**Student Name (Last, First)** Name **Student DOB** DMY

**Grade (as of Sept 2020)** grade **Quills and Quotes Class (Novice or Intermediate)** Class

**Address** address

**Parent/Guardian Name** parent name

**home phone** home phone **cell phone** cell phone **email** email

**Student’s G-mail address (must be a personal G-mail address):** student’s G-mail

initial I have read, understood, and agreed to the Quills and Quotes policies attached to this form and found on the website: [www.quillsandquotes.ca/policies](http://www.quillsandquotes.ca/policies). I understand that there are some privacy risks with online video conferencing, and I have read the full details under Policies.

**To complete your child’s registration, we must receive full payment of $435.05. Payment may be made by e-transfer to** **admin@quillsandquotes.ca** **(appears as 2601798 Ontario Inc). Please write your child’s name in the message box. You will receive an e-mail confirmation within 24 hours of payment.**

*You will receive an e-mail confirmation of your child's registration and payment. Please contact the office if you do not receive this confirmation within 2 days.*

**Policies**

**What if I wish to withdraw from the program? Will I receive my money back, or a partial refund?**

Once the class begins, the payment cannot be returned.

**What if my child misses a class?**

There are no make-up classes at Quills and Quotes. However, all missed handouts will be provided, and teachers and administration staff can be contacted via e-mail or Google Classroom with any questions about the missed work.

**Is it possible for my child's class to be cancelled?**

Yes, if there is insufficient enrollment for a class, the class may be cancelled. A full refund will be issued.

Classes can be cancelled in the event of technical difficulties. Closure information will be posted on Google Classroom. The class will be made up.

**Privacy:**

Quills and Quotes is a corporation incorporated under the laws of Ontario, with its office located at 10 Rosewood Avenue, Mississauga, ON, L5G 3H9. The protection of your personal information is essential to Quills and Quotes. Quills and Quotes complies with the federal Personal Information Protection and Electronic Documents Act (PIPEDA), as well as with the applicable provincial privacy legislation. Virtual School has some inherent privacy and security risks that information may be intercepted or unintentionally disclosed. We want to make sure you understand this before we proceed. To improve privacy, you should take steps to participate in this virtual encounter in a private setting. By signing this form, you consent to accept the privacy risks in online teleconferencing.

By typing my name, I understand this qualifies as an electronic signature:

 Print Name Date