



# 2019 - 2020 Registration Form Bloor West

**Shaded area for office use only.**

Documents received \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 dd mm yy

\_\_\_\_\_  
 day/time level

Preferred Day: Tues Thurs  
 (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 \_\_\_\_

Posters: \_\_\_\_\_ 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 woqblloorwest@gmail.com**

Payment:	A1, B1,C1		2019-2020 Class Schedule
at registration (tuition Sep-Dec)	\$850		Sept 17 – June 10, 2020
Dec. 1, 2019 (tuition Jan-June)	\$950 <sup>1</sup>		

<sup>1</sup> An early bird discount of \$100 will be applied to the December payment if registered by Sept 17, 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 considered complete once Write on Q receives:
  - a. a registration form completed in-full by a parent or guardian
  - b. both tuition cheques for the school year; print the student's name clearly in the memo section of each cheque

Registration 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 [woqbloorwest@gmail.com](mailto:woqbloorwest@gmail.com) 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 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. 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](http://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, Edmodo), 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. Write on Q respects your privacy and will not share any personal information with other organizations or individuals.