



オタワ日本語学校

Ottawa Japanese Language School Inc.

Since 1976



ADULT (Age 18 and higher) – PAGE 1 OF 2

成人: 18歳以上

REGISTERED STUDENT		PLEASE PRINT - USE BLOCK LETTERS	
Name (LAST, first):			
Birth Date (day/month/year):			
Street Address:			
City/Province/Postal Code:			
E-mail:		Email Receipt? Yes No	
Home Phone:		Work Phone:	
Are you a returning student?		Last year/Semester attended:	
Yes No		Level Attended:	
MAILING LIST OPT-IN: Do you wish to be kept informed of OJLS news by email? Yes No			
CANCELLATION POLICY			
Please read the Cancellation policy on page 2 of this form.			
NSF CHEQUE POLICY			
Please read the NSF Cheque policy on page 2 of this form.			
ANNUAL AUDIT PETITION (OJLS Bylaws – required for administrative purposes)			
By the requirements of Sections 96.1 and 133 of the Ontario Corporations Act, a Not-For-Profit corporation may waive the legal requirement for a formal Audit of financial records by a Chartered Professional Accountant, if its income is less than \$100,000 per year and if all members agree in writing. By signing and dating below, I agree that OJLS financial records may be reviewed by an independent person who is not a member of the Board of Directors or an officer or employee of the Corporation or a partner, employer or employee of any such person, and who may or may not be licensed under the laws of Ontario to perform financial audits. (See page 2 of this form for details.)			
Signature:		Date:	

FOR OFFICE USE:			
Evaluation	Payment	Payment Method / Amount	
Class:	Paid in full:	Cash	\$ _____
Teacher:	Term 1:	Cheque	
	Term 2:	Other	_____
Authorized:	Outstanding amount:	Received by:	
Date accepted:	Date balance Promised for:	Receipt number:	



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ADDITIONAL POLICY INFORMATION

Child / Youth Pick-up Policy: OJLS must provide a safe learning environment for all students. For this reason, the school has implemented a policy on picking-up child and youth students who are under the age of 16 (also called “minors”).

All students age 16 and younger are to be picked up by 12:15pm by a parent or guardian who is registered with the school. If a child or youth student is not picked up by 12:15pm, an OJLS Board Member or the school Principal will first phone the provided contact numbers to speak to a parent or guardian. If there is no response, OJLS will then phone the police to take the child / youth into protective custody. This measure will be in place to ensure the safety of the student, as required by the law. We therefore require that all parents or guardians of minor students provide two contact numbers *that can be used during OJLS school hours* to reach a parent or guardian of the student. Thank you for your cooperation and understanding.

NSF Policy: A \$5 administration fee will be charged for all cheques returned for a reason of Non-Sufficient Funds (an NSF or “bounced” cheque).

Cancellation Policy: A \$30 cancellation charge will apply if the student withdraws their registration before the third class in the term in which they are registered. After the third class has passed, no refunds will be given. Family or full-year discounts may not be honored during a refund if the cancellation changes the terms under which they were given.

Annual Audit Petition: Every adult student or parent/guardian of a student is a member of the non-profit corporation that is “The Ottawa Japanese Language School”. OJLS and other Not-For-Profit corporations are required by the *Ontario Corporations Act* to do 1 of 2 things every year in regards to our financial records:

1. Hire a Certified Professional Accountant to perform a formal Audit of the school financial records.
2. Or, as per Sections 96.1 and 133, because OJLS is not a public corporation and our annual income is less than \$100,000, we may choose to not have a formal Audit if our members give their permission in writing.

If our members agree to waive the formal Audit requirement, OJLS is still required by law to have a type of financial review, called a “Compilation Engagement”, performed every year by an independent person not affiliated with OJLS. The reviewer may not be an Accountant, but candidates selected by the OJLS Board of Directors will be required to possess related financial experience. The “Compilation Engagement” process is much less expensive than hiring an Accountant to do a formal Audit and provides some of the same benefits, such as ensuring the accuracy of the financial records. Please contact a Board Member if you have any questions about the review of financial records.

Privacy Policy: OJLS does not sell, trade, or otherwise transfer to external third parties, any information that will personally identify staff or students. You may request to unsubscribe from the mailing list at any time. Please see the full Privacy Policy on the OJLS website: <http://ojls.ca/en/registration>