



Write on Q

Policies and Procedures

1. Registration will be confirmed once Write on Q receives the following:
 - a. a registration form completed in-full and signed by a parent
 - b. registration deposit and post-dated payments
 - c. a successful assessment and review of report card (for new students only)Write on Q will send a confirmation email to the parent within five business days. Please contact us if you do not receive a confirmation email.
2. Write on Q is a full-year program; however, if a student wishes to withdraw:
 - a. Post-dated cheques for future tuition payments will be returned if a parent notifies Write on Q in writing two weeks prior to the next payment date.
 - b. The registration deposit and past payments will not be refunded.
3. Write On Q reserves the right to cancel a class due to insufficient enrollment. The deposit and fees will be refunded in-full in the event the class is cancelled.
4. A \$25 administration fee will be charged for any returned cheques. A new cheque must be issued within a one week grace period. If a replacement cheque is not received during that time, the student will not be able to attend class.
5. It is the parents' responsibility to accompany their child to and from the campus. The administration is not responsible for students who arrive early or leave after the instruction of class.
6. If a student is unable to attend their regular class:
 - a. It is the responsibility of the student or parent to collect any handouts or homework. Write On Q will not email handouts.
 - b. Students are permitted up to two make-up classes per academic year if there is another class of the same level and if space is available. Make-up classes will be scheduled on a "first come" basis. Parents should contact the Director as soon as possible to arrange a make-up class.
7. Write On Q will not share or sell your personal information to any organization.
8. Write On Q stores all personal information in a secure location and only designated individuals have access to it.