

# REGISTRATION FORM



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Please fill in the information requested below, and sign at the bottom.

Child's Name: ..... Child's Date of Birth: .....

Mother's Name: ..... Father's Name: ..... Sibling(s)' Name(s): .....

Home Address: ..... City: ..... Postal Code: .....

Home Telephone: ..... Business Telephone: ..... Cell Phone: ..... Email: .....

Any information of which we should be aware: .....

How did you hear about Sesaya? .....

Which class(es) are you registering for? .....

## INCENTIVES

### Referral Discount

Recommend a friend to Sesaya, and when that friend pays in full, you will receive a \$10 credit toward your child's tuition for the next semester.

### Sibling Discounts

We offer sibling discounts for families with multiple children enrolled:

- \$20 off one tuition when two siblings are enrolled in a 15- or 16-week course (\$10 off 8-week Village course)
- \$50 off one tuition when three siblings are enrolled in a 15- or 16-week course

### Early Bird and Academic-Year Discounts

All families can also take advantage of our \$5 "early bird" discounts (for 8, 15 or 16 week classes) OR \$20 "academic-year" discount (for a prepaid continuous 30 or 32 weeks of classes)

**Note: All discounts are subject to approval. To qualify for any discount, Sesaya must receive FULL payment a minimum 4 weeks before the start date of the semester.**

## PAYMENT CALCULATIONS

Tuition (1st) .....

Tuition (2nd) .....

- Discounts (if any please specify) .....

Subtotal: = .....

+ GST 6% .....

TOTAL: = .....

Deposit .....

Balance Due (on first day of class) .....

## POLICIES, PROCEDURES AND GUIDELINES

Please retain one copy of this form for your records. Your signature means that you have read, understood and agree to comply with the following:

1. Registration is based on a first-come first-served basis. Classes are small, so early registration is highly recommended. A registration deposit of \$75 is required along with a completed, signed registration form to ensure space in the program, at the preferred day and time. The balance of fees is due on or before the first day of class either in full or by post-dated cheque\*.
2. A confirmation of registration will be given no later than one week prior to the first day of class. Receipts will be issued upon request once full payment has been made.
3. All classes are subject to sufficient enrollment. If a class is cancelled due to insufficient enrollment, a full refund will be issued, including the deposit. If a child is withdrawn before the third class, a pro-rated reimbursement will be issued. This reimbursement excludes the cost of materials\*\* and is subject to a \$25 cancellation fee. After the third class, no refund will be issued.  
**Please note:** credits or refunds cannot be given for absences due to any reason. We offer unlimited make-up classes whenever another a section of the same class is running concurrently.
4. A child may not attend class, and home materials will not be released, until balances have been paid in full by cash, cheque or post-dated cheque.
5. Kindermusik is a shoe-free environment. Rubber-soled slippers or anti-skid socks are highly recommended.
6. No food or drink can be brought into the building or consumed in class at any time.
7. Families must stay within designated areas. Any room or equipment belonging to Northwood Academy or the Church of the Incarnation is strictly off limits. Any damage to equipment must be replaced or paid for by the party/parties responsible.
8. Due to insurance constraints, siblings and friends not registered in a class at Sesaya may not attend classes.
9. A parent/caregiver must remain on the premises at all times. You are fully responsible for your child while at Sesaya, and must practise discretion and maintain vigilant supervision during class activities. You agree that none of Sesaya, Northwood Academy (53 Madawaska Avenue) or the Church of the Incarnation (15 Clairtrell Road) is liable for any accidents or injuries whatsoever incurred at the above-named premises. You also agree to waive your right to legal action due to any accidents or injuries incurred at any of the above-named premises.

\* There will be a \$25 fee for NSF cheques.

\*\* Unopened At-Home materials can be returned less a 35% restocking fee.

Signature of Parent: .....

Date: .....