



2020-2021 Registration Form

High School Program: E1 E2
(circle one)

Preferred Day: Tues Sat

(circle one - consult schedule at www.writeonq.ca/mississauga)

Shaded area for office use only.

Documents received _____ / _____ / _____
dd mm yy

_____ day of class _____ level

Student's First Name _____ Last Name _____ Date of Birth dd / mm / yy _____ Grade in Sept. 2020 _____

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 _____

How did you hear about Write on Q? (new students only)

Sibling's first name _____ Grade _____

Google _____ Facebook _____ Word of mouth _____

Referred by a Write on Q parent: _____
(name)

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 Payments:

- I have read and understood the policies and procedures found on the second page of this form.
- I consent to receive emails containing class updates and occasional promotions.
- I acknowledge that my deposit is non-refundable.* And, should I withdraw my child from Write on Q classes, only unprocessed cheques will be returned in accordance with the policies on page two.
- To receive a \$100 early registration discount, **all** payments and forms must be received by May 7, 2020.

parent's initial

parent's signature

date

Mailing Address:

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

Payment:	E1 or E2	2020-2021 Class Schedule
at registration (deposit)	\$200*	Sep. 19/20 - May 29/21 (30 classes)
Aug. 18, 2020 (tuition Sep-Dec)	\$1000	
Dec. 20, 2020 (tuition Jan-June)	\$1000 ¹	

¹ Deduct \$100 from the December payment if you are submitting the registration form and all payments by May 7, 2020.

Policies and Procedures

Registration:

1. New students must complete an assessment 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 complete registration form, the deposit, and all post-dated cheques for the school year. Cheques should be made payable to Write on Q Inc. Clearly print the student's name in the memo section of each cheque.
3. Write on Q will send a confirmation email to the parent within five business days of receiving the above form and all payments. Please contact us if you do not receive a registration confirmation email. A place will only be held in the class once the complete form and all payments are received by Write on Q.
4. To qualify for the early registration discount, all payments and the registration form must be received by May 7, 2020.
5. The deposit payment is non-refundable.
6. 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 before the end of the academic year, only unprocessed tuition cheques will be returned if the Director is notified by email at info@writeonq.ca a minimum of two weeks prior to the payment date.
7. 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.
8. 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.

Administration:

9. It is the parents' responsibility to accompany their child to and from the campus. Write On Q is not responsible for students who arrive earlier than 15 minutes before their class. Students who are picked up more than 15 minutes after the instruction of class may be subject to a late pick-up fee.
10. If a student is unable to attend their regular class:
 - a. he/she 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, first-served" basis. Contact the Teacher as soon as possible to arrange a make-up class.
 - b. a student or parent may collect any handouts at the next class. Write On Q will not email handouts.
11. We avoid cancelling classes. However, if an event beyond our control forces us to cancel regular classes, we will:
 - a. offer makeup classes, virtual classes, or adjust subsequent lessons so student learning can continue
 - b. notify parents by email and/or post a notice on our Facebook page www.Facebook.com/writeonqmississauga
 - c. not offer refunds in such situations
12. Classes may be offered in a virtual format until Write on Q deems it is feasible to return to a classroom. By signing the registration form, you consent to the use of virtual platforms and acknowledge that they have an inherent privacy and security risk.
13. Saturday Classes:
 - a. Some classes may be held on holiday weekends in order to complete the curriculum in its entirety. If necessary, these classes may be held at alternate locations or in a virtual format.
 - b. December classes will be held at an alternate location.
14. Write on Q uses emails, educational sites (e.g. Google Classroom), and social media to connect with its students and parents outside of class time. Families registering for the program agree to the use of these communication tools.
15. Write on Q respects your privacy and will not share any personal information with other organizations or individuals.