



Vaughan Centre for Autism

STUDENT INFORMATION

First Name: _____ Last Name: _____

Birth Date: _____ Male/Female: _____

Home

Address: _____

City/Town: _____ Postal Code: _____ Home Tel: _____

PARENT INFORMATION

Mother's first name: _____ Last Name: _____

Address: _____ Tel: _____
(if different from above)

Business Tel: _____ Cell Phone: _____

Business Name and Location: _____

Profession/Business Title: _____ Email: _____

Father's First Name: _____ Last Name: _____

Address: _____
(if different from above)

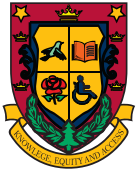
Home Tel: _____ Business Tel: _____ Cell Phone: _____

Business Name and Location: _____

Profession/Business Title: _____ Email: _____

PAYMENT INFORMATION

	FULLTIME	SUMMER	SESSIONAL
TOTAL			
TAX			
GRAND TOTAL			



Vaughan Centre for Autism

POLICIES & PROCEDURES

A registration is considered complete when the registration form is completed and fees paid in full for a session. Teaching sessions will not be scheduled until registration is complete. Registration are to be made at the office of the Vaughan Centre for Autism at 9131 Keele Street, Suite A4, Vaughan, Ontario L4K 0G7.

There are three main scheduling sessions for registration. The full session (September 01 to June 30) and the summer session (July 01 to August 31). If a student wants to withdraw from the program he or she has to complete the session registered. The withdrawal of a student from the program does not allow for partial refunds for a payment session.

Checks returned as insufficient funds will attract a service charge of \$25 paid to the Vaughan Centre for Autism, Vaughan. A two - week grace period will be granted to help the registrant make arrangement for a replacement check.

ATTENDANCE

Teaching sessions that are scheduled and fall on a holiday will not continue as scheduled. These include Labour day, Thanksgiving day, Victoria Day, etc. Should inclement weather conditions occur on a scheduled session day, it will be the parent' responsibility to call the office regarding that specific session. Arbitrary cancellations and switching to another scheduled date in the same week or month is not encouraged because they negatively affect the student' learning.

Parents are responsible for their children's attendance, conduct and safety during the sessions. Parents, students and teachers should make every effort to establish a distraction free environment that is conducive for teaching and learning. Students are expected to dress appropriately when coming to a session. They are also expected to bring with them the required textbooks and materials. Students under eighteen years must always have an adult present.

PRIVACY POLICY

The Vaughan Centre for Autism will secure family information in a carefully controlled storage. The use of such information will be applied only to a student' academic work and not for external purposes.

Date of Payment: _____ Name of Recipient: _____

The tuition fee is made out to the Vaughan Centre for Autism. It is hereby understood that acceptance of this application for enrollment constitutes an agreement for the undersigned parent or guardian to pay the full tuition fees for the session.

The Vaughan Centre for Autism will reject an application with information found to have been misrepresented. Application fees are non-refundable. I/We understand that a breach of this agreement may result in the student' dismissal from the program.

Parent or Legal Guardian _____ Date _____

Date of Admission _____ Date of Discharge _____

ACKNOWLEDGEMENT

I acknowledge that should I decide to withdraw my child from the Vaughan Centre for Autism' program, only payment for the subsequent session will be returned. By affixing my signature on the form, I am indicating that I have read and understood the Vaughan Centre for Autism' policies and procedures outlined above.

Parent/ Guardian _____ Date _____