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

**Student DOB (D/M/Y)** DMY **Grade (as of Sept 2020)** grade

**Address** address

**1) Parent/Guardian Name** parent name

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

**2) Parent/Guardian Name (Last, First)** parent

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

initial I understand that a portion of the class may be recorded for students who miss the class. This recording would only be played for another Quills and Quotes student and will not be forwarded to any person outside of Quills and Quotes. Students will be notified when the class is recorded and have the option of turning off their video for that portion of the class.

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

Once a child is registered in the program, the spot is allocated to your child and cannot be filled by another child. A written request to withdraw from the program must be sent to admin@quillsandquotes.ca.

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

There are no make-up classes at Quills and Quotes, but classes can be recorded and viewed during office hours. Teachers must be advised ahead of time that a class recording is required.

**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 returned.

**Technical difficulties and closures:**

Classes can be cancelled in the event of technical difficulties, but the class will be made up at a later date.

**Privacy:**

Quills and Quotes is a corporation incorporated under the laws of Ontario. 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.

**Please complete this form, attach a cheque payable to Quills and Quotes ($508.50) and write your child's first and last name on each cheque and mail to: Quills and Quotes, 10 Rosewood Avenue, Mississauga, ON, L5G 3H9.**

**Alternatively, you may send an e-transfer to** [**admin@quillsandquotes.ca**](mailto:admin@quillsandquotes.ca) **(appears as 2601798 Ontario Inc).**

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

Print Name Date

***You will receive an e-mail confirmation of your child's registration. Please contact the office if you do not receive this confirmation within 7 days.***