

COURSE PAYMENT PROCEDURES

ON SITE INTENSIFIEDS

Students must remit a **\$500.00 non refundable deposit** to Wave of Life within 14 days of notification from Wave of Life acceptance into an intensified. The balance due must be paid upon the first day of the intensified. Failure to make deposit payment within 14 days of notification of acceptance, will void the student's reservation.

Students must have necessary funds on hand for the missions practicum no later than 14 days prior to the start of the practicum. Wave of Life will inform students at the time of registration what amount needs to be available for the practicum scheduled for that particular intensified.

Early Withdrawal

If a student withdraws before the completion of the on site intensified, he or she forfeits the \$500.00 deposit. Reimbursement will be made per the following sliding scale (percentage of tuition less \$500.00 non-refundable deposit);

- 1 week: 75%
- 2 weeks: 50%
- 3 weeks: 25%
- 4 or more weeks: 15%

COURSES/SEMINARS

Upon receipt of a confirmed, signature endorsed course schedule request from Wave of Life, the host ministry shall collect a **\$35.00 non-refundable deposit** from each registered student. The host ministry will remit a single check made out to Wave of Life for the total deposit, along with a course payment worksheet, to Wave of Life. The host ministry should keep a copy of the course payment worksheet for its records.

On the first session of the course, the host ministry should collect the balance due from each registered student.

Upon completion of the course/seminar, a single check made out to Wave of Life for the tuition balance due (total less deposit) should be submitted to Wave of Life by the sponsoring ministry. Please do not remit cash or individual student personal checks.

Payment should be received by Wave of Life no later than 10 days after completion of the seminar. Any amounts due to Wave of Life that exceed 30 days due will accrue interest at the rate of 1.5% per month on outstanding balances.

Wave of Life will issue honoraria payment and travel/accommodation reimbursement (where applicable) to instructors.