

## Registration Payment, Deadline, Cancellation, and Priority Information

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All registration materials and payments must be mailed to the national office:

Marianist LIFE Registration  
1341 N. Delaware Ave. #301  
Philadelphia, PA 19125-4300

All registration payment checks must be made payable to **Marianist Province**. Please mail **ONE CHECK** from your institution per due date (collect monies from students separately and mail ONE check per payment; **DO NOT send multiple checks**).

### **REGISTRATION MATERIALS MUST BE POSTMARKED BY:**

- ***March 15***
  - Due: Pre-registration form
  - Due: 50% payment due (check made payable to Marianist Province)
- ***April 15***
  - Due: ALL Student and moderator registration forms
- ***May 15***
  - Due: Final payment (check made payable to Marianist Province)
  - **Payments received after May 15 will incur a 5% weekly surcharge of remaining balance due**

### **CANCELLATION POLICY**

- Cancellations made between April 15 and May 15, 2019 will incur an administrative fee of 50% per total individual registration fee
- Cancellations made between May 16, 2019 and two weeks prior to the summer program will incur a 100% administrative fee per total individual registration fee; NO refunds will be granted; NO participant substitutions are allowed within two weeks of the start date of the summer programs.

### **REGISTRATION PRIORITY**

- Due to the space of our retreat centers, there is a possibility that a Marianist LIFE summer program can reach maximum capacity
- Priority is given in the following order **until March 15**:
  - Marianist schools and parishes
  - Groups returning within the last two years
  - New groups
- If the rare situation arises that a program is overbooked, the National Office will notify you as soon as possible after March 15, 2019.
- **After March 15 (pre-registration deadline) unreserved spaces will be opened up to institutions with lower registration priority and institutions wishing to bring additional students.**