



## 2023-24 Registration Form – Elementary

**Register early to save up to \$150!**

**Class Level** (check one)

Preferred Day: Tues    Thurs    Sat

A1 \_ B1 \_ C1 \_ D1 \_

(consult schedule-check one)

A2 \_ B2 \_ C2 \_ D2 \_

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

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 training purposes.

### Program Policies and Payments:

- I have read the policies and procedures on page 2 of this form.
- I acknowledge that if I should 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 registration deposit is non-refundable.

parent's initial

parent's signature

date

Cheque Due Dates:	September 19, 2023 - June 15, 2024	Amount
Registration Deposit	non-refundable; holds a child's spot until August payment	\$250
Aug. 25, 2023 (Sep-Dec. fees)	deduct \$75 if registering by May 15, 2023 → OR deduct \$50 if registering by June 30, 2023 →	\$975
Dec. 1, 2023 (Jan-June fees)	deduct \$75 if registering by May 15, 2023 → OR deduct \$50 if registering by June 30, 2023 →	\$975

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

## Policies and Procedures

### Registration & Payments:

1. Registration will be confirmed by email within five business days once Write on Q receives a complete registration form and the deposit payment (non-refundable). Please contact us promptly if you do not receive a confirmation email.
2. Late payments are subject to a \$50 fee. 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.
3. Parents wishing to pay electronically acknowledge that email transfer payments are due one week before the cheque payment 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 over two weeks late.
4. To qualify for the **Early Registration Discount**, the registration form and deposit must be received by the deadlines on the previous page, and other payments must also be received on time.
5. 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 before the next payment date. Refunds for a partial session or processed fees are not available.
6. 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.
7. New students must complete an assessment and submit a recent report card for review before registration.
8. Write on Q reserves the right to withdraw a class due to insufficient enrollment. All payments, including the deposit, will be refunded if 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 cannot attend his/her regular class, 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.
3. 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.
4. Write on Q uses email, Google Classroom, Zoom, and other virtual platforms to connect with students and parents. Families registering for the program consent to these digital tools and acknowledge their inherent privacy and security risks.
5. In the event of severe weather, Write on Q classes may move online, or teachers may rework upcoming lessons to ensure student learning is not interrupted. Parents are responsible for checking their email on inclement weather days.
6. By registering your child, you consent to receive email updates and occasional promotions. Consent may be withdrawn at any time. Write on Q respects your privacy, and we will not share your personal information with other organizations.
7. Registration documents may be mailed to the address below, dropped off in person during regular class time, or emailed to [info@writeonq.ca](mailto:info@writeonq.ca).

### Mailing Address

4216 Cawthra Road  
Mississauga, L4Z 1A1