

Registration Contract
INTRODUCTION TO EXPRESSIVE ARTS
 16-Week course Fall 2017

Name: _____

Address: _____

Phone: (H) _____ (C) _____ Email: _____

I, _____ agree to read and abide by the The Create Institute Financial Policies and to pay all tuition fees promptly as per one of the following plans.

*Tuition may be paid by cheque, money order, bank draft or e-transfer.
 Installment plans must be paid with post dated cheques for the entire duration on the program.*

PLEASE CHECK ONE

- 1.) Pay in full by Sept. 25, 2017
 \$ 2,000.00
 \$ 1,900.00- Early registrants*
- 2.) Installments of two: Post-dated payments for Sept. 25/17, Dec. 15/17
 \$ 1,000.00 x 2
 \$ 950.00 x 2 - Early registrants*
- 3.) Monthly Installments- Post-dated payments for Sept. 25/17, Nov. 15/17, Oct. 15/17, Dec. 15/18
 \$ 500.00 x 4
 \$ 475.00 x 4 - Early registrants*

Financial Policies:

- * Early registration - Students who registered before August 31st are entitled to a \$100 discount. Registration contracts and fee payment (full or first installment) must be received by August 31st.
- ** There will be a \$25 fee for each cheque returned NSF. A certified cheque, money order or bank draft must be sent to the office ASAP to cover for any NSF funds and fees.
- *** There will be a penalty fee of \$25 per month, for each late or cancelled payment.
- **** All tuition fees must be paid by January 15th.

Refund Policy:

- Students who withdraw after the registration deadline (September 25th) but before the first class are responsible for paying a \$75 administration fee.
- Students who withdraw after the first class but before the third class are responsible for \$200 administration fee.
- Students who withdraw after the third class but before the fifth class are responsible for paying 50% of the tuition fee.
- Students who withdraw after the fifth class are responsible for paying the full tuition fee.

Administrator: _____

Date: _____

Student (Signature): _____

Date: _____

This program does not require approval under the Private Career Colleges Act, 2005