

# Village Weekend Registration Timeline for Teachers

**3 weeks after receiving the first packet of registration documents, the following items must be received by our office:**

- School Registration Form for each language program each school is attending (if you are sending students from multiple schools and/or attending multiple languages)
- Signed Chaperone Policy Form
- Registration Form for each student attending the program
- \$50 deposit/student (2017) or \$75 deposit/student (2018) with the student's name indicated on each check, or an itemized school check. **Please don't send cash.** If you are sending this packet **within 6 of your program**, please send payment in full.
- Health Form for each student
- Chaperone Registration Form\* for each adult
- Teacher/Chaperone Health Form\* for each adult

\*These Forms can be sent separately and are due no later than **20 days before your fall program**, or **30 days before your spring program**.

*Please note that registration is not complete without all these items. We will not accept registrations with incomplete materials. At the **20** or **30** day mark we will cancel any unfilled spots from your reservation.*

**Upon receipt of your registration materials we will send you:**

- A financial statement per school and language program your students are attending
- A second packet of documents containing a letter for you, a letter for families, a letter for chaperones and a packing list. Please read and distribute the letters and packing list to your students.

**20 days before your fall program or 30 days before your spring program, the following items must be received by our office :**

- Payment in full for the outstanding balance indicated on your financial statement
- All Health Forms: one for each student and adult attending the program
- Chaperone Registration Form for each adult

**1-2 Mondays before the program, schools taking CLV transportation will receive:**

- A preliminary charter transportation plan, then a final charter plan

**The day of the program:**

- Call us before noon with any last minute cancellations, hop on the bus, and get ready for a great weekend

## **CANCELLATION POLICY**

Cancellations must be reported to our Bemidji office by letter, e-mail, fax or phone. We will confirm with the Lead Teacher that the cancellation information was received. If we receive a cancellation

- 15 days or more before the start of a program: all payments, less the nonrefundable deposit, will be refunded. **Notification of cancellation must be received by close of business (4:30 p.m. Central time).**
- **14 days or less before the program: no fees will be returned.**