

REGISTRATION FORM

Heaven & Earth Healing Arts

134 Main Street, Leominster, MA 01453 978-534-1319 E-mail: HOLcenter@yahoo.com

Fill out this form, sign it, & return it with a \$150 non-refundable deposit no less than 4 weeks prior to the first class.

The non-refundable deposit is credited towards your tuition. The remainder of the tuition is due at the first class in cash, money order or certified bank check, unless you have chosen the monthly payment plan. 30% of tuition is due by the first class for any monthly payment plans. H&E reserves the right to cancel, combine or make changes to courses, instructors, schedules & locations as needed. **Late registration dependent on space availability.**

Name _____

Mailing address _____

City, State, Zip _____

Day Phone _____ Evening Phone _____ Email _____

Program(s) registering for:

1. _____ 2. _____ 3. _____

Payment method desired: ___ remainder in full at the first class ___ Payment Plan

Registration deposit enclosed: \$ _____

\$150 registration deposit per course

MONTHLY PAYMENT PLAN : All programs that run for more than one month are eligible for a monthly payment plan. All payment plans require 30% of tuition be paid by the first class. The number of payments is dependent on the number of months the program runs. A 6 month program needs to be paid up by the 4 month. All payments are due on the first weekend of class in cash, money order, or certified bank check. If you miss class, payments need to be postmarked no later than the Tuesday following the weekend of class, unless prior arrangements have been made. For payments due in months that the class does not meet, payments are due by the 15th of the month.

FEES: Administrative fee \$50/Bounced check fee \$35 / Late monthly payment fee \$25 /Monthly Payment Plan fee \$50

REFUND

You may terminate this agreement at any time. You must do this in writing. If you terminate within 5 days of sending in your registration, you will receive a full refund minus a \$50 administrative fee provided that classes have not commenced. If you subsequently terminate this agreement prior to the commencement of the program you will receive a full refund less your non-refundable deposit. If H&E cancels a program you will receive a full refund. If you notify H&E at or after the first class but in the first week of a program you will receive a 85% refund less your non-refundable deposit and a \$50 administrative fee. There are no refunds after the first week of a course.

POLICY

Signature: _____ date _____