



2022-23 Registration Form - Elementary

**10th Anniversary Special
Register by May 21st – save \$200!**

Mailing Address
4216 Cawthra Road
Mississauga, L4Z 1A1

Preferred Day: Tues Sat Online
(consult schedule-check one)

Shaded area for office use.
Docs. received:

day of class level

Student's First Name	Last Name	DOB mm/yy	Name of Day School	Grade in Sep.
Home Address	City	Postal Code	Student's Email Address for Google Classroom	

Mother's First Name	Last Name	Cell Phone	Mother's Email
Father's First Name	Last Name	Cell Phone	Father's Email

Which parent should be the primary contact?

(check one) Mother Father

Sibling name Grade

Sibling name Grade

Are You New to Write on Q this year? How did you hear about us?

Referred by a parent at Write on Q: _____ (name-please specify)

OR

Google Facebook Other: _____ (be specific)

Consent:

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

Program Policies and Payments:

- I have read the policies and procedures on page 2 of this form.
- I acknowledge that if should I withdraw my child before the end of the academic year, future payments will be refunded in accordance with the policies on page 2.
- I understand that my deposit is non-refundable.¹

parent's initial

parent's signature

date

Cheque Due Dates:	A1, B1, C1, D1	September 17, 2022 - June 10, 2023	A2, B2, C2, D2
Registration deposit	\$250 ¹		\$250 ¹
Aug. 25, 2022 (Sep-Dec. fees)	\$900	← deduct \$100 if registering by May 21, 2022 →	\$975
Dec. 1, 2022 (Jan-June fees)	\$900	← deduct \$100 if registering by May 21, 2022 →	\$975

Email transfer payments are due one week before of the above cheque dates. See page 2.

Policies and Procedures

Registration & Payments:

1. A registration will be confirmed by email within five business days once Write on Q receives a complete registration form and the deposit payment. Please contact us promptly if you do not receive a confirmation email.
2. It is the parent's responsibility to submit all payments on time. Late payments are subject to a \$50 fee.
3. Write on Q recommends submitting post-dated cheques for the August and December payment with your child's registration to avoid late penalties. Make cheques payable to Write on Q Inc. Print your child's name on each cheque.
4. Parents wishing to pay by email transfer acknowledge that payments will be deemed complete when Write on Q deposits the email transfer. Email transfer payments are due one week before the cheque date on the previous page. Also, August payments more than two weeks late may result in the student losing his/her spot in the class. The deposit payment will not be refunded if the August payment is more than two weeks late.
5. To qualify for the **Early Registration Discount**, the registration form and deposit must be received by May 21, 2022, and other payments must also be received on time (see payment schedule on page 1).
6. Tuition fees are collected in advance to plan for the school year. However, if a student wishes to withdraw before the end of the course, future payments will be cancelled if the Director is notified of the withdrawal by email at least two weeks prior to the next payment date. Refunds for a partial session are not available.
7. A \$25 administration fee will be charged for each returned cheque/payment. 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.
8. New students must complete an assessment and submit a recent report card for review prior to registration.
9. Write on Q reserves the right to withdraw a class due to insufficient enrollment. All payments, including the deposit, will be refunded in the event a class is withdrawn.

Administration:

1. A student must complete homework in a timely manner as prescribed by his/her teacher to receive maximum benefit from the curriculum. Please see our Homework Expectations in the student binder for more details.
2. If a student is unable to attend his/her 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. Contact the Director as soon as possible to arrange a make-up class.
 - b) Any handouts may be collected at the next class.
3. Due to the current Public Health situation, classes may be offered in a virtual format until Write on Q deems it is feasible to return to in-person instruction. By signing the registration form, you consent to the use of virtual platforms and acknowledge that they have an inherent privacy and security risk.
4. Write on Q uses email, Google Classroom, Zoom, and other virtual platforms to connect with its students and parents. Families registering for the program consent to the use of these digital tools.
5. Write on Q is not responsible for students who arrive earlier than 10 minutes before the class. Students who are picked up more than 10 minutes after the end of the class may be subject to a late pick-up fee of \$25/per half hour or part thereof.
6. Some Saturday classes may be held on holiday weekends or in a virtual format if classrooms are not available on holidays.
7. If a severe storm forces Write on Q to close the school, parents will be notified by email. It is the parent's responsibility to check email on days when weather watches are issued. Classes may move online, or teachers may rework upcoming lessons to ensure material is covered and student learning is not interrupted.
8. By registering your child, you consent to receiving emails for updates and occasional promotions. Consent may be withdrawn at any time.
9. Write on Q respects your privacy, and we will not share your personal information with other organizations.