

Registration Contract  
**FOUNDATIONS OF EXPRESSIVE ARTS**  
 8-Week course Winter 2020

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 e-transfer or by cheque, money order or bank draft.*

PLEASE CHECK ONE

1.) Pay in full by January 3, 2020  
 \$ 900.00  
 \$ 800.00- Early registrants\*

2.) Installments of two: January 3, 2020 and February 15, 2020  
 \$ 450.00 x 2  
 \$ 400.00 x 2 - Early registrants\*

**Financial Policies:**

\* Early registration - Students who registered before December 16th are entitled to a \$100 discount. Registration contracts and fee payment (full or first installment) must be received by December 16th.

\*\* 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 February 15th.

**Refund Policy:**

- Students who withdraw after the registration deadline (January 3) but before the first class are responsible for paying a \$50 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*