



## 2025-26 Registration Form – Elementary

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

**Class Level** (check one)

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

A1 \_ B1 \_ C1 \_  
A2 \_ B2 \_ C2 \_

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

**Who should be the primary contact?**

(check only 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)

**Policies and Payments:**

- I have read and understood the policies on page 2.
- I understand that my registration deposit is non-refundable.
- I acknowledge any refunds will be made in accordance with the policies on page 2.

I accept this agreement by signing or typing my name:

parent's signature/typed name

dd/mm/yy

Payment Due Dates:	September 9, 2025 – June 6, 2026	Amount
Deposit (non-refundable)	due at registration	\$350
Aug. 18, 2025 (Sep-Dec. fees)		\$900
Dec. 1, 2025 (Jan-June fees)	deduct \$150 if registering by May 15, 2025 → OR deduct \$50 if registering by June 30, 2025 →	\$1300

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

### **Registration & Tuition Policies:**

1. Registration forms should be emailed to [info@writeong.ca](mailto:info@writeong.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 immediately if you do not receive a registration confirmation email within 5 business days.
2. New students must complete an assessment and submit a recent report card for review before registration.
3. Tuition payments should be submitted by Interac e-Transfer.
  - a. Payments must be received on or before the due date on the previous page. Late payments are subject to a \$50 penalty.
  - b. Tuition fees are collected in advance to plan for the school year. If a student withdraws 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 a partial term or processed payment are not available.
  - c. If the August tuition payment is more than two weeks late, the student may lose his/her spot in the class, and the deposit payment will not be refunded.
4. Write on Q reserves the right to withdraw a class. All payments, including the deposit, will be refunded if a class is cancelled.

### **Administrative Policies:**

1. To maximize the program's benefits, students must complete the homework as prescribed by Write on Q. Please review the Homework Expectations in the student binder.
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. Please contact the Director as soon as you know of a potential absence.
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. In severe weather situations, Write on Q classes may move online or be cancelled, and teachers may rework upcoming lessons to ensure student learning is not interrupted. Parents are responsible for checking their email on inclement weather days.
5. Write on Q uses email, Google Classroom, Zoom, and other digital platforms to connect with students and their parents. Families must consent to these tools and acknowledge their inherent privacy risks.
6. By registering for the program, parents agree to receive email updates and promotions. Consent may be withdrawn at any time.