

Registration Contract

**Shaping and Re-Shaping Relational Space  
 Play and Expressive Arts Therapy**  
 6-Week course 2018

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

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

PLEASE CHECK ONE

- 1.) Pay in full by May 27, 2018  
 \$ 600.00  
 \$ 550.00 (early registration by May 14)
  
- 2.) Installments of two: May 27/18 and June 30/18  
 \$ 300.00 x 2  
 \$ 275.00 x 2 (early registration by May 14)

Fees can be paid by personal or certified cheque(s), money order, bank draft or Interac e-transfer to admin@thecreateinstitute.org

**Financial Policies:**

- \* There will be a \$25 fee for each cheque returned NSF. A certified cheque, moneyorder 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 June 30, 2018

**Refund Policy:**

- Students who withdraw before May 27, 2018 are entitled to a full refund.
- Students who withdraw after the first class 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: \_\_\_\_\_

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

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

Send your completed registration form and payment by email OR by mail with your cheque(s) to the address below.

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