

# LOCKERBIE COLLEGE - EXTRA LESSONS REGISTRATION FORM

Date: \_\_\_\_\_

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

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

Student Email: \_\_\_\_\_ 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 ☐ \_\_\_\_\_

ALLERGIES: ENVIRONMENTAL ☐ FOOD ☐ OTHER ☐ \_\_\_\_\_

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

BEHAVIOURAL ISSUES: (SPECIFY DIAGNOSIS) \_\_\_\_\_

CURRENT SCHOOL: \_\_\_\_\_ CLASS/FORM: \_\_\_\_\_

SEEKING HELP WITH: \_\_\_\_\_

## OFFICIAL USE ONLY

DATE: \_\_\_\_\_ ATTENTION OF: \_\_\_\_\_ CONFIRMED BY: \_\_\_\_\_ CONFIRMED ON: \_\_\_\_\_

| CODE   | TUTOR | #<br>CLASSES | CLASS DAY | CLASS TIME | UNIT<br>COST | TERM COST | INVOICE # |
|--------|-------|--------------|-----------|------------|--------------|-----------|-----------|
|        |       |              |           |            |              |           |           |
|        |       |              |           |            |              |           |           |
|        |       |              |           |            |              |           |           |
|        |       |              |           |            |              |           |           |
|        |       |              |           |            |              |           |           |
| NOTES: |       |              |           |            |              |           |           |
|        |       |              |           |            |              |           |           |
|        |       |              |           |            |              |           |           |

Fees are charged per academic term and NOT per class. All fees are due on attendance of first class.

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 as outlined below in payment options.

Invoices not settled before the first (1<sup>st</sup>) 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.

On completion of the first (1<sup>st</sup>) class, the student will be deemed "committed" to attending the course and there will be **NO** refund.

**Payment Options**

**Option 1:**

All term fees paid in full in cash, debit card or check before the first scheduled class.

**Option 2:**

Fees may be paid in full by 2 pre-arranged installments – 1<sup>st</sup> payment must have the current date, the post-dated cheque must have the dates of the following payment.

Returned cheques will have an additional charge of \$50.

Any and all outstanding balances for fees remaining over 90 days will be handed over to a debt collection agency should arrangements not be made by you to settle or should LC be unable to collect by regular methods. The cost of this service will be borne by the delinquent party.

**Refund Policy**

Should a transfer from one course to another be deemed necessary by either party (the student of 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.

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

Should a cancellation 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 – PRINTED)

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

payment policy stated above.

My email address is: \_\_\_\_\_

My address is: \_\_\_\_\_

My telephone number is: \_\_\_\_\_

SIGNED AS AGREED

\_\_\_\_\_, DATE: \_\_\_\_\_