3.8 Registration and Payment Policy

Policy Context:

The purpose of this policy is to provide members with the standard fee schedule and expectation for member payment of required tuition.

Policy Scope:

This Registration and Payment Policy applies to all students and parents/guardians.

Policy Directives:

Registration
- All students must register online on the GHLS website prior to participating in classes.
- All students or parents/guardians must agree to the Terms and Conditions and acknowledge consent to GHLS Privacy Policy and Registration and Refund Policy.
- In addition, students or parents/guardians must indicate consent to the following waivers:
  - Playground waiver for the use of the playground equipment at school.
  - Photo release.
- A copy of the registration form is sent to the registrant, as well as to the school's registration email (registration@germanschool.ca) as confirmation.
- Registration shall be made available online on the GHLS website from the first week of July until the end of September for the Fall Term and from mid December to end of January for the Winter Term. Outside of these registration periods, the link to the online registration forms is only available upon request. That means the registration form must be taken down from the GHLS website.
- All registrations must be entered in Salesforce by the Administrator within five business days of receipt of registration.

Payments
- Payments for registered students must be received prior to participating in the classes.
- Payments for books must be received prior to handing the books over to the students.
- Acceptable payment options are:
  - PayPal
  - E-transfer to the treasurer@germanschool.ca email
  - Cheques
- Cash payments can be accepted but are not the preferred option due to risk of loss and the lack of trackability.

Fees for NSF Cheques
- Cheques returned by a financial institution will be subjected to a Non-Sufficient Funds (NSF) charge of $30.