LOGIMIX Policies

REGISTRATION & PAYMENT

Due to small class sizes, **registration will be on a "first come first served" basis**.
To complete the REGISTRATION, LOGIMIX must receive the following:

1. **One Pre-Registration** form per student
   - Website: https://www.logimix.ca/registration/
   - Portal (Parents): Parent -> Registrations
2. **Payment** in the form of:
   i. *Interac eTransfer* at *payments@logimix.ca*, **or**
   ii. *Post-dated cheques* addressed to: *Doina Brestoiu – LOGIMIX*
      NSF (Not-Sufficient Funds) cheques carry $45.00 service charge to be paid to LOGIMIX

- First annual payment per family shall include the annual family registration fee
- Payments must be received by LOGIMIX in advance of the due date of the course
- For 'Early Bird Discount' payment shall be completed before the Early Bird due date

CANCELATIONS, ABSENCES AND WITHDRAWALS

Regular and Semi-Private Classes

- LOGIMIX reserves the right to cancel classes, as determined by the Principal. Payments for classes cancelled by LOGIMIX will be fully refunded through Interac eTransfer.
- 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.
- 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.

Private Classes

- For Private classes, students must advise in Google Classroom at least 24 hours in advance if they cannot attend the class; else, they are charged half payment for that class. If the students announce with more than 24 hours in advance, they can request in Google Classroom the class to be rescheduled at a mutually convenient date and time, and get the confirmation from the teacher, in Google classroom. A student can reschedule up to 5 times per semester, per course. These requests are free - if confirmed by the teacher, and any subsequent requests which are approved will carry a $10 administrative fee.

OPERATIONS

1. For LOGIMIX school year calendar please visit: https://www.logimix.ca/courses/calendar/
2. Students must act respectfully and non-disruptively following the classroom code of conduct.
3. To facilitate a class-like experience, students will attend classes with webcam and microphone 'ON'. Exceptionally, when webcam cannot be used, the picture of the student shall be used as avatar.
4. LOGIMIX math 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.