

Registration Contract  
**INTRODUCTION TO EXPRESSIVE ARTS**  
 16-Week course Fall 2018

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, 2018  
 \$ 1,900.00  
 \$ 1,800.00- Early registrants\*
- 2.) Installments of two: Post-dated payments for Sept. 25/18, Dec. 15/18  
 \$ 950.00 x 2  
 \$ 900.00 x 2 - Early registrants\*
- 3.) Monthly Installments- Post-dated payments for Sept. 25/18, Oct. 15/18, Nov. 15/18, Dec. 15/18  
 \$ 475.00 x 4  
 \$ 450.00 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.

*\*This course may be cancelled or postponed to a later date due to low participation or unforeseen circumstances. Participants will be notified of time changes or cancellations within one week notice.*

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Student (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

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