia account.   Please login and select the 'Transfer Fee icon' for catalogue showing your course code, then checkout and pay.

You must submit all transfers and credits requests to studentservices@apexacademyonline.com prior to you reaching the midterm point in the course. You will not able to transfer or receive credit for a course if the midterm point has been reached.

At the midterm point, you only have the option of dropping or continuing the course. If you have reached midterm in a grade 11 or 12 course, the midterm grade will be sent to your home school for inclusion on your transcript. Since all Apex Academy courses expire 9 months from registration, if you transfer to another course you will carry over the same expiration date, i.e., 9 months will start from the date of the original registration rather than the date of the transfer.

Contact Information

We hope that you enjoy your experience at Apex Academy. If you have any questions or concerns, please use the contact information below:

Principal   principal@apexacademyonline.com

Guidance Counselors: guidance@apexacdaemyonlne.com

Registrar   studentservices@apexacademyonline.com

General Inquiries   inquires@apexacademyonlne.com