



2019-2020 Registration Form

Shaded area for office use only.

Documents received _____ / _____ / _____
 dd mm yy

_____ / _____
 day/time level

Preferred Day: Tues Wed Sat (circle one - consult schedule on website)

Student's First Name _____ Last Name _____ Date of Birth dd / mm / yy _____ Grade in Sept. 2019 _____

Street Address _____ City _____ Postal Code _____ Day School _____

Mother's First Name _____ Mother's Last Name _____ Mother's Cell Number _____ Mother's email _____

Father's First Name _____ Father's Last Name _____ Father's Cell Number _____ Father's email _____

Medical conditions we need to be aware of: _____

How did you hear about Write on Q? (check all that apply)

Sibling's first name _____ Grade _____ Google _____ Other search engine _____ Facebook _____ Word of mouth _____

Referred by WOQ student: _____ (name)

Sibling's first name _____ Grade _____ Other: _____ (please be specific)

Consent:

I give permission for my child to be photographed or recorded for the purpose of Write on Q training or promotional material.

Program Policies, Communication, and Registration:

- I have read and understood the policies and procedures found on the following page.
- I agree to receive emails containing class updates and occasional promotions.
- I acknowledge that my registration deposit is non-refundable.* And, should I withdraw my child from Write on Q classes, any outstanding tuition cheques will be returned in accordance with our policies.

parent's initial

parent's signature

date

Mailing Address:

Write on Q Inc.
 4216 Cawthra Road
 Mississauga, Ontario
 L4Z 1A1

To register:

- Submit a completed registration form and cheques payable to Write on Q Inc. in person at one of our classes, or the documents may be mailed to the address on the left.
- Complete a skills assessment and review of report card (new students only)
- **If you do not receive an email confirmation of registration within five business days, please contact us at info@writeonq.ca.**

Payment:	A1, B1, C1, D1	B2, C2, D2	2019-2020 Class Schedule
at registration (reg. deposit)	\$150*	\$150*	Sep.7/19-June 22/20
Aug. 20, 2019 (tuition Sep-Dec)	\$800	\$850	
Dec. 1, 2019 (tuition Jan-June)	\$850 ¹	\$950 ¹	

¹ An early bird discount of \$100 will be applied to the December payment if registered by April 30, 2019

Policies and Procedures

1. New students must complete an assessment to determine their correct class level, and submit a recent report card for review prior to registration.
2. A student's registration will be confirmed once Write on Q receives:
 - a. a registration form completed in-full by a parent or guardian
 - b. the deposit and all post-dated cheques for the school year; print the student's name clearly in the memo section of each chequeRegistration documents may be submitted in person at one of our campuses or mailed to the address on the form. Write on Q will send a registration confirmation email to the parent within five business days of receiving the above documents and payments. Please contact us if you do not receive a confirmation email after five business days.
3. Write on Q is a full-year program, and tuition is collected in advance to plan for the academic year. However, if a student wishes to withdraw:
 - a. unprocessed tuition cheques will be returned if a parent notifies the Director by email at info@writeonq.ca two weeks prior to the next payment date
 - b. the registration deposit and any processed payments will not be refunded
4. Write On Q reserves the right to withdraw a class due to insufficient enrollment. All tuition fees, including deposits, will be refunded in the event a class is withdrawn.
5. A \$25 administration fee will be charged for each returned cheque. A replacement payment must be issued within two weeks of the original payment due date; otherwise, the student will not be able to attend class.
6. It is the parents' responsibility to accompany their child to and from the campus. Write On Q is not responsible for students who arrive early or leave after the instruction of class.
7. If a student is unable to attend their regular scheduled class:
 - a. they may attend up to two make-up classes per academic year at no extra charge if there is another class of the same level, and if space is available. Make-up classes will be scheduled on a "first come" basis. Contact the Director as soon as possible to arrange a make-up class.
 - b. the student or parent must collect any handouts or homework. Write On Q will not email handouts.
8. We avoid cancelling classes. However, if an event such as a severe storm forces us to cancel a class, we will:
 - a. post a cancellation notice on our Facebook page www.Facebook.com/writeonqschool
 - b. offer a replacement class or adjust subsequent lessons, so student learning is not impacted
 - c. not offer refunds in such situations
9. Write on Q uses emails, educational sites (e.g. Google Classroom), and social media to connect with its students and parents outside of class times. Families registering for the program agree to the use of these communication tools.
10. Saturday Classes: Parents registering their child for Saturday classes must be aware that some classes may be held on holiday weekends in order to complete the curriculum in its entirety. Also, if we must reschedule a class due to unavoidable circumstances such as severe weather, classes may be added on long weekends or at alternate locations.
11. Write on Q respect your privacy and will not share any personal information with other organizations or individuals.