

# LOCKERBIE COLLEGE REGISTRATION FORM

## Summer 2015

Student Name: \_\_\_\_\_ D.O.B \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Student Cell #: \_\_\_\_\_ Student Tel # (H): \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Mother's Email: \_\_\_\_\_

Mother's Cell #: \_\_\_\_\_ Mother's Work #: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Father's Email: \_\_\_\_\_

Father's Cell #: \_\_\_\_\_ Father's Work #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ TEL #: \_\_\_\_\_ Doctor: \_\_\_\_\_

HEALTH ISSUES: ASTHMA ☐ EPILEPSY ☐ DIABETES ☐ OTHER ☐ \_\_\_\_\_

LEARNING ISSUES: DYSLEXIA ☐ DYSPRAXIA ☐ AD(H)D ☐ ADD ☐ Other ☐ \_\_\_\_\_

CURRENT SCHOOL: \_\_\_\_\_ NEXT YEAR'S CLASS/FORM: \_\_\_\_\_

PURPOSE OF CLASSES: CURRICULUM ☐ CATCH UP ☐ GET AHEAD ☐ REMEDIAL ☐

YOUR OBJECTIVE IN SCHEDULING SUMMER CLASSES:

\_\_\_\_\_  
\_\_\_\_\_

SUBJECTS: \_\_\_\_\_

ANY OTHER INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### OFFICIAL USE ONLY

SUBJECT	TUTOR	# CLASSES	CLASS DAY	CLASS TIME	UNIT COST	TERM COST	INVOICE #

**Fees are charged per ENTIRE BLOCK OF CLASSES and NOT per class. All fees are due IN ADVANCE AT BOOKING.**

LOCKERBIE COLLEGE

**Payment Policy**

Due to the high demand for the many services we offer and to ensure that your child's place is reserved, LOCKERBIE COLLEGE requires an arrangement **for payment to be made at the time of booking classes.**

Invoices not settled before the first class will result in the child not being able to attend the course until such fees are paid without receiving a deduction of said fees for classes not attended.

On completion of the first class, the student will be deemed "committed" to attending the course and there will be **NO refund.**

**Absences by the student cannot be refunded even if prior notice on non-attendance is given.** However, if you wish to schedule a make-up class, contact administration to make arrangements. Please note, due to tutor availability it may not be possible to reschedule. Therefore, we suggest that careful consideration is given before booking classes.

**If the tutor is absent a make-up class will be scheduled.** If such a class cannot take place either a refund or a credit towards the next term will be given.

**Fees are payable by CASH, CHEQUE OR DEBIT CARD. Cheques are payable to: LEARNING SOLUTIONS INC.**

**Returned cheques will result in there being an additional charge of \$50 applied to your invoice.**

**Refund Policy**

Should a transfer from one course to another be deemed necessary by either party (the student or LOCKERBIE COLLEGE) and agreed to by the same, a transfer of the balance of funds will be made from one course to the other. Any difference in amounts must be settled before the transfer is permitted or will be applied as a Credit Note should you be in a refund situation.

Conditions apply after the transfer as outlined in the payment policy above.

Should a cancellation for the entire booking (not individual classes) be required by a student due to unforeseen circumstances each case will be considered independently.

In the event a course is cancelled by LOCKERBIE COLLEGE a full refund will be offered.

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LOCKERBIE COLLEGE

I \_\_\_\_\_ have taken on the responsibility for payment of registered courses on  
(Name of Parent/Guardian – PRINTED)

behalf of \_\_\_\_\_ and I have read and agreed to the Lockerbie College payment  
(Student's Name – PRINTED)

policy stated above.

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SIGNED AS AGREED

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DATE