

## Registration and Enrollment Agreement Luminara Academy Programs

### 1. Fees and Payment

#### 1.1 Fee Structure:

- All fees include the advertised rate plus Harmonized Sales Tax (HST). In cases where discounts are offered, the discount code(s) will be available for the specified time period only.
- Before and After Care will be charged at an additional \$10/session/day (HST included).

#### 1.2 Payment Terms:

- All fees are due in full at the time of registration unless a payment plan has been pre-approved by Luminara Academy.
- Payments can be made via Credit Card.
- Invoices will be issued once the payment has cleared and will include a breakdown of the HST amount. This usually takes 5-7 business days.

### 2. Refund Policy

#### 2.1 Notification of Cancellation:

All requests for cancellation must be made in writing and emailed to the designated contact at Luminara Academy.

## Registration and Enrollment Agreement (cont'd)

### 2.2 Refund Eligibility:

**Full Refund:** Cancellations made 60 or more days before the program start date will be eligible for a full refund, minus a \$50 administration fee..

**Partial Refund:** Cancellations made between 30 to 59 days before the program start date will be eligible for a 50% refund of the total program cost, minus a \$50 administration fee.

**No Refund:** Any cancellations made less than 30 days before the program start date will not be eligible for a refund.

### 2.3 Refund Processing:

Refunds will be processed using the original method of payment within 7 business days of receiving the cancellation notice.

The academy reserves the right to deduct any administrative charges or costs incurred before processing the refund as outlined.

## 3. Modifications by Luminara Academy

### 3.1 Program Changes or Cancellations:

- Luminara Academy reserves the right to modify the program schedule, content, or instructors as necessary.

- If the program is canceled by Luminara Academy, registrants will receive a full refund of fees paid.

## Registration and Enrollment Agreement (cont'd)

### 3.2 Notification:

- Participants will be notified as soon as possible of any significant program changes or cancellations.

## 4. Agreement

### 4.1 Acknowledgment:

- By completing the registration process, participants acknowledge and agree to the fee structure and refund policy outlined in this agreement.

- Participants also confirm that they understand their rights and obligations as outlined in this agreement.

### 4.2 Questions:

Participants are encouraged to contact Luminara Academy if they have any questions or concerns regarding this agreement.

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