

## Tuition Policies & Procedures

- All classes meant for credit require a \$25.00 deposit (non-refundable, non-transferable to other classes or students). All Tuition payments are expected to be “paid in full” by the final class session as part of the course’s requirement.
- Refunds, less non-refundable deposit, will be granted after first class ONLY. As of the second class and beyond, no refunds will be granted.
- All registration must be completed BEFORE/BY the first class. The Instructor or Teaching Assistant will be available prior to the start of each class to accept payments. Completion of a REGISTRATION form is required for enrollment in each class, and by the end of the first class. Payment anomalies will be written on this form by Instructors, given to the Education Director of New Thought Colorado llc (NTC) for oversight and approval, and a copy will be kept in the student’s records.
- Classes may be held subject to a minimum number of students per course and/or at the discretion of the Education Director.

### Additional Information

- *If you wish to formally declare a program intent and receive credit for your courses...* there is a one-time enrollment fee of \$150 with Emerson Institute as part of their review and registration process when you declare your intended program. It is preferred that the application and fee be submitted to Emerson before the completion of the first certified class at NTC or as soon as the student is clear about their program intention.

Contact Dr. Carla Ryan for more information  
303.358.0069 or RevCarlaRyan@gmail.com

- If it has been more than five years since you have taken a class that you wish to audit, you are considered a “new” student and the listed tuition fee will be the tuition amount due for the class.
- If less than five years since you have taken a NTC class that you wish to audit, your tuition fee is \$50.00. Please speak with Dr. Carla for more information.