

Registration Contract

**The Art of Trauma**  
 8-Week course Winter 2019

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 or bank draft or by e-transfer to admin@thecreateinstitute.org***

PLEASE CHECK ONE

- 1.) Pay in full by March 15, 2019  
 \$ 900.00  
 \$ 800.00 early registration \$100 discount applied (register and pay before Feb. 25)
- 2.) Installments of two: Post-dated payments for March 15/19 and April 15/19  
 \$ 450.00 x 2  
 \$ 400.00 x 2 early registration \$100 discount applied (register and pay before Feb. 25)

**Financial Policies:**

- \* 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 April 30, 2019

**Refund Policy:**

- Students who withdraw after the registration deadline March 11 but before the first class are responsible for paying a \$50 administration fee.
- Students who withdraw after March 11 but before the second class are responsible for \$100 administration fee.
- Students who withdraw after the second class but before the third class are responsible for paying 50% of the tuition fee.
- Students who withdraw after the third class are responsible for paying the full tuition fee.

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

Date: \_\_\_\_\_  
 dd/mm/yyyy

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

Date: \_\_\_\_\_  
 dd/mm/yyyy

\*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.

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