

Registration Contract
FOUNDATIONS OF EXPRESSIVE ARTS
 Online 8-Week course Fall 2023

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 to admin@thecreateinstitute.org or by cheque, money order or bank draft.

PLEASE CHECK ONE

1.) Pay in full by September 26, 2023
 \$ 900.00
 \$ 800.00- Early registrants*

2.) Installments of two: September 26, 2023 and October 26, 2023
 \$ 450.00 x 2
 \$ 400.00 x 2 - Early registrants*

Financial Policies:

- * Early registration - Students who registered before September 1st, 2023 are entitled to a \$100 discount. Registration contracts and fee payment (full or first installment) must be received by September 1st.
- ** 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 November 15th.

Refund Policy:

- Students who withdraw after the registration deadline (September 26, 2023) 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 before the first class.**

Administrator: _____ Date: _____

Student (Signature): _____ Date: _____

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