

# REGISTRATION FORM

Student's Name: \_\_\_\_\_

STUDENT'S Information	DATE OF BIRTH	DAY SCHOOL NAME	GRADE	For office use only		
				STUDENTID (RETURNING)	Course	START Course Dt
New Student OR Registered Student						
New Student OR Registered Student						
New Student OR Registered Student						

MOTHER'S NAME (First & Last):	CELL NUMBER:	E-MAIL:	OCCUPATION:
FATHER'S NAME (First & Last):	CELL NUMBER:	E-MAIL:	OCCUPATION:
HOME PHONE NUMBER:	EMERGENCY CONTACT NAME:		EMERGENCY CONTACT NUMBER:

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Allergies/Medical/Learning Disabilities: \_\_\_\_\_

**How did you first hear about Moddules**

- Referral
- From School
- Web Search
- Radio
- Print Media
- Other Specify: \_\_\_\_\_

I agree to receive Moddules, its affiliates e-mails containing newsletter, news, updates and promotions regarding Moddules Coding Club events, products and campus information. I can withdraw my consent at any time. (Please refer to our Privacy Policy or contact us for more details.)  
**Please Initial:** \_\_\_\_\_

I acknowledge that, should I withdraw my child from Moddules Coding Club classes, only post-dated cheques for subsequent sessions will be returned - no partial refunds (see Registration Policy #4). Please initial: \_\_\_\_\_

I also acknowledge that I am only entitled to a **certain number of free make-up classes and free permanent transfers**, depending on grade of registration, per student, per school year. After this, charges will apply (see Attendance Policy #3). **Please initial:** By signing below, I am indicating that I have read the Moddules Coding Club Policies and Procedures on the reverse side of the Family Registration Form and agree to adhere to these Policies and Procedures outlined. I give Moddules Coding Club permission to photograph or videotape my child/children for internal training and promotional purposes.

Parent/Guardian: \_\_\_\_\_

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

## PLEASE COMPLETE PAYMENT INFORMATION

Payment Dates:	Registration Fee /Student	September 15 (Beg, Int, Advance )	October 15 (Beg, Int, Advance)	December 15 (Beg, Int, Advance)	March 15 (Beg, Int, Advance )
Amount Paid					
Cheque # / Cash					
EMT					

## Fees + 13% HST - Quarterly Payment Amount & Schedule

Payment Dates:	Registration Fee /Student	September 15 (Beg, Int, Advance)	October 15 (Beg, Int, Advance)	December 15 (Beg, Int, Advance)	March 15 (Beg, Int, Advance)
Beginner (Beg)	\$28.25	\$ 211.90	\$ 211.90	\$ 211.90	\$ 211.90
Intermediate (Int)	\$28.25	\$ 240.25	\$ 240.25	\$ 240.25	\$ 240.25
Advanced (Adv)	\$28.25	\$ 268.5	\$ 268.5	\$ 268.5	\$ 268.5

## Course Mapping

Course	Intro	HTML	JavaScript	Python	Computer Principles	Java
Beginner	Y	Y				
Intermediate			Y	Y		
Advanced					Y	Y

# POLICIES & PROCEDURES

## REGISTRATION

1. Registration is deemed complete and students are enrolled with Moddules Coding Club once the registration form and all registration fees and post-dated cheques per student are submitted and approved by administration. Places will not be held in classes until registration is complete.
2. Although every effort will be made to accommodate students, Moddules Coding Club reserves the right to cancel a class due to insufficient enrollment.
3. One trial class per new student may be allowed prior to registration, at the discretion of your campus director. Contact your campus office for information.
4. The withdrawal procedure does not allow for partial refunds for a payment session. Should you need to withdraw from the program, please advise before the next payment date and your post-dated cheques will be returned to you.
5. Priority is given to students who have completed the year with Moddules Coding Club. Students who have withdrawn before the end of a previous year will be required to wait until the beginning of the new student registration period before registering.
6. All tuition cheques returned to the office as "Non-Sufficient Funds" will carry a \$25 service charge paid to Moddules Coding Club. A two week grace period will be granted to make arrangements for the replacement cheque to be received at the office. After the two-week grace period, if cheques have not been replaced the student will not be allowed in class.

## ATTENDANCE

1. Classes that are regularly scheduled and fall on a holiday will continue as regularly scheduled. These include Labour Day, Thanksgiving Day, February Holiday, Easter Monday and Victoria Day, etc.
2. Should severe weather conditions occur on a class day, it will be the student's and/or parent's responsibility to call the office or check the website for information regarding classes. Moddules Coding Club classes will continue on these days, but if conditions are severe enough to close the club, the students are welcome to attend, at no extra cost, another class of the same course later that week.
3. Switching to another regularly scheduled class in the same week due to a missed class is discouraged as this affects the child's learning. However, we will accommodate unforeseen conflicts by permitting a certain number of free make-up classes and free permanent switch(es) (please refer to the following chart). All make-up classes must be approved by your campus. Teachers cannot approve class changes. If the requested class is full, the student and/or parent will be unable to do a make-up or transfer to that class. This includes sitting at the back of the class and not participating.

Course Level	Free make-up classes permitted	Free permanent switches permitted	
Beginner	2	1	<ul style="list-style-type: none"><li>• Free make-up classes and permanent switches between same levels can be shared within a family.</li><li>• Any additional make-up classes will be subject to a \$50 fee per class.</li><li>• Any additional permanent switches will be subject to a \$75 fee per transfer.</li></ul>
Intermediate	2	1	
Advance	2	1	

4. If a student is absent from class due to illness or other circumstances, it is the responsibility of the student and/or parents to obtain any missed lessons or homework from the school.

## STUDENT/ PARENT RESPONSIBILITIES

1. Moddules Coding Club personnel cannot assume responsibility for students who leave the campus after instruction or who arrive before their classes. It is the parents' responsibility to accompany their child to and from the campus. Parents will accept full responsibility for their child until his/her class begins and when it ends.
2. **STUDENT DRESS CODE:** Students are expected to dress appropriately for school. Clothing should be modest and in good taste and should not include, for example, such inappropriate attire as pajamas, short shorts, muscle shirts, half shirts, miniskirts, tank tops, and t-shirts with inappropriate 'messages'.

## PRIVACY POLICY

1. Moddules Coding Club collects information about your family to provide the best and most appropriate care for your child. This information is also used for statistical analysis to develop programs required for the future.
2. Your information (including email address) is retained to enable us to communicate with you if we have new information that may be of interest to you.
3. All personal family information is processed and stored in a secure location with access controls.
4. Moddules Coding Club will not sell or rent your family information to any person or organization. Information is only given to those directly involved in providing a service to your child, or as required by law.