

Registration Payment, Deadline, Cancellation, and Priority Information

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
 - Due: ALL Hawai'i student names for travel agent
- ***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, 2018 will incur an administrative fee of 50% per total individual registration fee
- Cancellations made between May 16, 2018 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, 2018.
- **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.**