



CHECKLIST

IF YOU HAVE NOT YET FORWARDED THE FOLLOWING TO OUR OFFICE, OR TO THE OFFICES INDICATED, PLEASE DO SO AT YOUR EARLIEST CONVENIENCE AND NOT LATER THAN 30 DAYS PRIOR TO THE START OF YOUR PROGRAM:

1. Our copy of the Class Afloat **contract**
2. Post-dated **cheques** for tuition payment (as per dates outlined in contract)
3. **Official** transcripts and report cards from the **10th grade to present**
(Including final June report card from this current year)
4. One (1) copy **each** of the student's **Birth Certificate** and **Passport**
5. Three (3) Passport **photos** with your name and the photographer's stamp on back
6. **Emergency Contact Form**
7. Detailed copy of the **student's travel itinerary(ies)**
8. **Guarantees Secured by Credit Card**
9. **Programme Rules & Expectations Form**
10. **Permission to Publish Form**
11. **Course Selection Form (University or High School)**
12. Clothing Order Form sent and paid **directly** to Top Marks
13. Compulsory Class Afloat Insurance **obtained directly from BFL Canada**

PLEASE REMEMBER TO ACQUIRE THE NECESSARY VISAS FOR THE COUNTRIES THAT YOU WILL BE VISITING.