



# 2024-25 Elementary Registration Form

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

**Class Level** (check one)

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

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

Preferred Day: Tues    Thurs    Sat

(consult schedule-check one)

Student's First Name	Student's 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

**Who should be the primary contact?**

(check one)    Mother \_    Father \_

Sibling name \_    Grade

Sibling name    Grade

**Are you new to Write on Q? How did you hear about us?**

Referred by a parent at Write on Q:

(please specify name)

OR

Google    Facebook    Other: \_\_\_\_\_

(be specific)

**Program Policies:**

- I have read page 2 of this form.
- I understand my deposit is non-refundable.\*
- I acknowledge refunds will be issued in accordance with the policies on page 2 if my child withdraws before the end of the course.

parent's signature

date

Payment Due Date:	September 17, 2024 - June 14, 2025	Amount
Deposit (at registration)		\$300*
Aug. 19, 2024 (Sep-Dec. fees)		\$950
Dec. 1, 2024 (Jan-June fees)	<ul style="list-style-type: none"> <li>• if registering by May 15, 2024, deduct \$150 →</li> <li>• if registering by June 30, 2024, deduct \$100 →</li> </ul>	\$1150

\*\*Late payments are subject to a penalty. See page 2.\*\*

## Policies

### Registration & Tuition:

1. Registration forms should be emailed to [info@writeonq.ca](mailto:info@writeonq.ca). Registration will be confirmed by email within five business days once Write on Q receives a complete registration form and the deposit (non-refundable). Contact the Director promptly if you do not receive a registration confirmation email.
2. New students must complete an assessment and submit a recent report card for review before registration.
3. Tuition payments may be submitted by email transfer or post-dated cheques:
  - a. Email transfer payments must be received on or before the due date. Late payments are subject to a \$50 penalty.
  - b. Make cheques payable to Write on Q Inc. A \$50 administration fee will be charged for each returned cheque. A replacement payment must be issued within two weeks of the original payment date; otherwise, the student cannot attend class.
  - c. August payments more than two weeks late may result in the student losing his/her spot in the class, and the deposit payment will not be refunded.
  - d. Tuition fees are collected in advance to plan for the school year. If a student wishes to withdraw before the end of the course, future payments will be cancelled if the Director is notified by email at least two weeks before the next payment date. Refunds for partial terms are not available.
4. Write on Q reserves the right to withdraw a class due to insufficient enrollment. If a class is withdrawn, all payments, including the deposit, will be refunded.

### Administration:

1. To receive maximum benefit from the program, students must complete homework as prescribed by Write on Q. Please see our Homework Expectations in the student binder for more details.
2. A student may attend up to two makeup classes per academic year at no extra charge if there is another class of the same level and if space is available.
3. Students who are picked up more than ten minutes after the end of their class may be subject to a late pick-up fee of \$25/per half hour or part thereof.
4. Write on Q uses email, Zoom and other digital platforms to connect with students and their parents. Families must consent to these tools and acknowledge their inherent privacy risks.
5. In 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. Parents agree to email updates and promotions when registering for the program. Consent may be withdrawn at any time.

### Mailing Address

4216 Cawthra Road  
Mississauga, L4Z 1A1