

Registration Procedures

January 2006

To help clarify how things work, below is a summary of our current registration procedures. If you have any questions, feel free to contact us at 802-333-3405.

- We send out registration materials approximately two months prior to the program. We accept mailed, faxed or on-line registrations (no telephone registrations) with a non-refundable deposit, paid by check or Mastercard/Visa.
- We collect registrations for approximately four weeks, until the registration closing date listed in the brochure.
- At the close of registration, we hold a lottery for available spaces in the program. Participants are selected randomly in the lottery with the following exceptions:
 - Participants who will be Final Circling have priority.
 - Participants who were on the wait list for the previous program have priority.
 - Participants who did not attend either of the previous two programs have priority.
 - Participants will be selected in a fashion that ensures that families are not split (i.e. one family member selected into the program, one on the wait list).
- Individuals *not* selected will be placed on the wait list in the randomly selected order. To be on the wait list, you must have registered during the registration period and paid a deposit.
- Individuals will be moved from the wait list into the program, in order as spaces become available, up to one week prior to the program. To allow for our preparation, we will not fill spaces in the program that become available less than one week prior to the start of the program.
- Participants withdrawing within two weeks of the start of the program will be billed for the full cost of the program, except in the case of illness. If we succeed in filling the place, you will be relieved of responsibility for full tuition.
- Tuition must be paid in full at least (2) two weeks before the start of the program. A finance charge of 1% per month will be added to all late payments. You are responsible for your program fees and any related collection costs should they be incurred.