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| Child's Name: <u>Hawon Min</u>                            | Student ID: <u>52244</u>               |
| Programs: <input checked="" type="checkbox"/> Toastminors | <input type="checkbox"/> Ready to Lead |

Please return this Payment Form to the Administration office **by the given deadline** (as stated in the placement email), along with your payments (Registration Fee and tuition).

Email to: [admin@windandtide.com](mailto:admin@windandtide.com)

Mail to: Wind & Tide  
15080 North Bluff Rd  
White Rock, BC V4B 5C1

Fax to: 604-648-8616

**REGISTRATION DISCLAIMER:** Wind & Tide reserves the right to cancel classes due to insufficient enrollment and/or unavailability of instructors. Wind & Tide will make every effort to transfer your child's registration to another suitable class. In the event that another class is not an option, Wind & Tide will refund all fees (including the Registration Fee).

**REGISTRATION REQUIREMENTS**

**1. Student Information**

- I have completed my child's Student Information online in my Parent Portal  
It is imperative that you login to your online Parent Portal to complete your child's Student Information.  
**Students will not be permitted to attend classes if this information is incomplete.** Instructions on how to complete this can be found in the placement email.

**2. Registration Fee (Non-refundable)**

- I have already paid the \$50.00 registration fee online

**3. Tuition Payments** (Please select one of the following payment options)

**Installment Payments**

| Payment Dates (THREE payments):  | Please select ONE:   |
|--|--|
| <b>TERM 1 (September to December)</b><br>\$225 due August 15<br>\$225 due September 15 | <input type="checkbox"/> I have provided 3 post-dated cheques<br>chq # _____, chq # _____, chq # _____ |
| <b>TERM 2 (January to April)</b><br>\$225 due October 15                               | <input checked="" type="checkbox"/> I authorize 3 payments to be charged to my credit card             |

**Full Payment**

- I have provided a \$675 cheque (chq # \_\_\_\_\_) post-dated for August 15
- I authorize a payment of \$675 to be charged to my credit card on August 15

## REGISTRATION AGREEMENT (Please read this agreement carefully)

**PAYMENT AND WITHDRAWAL POLICIES** I agree that I am financially responsible to pay tuition for all terms while my child is registered in the program and that any NSF payments will be subject to a \$25 NSF Fee. I understand that any overdue, declined, or NSF payments must be submitted within 10 business days and that Wind & Tide also reserves the right to refuse or revoke a child's registration (including attendance) from any program, at any time, due for any unpaid/outstanding balance on a family's account that is not paid by the requested deadline.

I also acknowledge that I have read and agreed to Wind & Tide's Withdrawal Policy as summarized herein:

- The registration fee is non-refundable and non-transferable.
- Withdrawing my child from a program **before August 15**, will cancel all future tuition payments for that program.
- **WITHDRAWING FOR TERM 1:**
  - **After August 15, I will have until 6:00pm on the day of the third class of Term 1 to withdraw my child from the program.** Any withdrawal requests received within this period will qualify for a refund of the first installment, less a **\$85 withdrawal fee**. All future payments will be cancelled.
  - **If I submit a request to withdraw my child after the third class for Term 1, I will be financially responsible for all scheduled Term 1 payments (total is \$450).** However, all future payments for Term 2 will be cancelled.
- **WITHDRAWING FOR TERM 2:**
  - To withdraw my child after the completion of Term 1 but before the beginning of Term 2, I will FAX or EMAIL my completed Withdrawal form on/by December 31. All future payments will be cancelled.
  - If I submit a request to withdraw my child **after December 31**, I will be financially responsible for all remaining Term 2 payments (**total is \$225**).
- Withdrawal requests must be submitted to the Administration office using the Withdrawal form (found in the Documents Library on the Parent Portal).

**ARRIVAL AND DEPARTURE** Supervision is provided between the scheduled class start and end times. Parents should avoid dropping off their child earlier as doors to the classroom will be locked. Parking lots can be busy so we encourage students to be dropped off and picked-up from their registered program by a responsible adult. Parents are responsible to ensure their child arrives and leaves the program safely.

**CLASS CANCELLATION** For class cancellation due to inclement weather, tuition is calculated based on the assumption that there could be 1 cancellation occurrence for Kickstart, Toastminors, and Ready to Lead and 2 cancellation occurrences for Ready to Read. Canceled classes would not be rescheduled. Refunds will be issued if the number of cancellations due to inclement weather exceed this.

If a class cancellation occurs due to power outages (not due to inclement weather) or teacher illness, the class will be made up the Friday of the following week or as scheduled by the teacher. If you are unable to attend the make up class, there won't be any refunds or credits.

**TAX RECEIPTS** Tax receipts can only be issued to the payor (bank account holder or cardholder). Wind & Tide is unable to change the name on the tax receipt. Please ensure the payor is the person you would like the receipts made out to.

Signature:  \_\_\_\_\_

Date: 2014/5/9

PAYMENT DETAILS

Child's Name: Hawon Min Student ID: 52244

Payor's relationship to the child (mother, father, etc.): \_\_\_\_\_

CHEQUES

Please make cheques payable to **Wind & Tide Preschools Ltd.** All cheques must be mailed or dropped off at the Administration office.

CREDIT CARD INFORMATION

| Payment Type<br><i>(please select one)</i>   | Payment Information   |
|--|---|
| <input type="checkbox"/> Visa<br><input type="checkbox"/> Visa Debit<br><input checked="" type="checkbox"/> MasterCard<br><input type="checkbox"/> MasterCard Debit<br><input type="checkbox"/> American Express | Cardholder Name: <u>Kyoung O Min</u><br>Credit Card Number: <u>5191 2302 2718 3739</u><br>Expiry Date (MM/YY): <u>03 / 27</u> CCV (security code): <u>147</u> |

WAITLISTS

To ensure your class preferences on your account are updated accordingly, please choose **ONE** of the following:

- I am happy with and am confirming my child's placement in this class. I would like to be removed from any class waitlists my child may be on.
- I am confirming my child's placement in this class but wish to remain on the other class waitlists that I have listed on my Parent Portal.

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| ADMIN USE ONLY: <input type="checkbox"/> RS <input type="checkbox"/> ES  |
| REG FEE \$50: <input checked="" type="checkbox"/> Paid   |
| ANNUAL \$675: <input checked="" type="checkbox"/> CC <input type="checkbox"/> CHEQUE   |
| INSTALLMENTS    TERM 1 (\$225 x 2): <input checked="" type="checkbox"/> CC <input type="checkbox"/> CHEQUE    TERM 2 (\$225): <input checked="" type="checkbox"/> CC <input type="checkbox"/> CHEQUE |