



688 West Hastings, Suite 200  
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January 10, 2018

Dear Alexander Academy families,

Enclosed with this letter, you will find the Intention to Return form for the 2018-19 school year. All returning students must complete the attached form and return it along with a \$2,000 deposit by January 31, 2018.

Once received, we will issue an invoice showing the deposit and the balance remaining as of the first week of February. Tuition fee payment and consent forms are due by February 28, 2018. Students will then receive a confirmation of enrollment letter and tuition receipt by mid March.

**Important Deadlines**

- **January 31, 2018**      **Re-Enrollment Form and Deposit**
- **February 28, 2018**      **Tuition Fee Payment and Consent Forms**

Students who have completed the re-enrollment process will participate in course selection which is scheduled for early April. Our programming will be based on the needs of those students who complete this process.

If you have any questions regarding the re-enrollment process, please contact our Admissions Coordinator, Ms. Cheryl Grenick.

You may contact me for any questions concerning our program for the upcoming year.

Sincerely,

Berenice Lewis  
Head of School

## Intention to Return – 2018-19 School Year

Form and Deposit Due date: Wednesday, January 31, 2018

Dear Parent,

We are preparing for the upcoming school year starting in September 2018 and request that you notify us of your child's intention to secure a seat. Please check the option that is applicable.

**YES**, my child will be returning to Alexander Academy for the 2018-19 school year and is submitting a non-refundable deposit in the amount of \$2000 Cdn.

Student: \_\_\_\_\_ Entering grade: \_\_\_\_\_  
(please print name in full)

**NO**, my child will not be returning to Alexander Academy for the 2018-19 school year.

Student (please print name in full):

\_\_\_\_\_ Reason: \_\_\_\_\_

1. Upon receipt of the form and tuition deposit, Alexander Academy will secure a space for the student listed above for the 2018-19 school year.
2. In consideration of Alexander Academy reserving this space for the above-mentioned student for the upcoming academic year, the deposit of \$2000 is non-refundable. The deposit will be forfeited if for any reason, the student withdraws from Alexander Academy or otherwise fails to complete or attend the 2018-19 school year at Alexander Academy.
3. I will pay all tuition and related fees to Alexander Academy for the 2018-19 school year. I understand that the deposit will be applied to the tuition fees owing for the upcoming school year.
4. Only students who have returned the 'Intention to Return' form and paid the \$2000 deposit will participate in the course selection for the 2018-19 school year.
5. Should families fail to submit the form and deposit by the due date, there is no guarantee of a seat for the upcoming school year.

### Parent Name (s) / Signature (s):

#### Parent 1

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(please print name in full)

Dated: \_\_\_\_\_  
(mm/dd/yy)

#### Parent 2

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(please print name in full)

Dated: \_\_\_\_\_  
(mm/dd/yy)