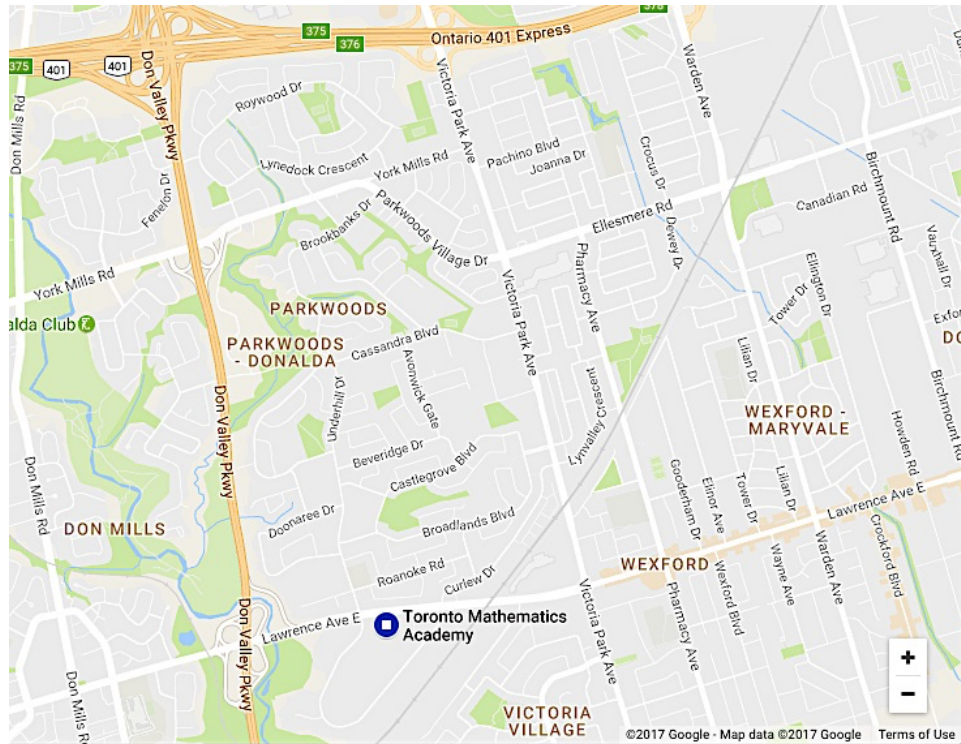


# Registration Package Toronto Mathematics Academy 2024-2025 ONLINE



## Headquarters Address:

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## Registration Requirements

- **Completed registration form** (page 5 of this document to be signed and returned).
- Non-refundable **annual registration fee of \$30 per student** sent by **etransfer at registration time**. The etransfer should be sent to [tma@torontomathematicsacademy.ca](mailto:tma@torontomathematicsacademy.ca)
- **Tuition fee** due dates schedule for **35 lessons** September 2024-June 2025:
  - Session 1: Lessons 1-7** due date **August 10<sup>th</sup>, 2024,**
  - Session 2: Lessons 8-14** due date **October 12<sup>th</sup>, 2024,**
  - Session 3: Lessons 15-21** due date **December 1<sup>st</sup>, 2024,**
  - Session 4: Lessons 22-28** due date **February 8<sup>th</sup>, 2025,**
  - Session 5: Lessons 29-35** due date **April 12<sup>th</sup>, 2025.**
- The payment can be made either by five postdated cheques or by five etransfers.
- If paid by postdated cheques, the five cheques must be dated with the dates above and must be made payable to Toronto Mathematics Academy.
- If paid by etransfer, the fees must be sent to [tma@torontomathematicsacademy.ca](mailto:tma@torontomathematicsacademy.ca) by the due dates listed above. The school account is set for auto-deposit, no password is needed.
- The payment must be received on or before the due date in order for the students to be permitted into the next session. Each session consists of 7 lessons. The tuition fee for each session must be paid in full, regardless if a student attends or not all seven lessons. There is NO refund for missed classes, or for tardiness.
- If a student withdraws before the end of a session in progress, there is NO refund for that session, regardless of the reasons of withdrawal.
- Read and understood the Toronto Mathematics Academy Policies and Procedures.

## Important Notes!

**In order to register, the following steps should be taken:**

- 1) **Step 1: Pre-registration.** The following items must be received in order to save a seat in the program:
  - **Registration form** (signed and dated) by email
  - **\$30 annual non-refundable registration fee per student** received by etransfer at the registration time (all the students, returning and new, must pay this fee).
- Step 2: Registration.** The tuition fee must be received on or before the due dates, in order for the students to be permitted to attend the lessons and to receive access to the Class Work/Homework documents. Please see the tuition fee schedule listed above.
- 2) The registration is made on a “first come - first served” bases. The seats will be saved through pre-registration by email, only if the registration form and the \$30 registration fee are received.
- 3) Each school year, there are 35 lessons from September to June. Please see the attached calendar for a complete list of scheduled classes (page 6).
- 4) Each student can attend only one class per week, as specified on the registration form, during the 35 scheduled weeks (September to June).
- 5) We reserve the right to cancel a class at any time due to insufficient enrolment or other reasons.
- 6) There are five sets of booklets per school year per student, thus there are five pick up booklet times per school year, one for every payment session.

## TMA Policies and Procedures

- 1) The registration is complete, and students are enrolled with the **Toronto Mathematics Academy**, once the office receives all of the followings: **the registration form, the registration fee, and the five tuition fee payments as either post-dated cheques or etransfer**. Seats will not be reserved until the registration is complete.
- 2) The registration is made on a “first come - first served” bases.
- 3) Toronto Mathematics Academy reserves the right to cancel a class due to insufficient enrolment or for other reasons determined by the principal.
- 4) If you would like to withdraw from the program, please inform the school **IN WRITING** prior to the next payment date and the remaining cheques will be returned to you, if payment has been made by postdated cheques.
- 5) The withdrawal procedure does not allow for partial refund for a session in progress. If a student withdraws during a session in progress, **NO** refund will be given for that session, regardless of the reasons of withdrawal. A “session” represents an interval of time covered by one payment (7 lessons for each cheque/etranfer).
- 6) There is **NO** refund in case of absence or tardiness.
- 7) In case a make-up lesson is required, the parents must inform the school at least 24 hours prior to the lesson they wish to make the switch for. If the school is informed during or after the lesson has passed, no make-up lesson can be arranged.
- 8) A make-up lesson can be taken only with a class of the same level and only during the same week as the missed lesson, if a similar class is available.
- 9) Private lessons are **NOT** provided as free make-up lessons.
- 10) If a student is absent from class, regardless of the circumstances, it is the responsibility of the student and/or parents to stay up to date and keep up with the work assigned. **Teachers and staff are not permitted to email and/or fax handouts/work to the students.**
- 11) Permanent switches are permitted, provided that there is space.
- 12) All tuition **cheques returned** to the office “Non-Sufficient Funds” or for any other reason given by the bank, will carry a **\$30.00** service charge to be paid to Toronto Mathematics Academy.
- 13) Classes are offered once per week for each level, according to the calendar provided in the registration package. There are 35 lessons per school year, from September to June.
- 14) Level 7, 8, 9 and Calculus are 2-hour classes. Levels 2, 3, 4, 5, 6 are 1.5-hour classes.
- 15) The students and the parents are responsible to hand in the homework completed by the due date specified.
- 16) **NO soft copies of the work (class work, homework, tests, contest prep, etc.) will be sent by email. NO answers/solutions/hints to the homework and/or class work will be sent by email.**
- 17) Each student will receive a **Zoom Webinar invitation at the beginning of each session of the 7 lessons, but only after the payment has been received. Each student may attend only one virtual class per week, as stated on the registration form.**
- 18) The students must register to the **ZOOM** webinars using the link provided, at least **48 hours before the lesson, to ensure the student is given permission to attend the webinar.**
- 19) Each student will receive a free account on Microsoft Teams, where the students can hand in their homework. **It is the responsibility of students/parents to access regularly their Microsoft Teams Account, in order to access the information posted on TEAMS.**

- 20) It is highly recommended that parents check their children's homework using the answers provided (at the back of each booklet), in order to make sure the students have the homework ready to be handed in by the due date.
- 21) If a student withdraws in the middle of a session, NO refund is given for any portion of the paid session. Once a student was granted access to the Zoom link and/or the Class Work/Homework documents, NO refund will be given for that session, regardless if the student has attended any of the lessons of that session or not.
- 22) It is the responsibility of the parents to pick up the booklets containing Classwork/Homework. The pick-up schedule and pick-up locations will be announced a couple of weeks prior pick-up times. There are five sets of booklets per school year per student, thus there are five booklet collection times per school year, one for every payment session.
- 23) There is an additional shipping fee for the booklets submitted by mail. The shipping fee will be announced after we get that information from the courier. It is expected that for packages sent to Canada the shipping fee to be \$25 for a package containing at most two booklets. For packages sent to USA, the shipping fee is \$40 for a package containing at most two books. For other international destinations, the fee will be determined by the courier and it will depend by the country of destination. We reserve the right to adjust the shipping fee at any time to match the adjusted prices given by the courier.
- 24) **INTELLECTUAL PROPERTY!** Toronto Mathematics Academy (TMA) owns and has the copyrights to the layout and the complete content of any of the TMA documents posted/printed in the Microsoft Teams, Parents Files Dropbox, TMA Zoom Webinars, TMA booklets, handouts. Permission is only given to parents of registered TMA students to share the information with their own children. No other permission is granted to print, copy, reproduce, distribute, transmit, upload, download, store, display in public, alter or modify these materials.
- 25) Under no circumstances, may the actual contents or individual problems and/or solutions be published and/or distributed in any form, including on the internet, "secure" websites, email or printed formats.
- 26) TMA reserves the right to make changes to the Policies at any time.
- 27) In case of withdrawal, the school must be informed in writing prior to the following dates:
  - Session 1 (7 lessons): no later than August 1, 2024
  - Session 2 (7 lessons): no later than October 5, 2024
  - Session 3 (7 lessons): no later than November 24, 2024
  - Session 4 (7 lessons): no later than February 1, 2025
  - Session 5 (7 lessons): no later than April 5, 2025

# Registration Form 2024-2025

			For office use only	
	Name of Student	Date of Birth	Day School / Grade (as per September 2024)	Level in Sept 2024/ Day/ Time
1				
2				
3				

	Name	Email	phone / cell
<b>Mother</b>			C
			H
<b>Father</b>			C
			H
<b>Student's mail address and email</b>			

By signing below, I am indicating that I have read the Toronto Mathematics Academy Policies and Procedures (pages 3,4) and I agree to adhere to these Policies and Procedures outlined. Also, I acknowledge that, in case I withdraw my child from Toronto Mathematics Academy classes, only post-dated cheques for subsequent sessions will be returned - **no partial refunds and also no refunds in case of absence.** Moreover, I give permission to my child/children to be photographed or videotaped for use in Toronto Mathematics Academy promotional materials and training purposes.

**Signature Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Signature Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

Payment Dates	Annual Registration fee	Aug 10 <sup>th</sup> , 2024 (7 lessons)	Oct 12 <sup>th</sup> , 2024 (7 lessons)	Dec 1 <sup>st</sup> , 2024 (7 lessons)	Feb 8 <sup>th</sup> , 2025 (7 lessons)	April 12 <sup>th</sup> , 2025 (7 lessons)
<b>Amount</b>						
<b>Cheque # or transfer</b>						

**School Calendar 2024-2025 (35 lessons per student per school year)**

Day	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
<b>Monday</b>	2, 9, 16, 23, 30	7, 21, 28,	4, 11, 18, 25	2, 9, 16	6, 13, 20, 27	3, 10, 24	3, 10, 24, 31	7, 14, 28	5, 12, 26	2, 9, 16
<b>Tuesday</b>	3, 10, 17, 24	1, 8, 22, 29	5, 12, 19, 26	3, 10, 17	7, 14, 21, 28	4, 11, 25	4, 18, 25	1, 8, 15, 29	6, 13, 27,	3, 10, 17
<b>Wednesday</b>	4, 11, 18, 25	2, 9, 23, 30	6, 13, 20, 27	4, 11, 18	8, 15, 22, 29	5, 12, 26	5, 19, 26	2, 9, 16, 30	7, 14, 28	4, 11, 18
<b>Thursday</b>	5, 12, 19, 26	3, 17, 24, 31	7, 14, 21, 28	5, 12, 19	9, 16, 23, 30	6, 20, 27	6, 20, 27	3, 10, 24	1, 8, 22, 29	5, 12, 19
<b>Friday</b>	6, 13, 20, 27	4 18, 25	1, 8, 15, 22, 29	6, 13, 20	10, 17, 24, 31	7, 21, 28	7, 21, 28	4, 11, 25	2, 9, 23, 30	6, 13, 20
<b>Saturday</b>	7, 14, 21, 28	5, 19, 26	2, 9, 16, 23, 30	7, 14, 21	11, 18, 25	1, 8, 22	1, 8, 22, 29	5, 12, 26	3, 10, 24, 31	7, 14, 21