

Steps for registering your child for Glenora Preschool through TUIO:

- 1) From our website please choose the link associated with the class you would like to register for. This link will prompt you to fill out a short registration form for that program and you will be charged the one time \$105 non-refundable registration fee. If the class is full, refer to our waitlist link whereby you will be notified if a spot comes available in you preferred class. This initial registration form should only take a couple minutes to complete.
- 2) Upon submission of this registration form, you will receive an email from TUIO that says your form was submitted successfully. **Your spot will be held** in the order that it was submitted.
- 3) Once the Registrar has reviewed all the registration forms and enrolled your child in the class **you will receive two emails.**
 - a. EMAIL 1: Will come directly from TUIO with a link to log into your account and set up your preferred payment method for tuition. Please be advised that if you do not set up your payment within 7 days the system will default to the option of lump sum payment by credit card. Your payment options are in the table below.
 - b. EMAIL 2: You will receive this from the registrar with the **second enrolment form link**. Please use the link to fill out the second and final form to complete your child’s enrolment. Please note you will need to have a copy of your child birth certificate and health care card available to upload. This can be done within two weeks of receiving this email.

Tuition Structure*

Tuition	Lump Sum (due September 1 st)	Bi-Annually (September 1 and January 1)	Monthly (First of the month)
3AM Tues/Thurs	\$640	\$256 and \$384	\$64 / month
3/4PM Tues/Thurs	\$640	\$256 and \$384	\$64 / month
4AM Mon/Weds/Fri	\$1200	\$480 and \$720	\$120 / month

Please Note: the administration/service fees charged for each method are listed below. To avoid multiple charges, lump sum by EFT will be the cheapest.

*Current tuition reflected above is \$75 cheaper than normal tuition prices due to the Government Subsidies. This subsidy can change at any time, and prices will increase by \$75 per month immediately.

Administration/Service Fee Structure

Administration/Service Fees based on the following:	Lump Sum (due September 1 st)	Bi-Annually (September 1 and January 1)	Monthly (First of the month)
Credit Card	\$1.35 + 3.5%	\$1.35 + 3.5% on each payment	\$1.35 + 3.5% on each payment
Auto deposit*EFT	\$1.50	\$1.50 on each payment	\$1.50 on each payment

- 4) Once you have submitted **both forms and set up your payment method**, your child is fully enrolled!
- 5) You will receive a welcome package prior to the start of school with information on what to bring, what parent role you will be in and other pertinent information.

If you have questions or concerns with your child's registration in one of our programs you can contact the preschool registrar at glenorapreschoolregistrar@gmail.com

If you have technical difficulties while creating your account please contact support@TUIO.com for technical support.

We look forward to meeting your child in September!

Glenora Preschool
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