

Policies for LOGIMIX School Year 2021 - 2022

A. REGISTRATION & PAYMENT

1. To complete the registration process, LOGIMIX must receive the following:
 - a) **One Pre-Registration form per student**
(Found at <https://logimix.ca> -> Registration -> School Year 2021-2022)
 - b) **Payment** in the form of:
 - i. **Interac eTransfer (preferable)** at payments@logimix.ca for all the Courses the student enrolls in, **or**
 - ii. **Post-dated cheques** addressed to: **Doina Brestoiu – LOGIMIX**
 - First payment per family shall include the annual family registration fee
 - For multiple courses, the payment should be received by LOGIMIX in advance of the due date of the earliest course
 - For registrations qualifying for the 'Early Bird Discount', payment shall be completed before the Early Bird due date
2. All cheques returned to the office with "Not-Sufficient Funds" (NSF) will carry a \$45.00 service charge to be paid to LOGIMIX.
3. Due to small class sizes, registration will be on a "first come first served" basis.

B. CANCELATIONS, ABSENCES AND WITHDRAWALS

1. LOGIMIX reserves the right to cancel classes, as determined by the Principal. Payments for classes cancelled by LOGIMIX will be fully refunded through Interact eTransfer.
2. To withdraw from a Course, please inform the school in writing at least 1 week prior to the start of the Course. The payment for such a Course will be refunded. There shall be no partial refund for any Course already in progress, and no refund in case of absences.
3. In case that a student is absent due to illness or circumstance, it will be the responsibility of the student and/or parent to request missed class materials from the Principal.

C. OPERATIONS

1. Lessons will be offered in accordance to the downloadable schedule found at <https://logimix.ca> -> Registration -> School Year 2021-2022, *Schedule and Payments Table* (in section "C. Courses and Prices")
2. Parents and students must act respectfully and behave non-disruptively in accordance with the classroom code of conduct during lessons.
3. To facilitate a class-like experience for all students, they shall attend classes with webcam and microphone 'ON'. In exceptional cases when webcam cannot be used, the picture of the student shall be used as an avatar.
4. LOGIMIX materials are copyrighted materials created and distributed with the sole purpose of assisting students in their learning. Under no circumstances may LOGIMIX proprietary content, problems, solutions, or supplementary material be published and/or distributed in any form, including but not limited to the internet, websites, email or print.