

## Finances

**RESERVATIONS** – A signed contract and a 25% deposit received by the Olympic Park Institute office on or before the due date are required to secure a program reservation.

**CONTRACTS** – The contract defines the total number participants you wish to reserve for, with a minimum of fourteen total participants. Two contracts will be mailed. Keep one for your records and sign and return the other within 30 days after receiving it. Other groups on the waiting list could be offered your program dates after the contract due date has passed.

**DEPOSITS** – ALL DEPOSITS HELD BY OLYMPIC PARK INSTITUTE ARE NON-REFUNDABLE.

If a contract is created for a program after the deposit due date, the deposit and one signed contract are due thirty (30) days from the date the contract is sent to the group from Olympic Park Institute.

If you are unable to meet these conditions, please submit a payment commitment letter outlining your circumstances and a purchase order to the Program Director. Other groups on the waiting list could be offered your program dates after your deposit due date have passed if we have not received this commitment letter and a purchase order. A template for the commitment letter can be obtained from the Program Director.

**SCHOLARSHIPS** – Scholarship grants to attend Olympic Park Institute are available through the Olympic Park Institute scholarship fund. For more information on scholarships, please review the information on the page entitled Scholarship Program, and find our SCHOLARSHIP APPLICATION in the IMPORTANT FORM section of this workbook.

**BALANCE DUE** – **The balance must be paid in full thirty (30) days prior to arrival with one (1) check.** If you are unable to meet this condition of the contract, please submit a letter outlining your circumstances and alternative payment plan to the Program Director. A revised invoice will be sent each time a payment is received or a significant change in participant numbers is made.

**TEACHERS, PRINCIPALS, HEADS OF SCHOOL COME FREE** – In order to build school wide support for Field Science, Principals and Heads of School are encouraged to attend a program at no additional cost to the school. If this applies, please inform the Program Director so your bill can be appropriately adjusted.

### **HELPFUL HINTS ABOUT RESERVATIONS AND YOUR BALANCE DUE** –

- Keep Olympic Park Institute apprised of as accurate as possible participant numbers for you program. Keep the possibility of student absences and illnesses in mind when determine your numbers, it is easier for Olympic Park Institute to add a couple students than subtract them from the invoice.
- You should plan to secure payment from participants well in advance of the balance due date.
- Increasing the size of your group is subject to available space.

Your deposit and final payment enable Olympic Park Institute to make commitments that provide the highest quality experience for your group. This includes reserving cabin space, hiring instructional staff, purchasing food, arranging field trip transportation and securing permits (overnight trips). ***Your balance due, paid thirty days in advance, finalizes our commitments with our contractors, and staff.***

**CANCELLATION** – If your group cancels within thirty days of arrival, 100% of the balance will be due and payable to Olympic Park Institute.

**FINAL BILLING** – A final invoice will be issued after departure to reflect any additional activities and damages incurred during the program. This final billing will reflect the total number of participants paid for and reported at thirty (90) days in advance. If you bring more people than reported thirty (30) days in advance, as recorded on the sign off sheet, the higher number will be billed.

**NatureBridge AGREEMENT FOR PROGRAMS**  
**at the Headlands Institute, Olympic Park Institute, and Yosemite Institute, Santa Monica campuses**

**Parties:** NatureBridge agrees to provide services to the Field Science Group (“Group”) identified below, subject to the terms and conditions of this Agreement. For purposes of this Agreement, the term “Group” means and includes the Group, its officers, directors, employees and agents, as well as all affiliated students, participants, teachers, chaperones, and other individuals who participate in any way in any NatureBridge Program (“Program”), and the term “NatureBridge” means and includes Headlands Institute, Yosemite Institute, Olympic Park Institute, and each of their respective officers, directors, agents and employees.

**Deposit Policy:** A booking deposit of 25% based on all costs for the estimated number of participants must be remitted to NatureBridge by the date noted on the reverse side of this Agreement. All deposits held by NatureBridge are non-refundable and are not transferable to other program dates.

**Group Reservation Guarantee:** Upon receipt of the 25% deposit and the signed Agreement, NatureBridge will confirm the reservation.

**Changes in Group Reservation:**

- Because the Group’s confirmed reservation creates a series of commitments which NatureBridge must make (e.g., turning away other groups, scheduling instructors, etc), NatureBridge must have a reconfirmation of group size 90 days prior to the Group’s scheduled arrival.
- The Group may decrease its size by up to 5% of the total group number within 90 days of its scheduled arrival without charge.
- A decrease, within 90 days prior to the Group’s scheduled arrival, of more than 5% of the total group number will result in a forfeit charge for each participant above the 5% at the full youth rate.
- Participant numbers may not increase without prior written approval from NatureBridge.
- If the Group cancels within 90 days prior to the first day of the program, the cancellation fee is the full tuition amount, and must be paid within 5 days of the cancellation.

**Final Payment:** Payment in full is due thirty (30) days prior to the program date.

**Scholarship Fee:** A \$2.00 per participant scholarship fee is assessed for all Field Science groups. This fee is directly applied to the NatureBridge scholarship fund.

***NatureBridge Facilities and Equipment:*** *The Group agrees that it shall be solely responsible for any damages to NatureBridge facilities and equipment caused by the act or omission of the Group or any of its members.*

**Theft & Loss:** NatureBridge assumes no responsibility or liability for the loss or theft of personal property belonging to the Group.

***Insurance:*** *The Group agrees that it is self-insured and/or maintains insurance, with limits of not less than \$1,000,000.00, for all activities associated with and/or encompassed by the Program.*

**Indemnity:** In consideration of the services provided by NatureBridge, the Group agrees to (1) release, discharge, and hold harmless NatureBridge, to the fullest extent permitted by law, from any and all claims, demands, damages, losses, or liabilities, including, but not limited to, claims for personal injury or death, even if caused by the negligence of NatureBridge, arising out of or in any way connected to the Program or the Group's participation in the Program; and (2) indemnify and defend NatureBridge, to the fullest extent permitted by law, from and with respect to any and all claims, demands, liabilities, damages or costs, even if caused by the negligence of NatureBridge, arising out of or in any way connected with the Program, or the Group's participation in the Program, and/or occurring during the inclusive dates of the Group's attendance at the Program.

**Non-Discrimination:** NatureBridge and its contractors and/or subcontractors will not discriminate against any individual or group based upon race, color, religion, national origin, sex, age, ancestry, citizenship, physical or mental disability, marital status, medical condition or sexual orientation.

**Privacy policy:** NatureBridge respects the privacy of the information provided by our clients and customers. NatureBridge will never sell or make available this information to other organizations. NatureBridge reserves the right to use this information for internal marketing and development purposes. Participants can opt out of receiving this information at any time.

**Complete Agreement:** It is mutually understood and agreed that this Agreement constitutes the entire agreement between the parties on the subjects encompassed herein; that all prior agreements, oral or written, are expressly superseded; and that no changes or modifications to the terms of this Agreement shall be valid unless made in writing and signed by both parties.

**Authority:** Each person signing below represents and warrants that he/she is authorized to enter into this Agreement and to commit his/her organization to its terms.

**Acknowledgement of Receipt:** Group acknowledges receipt of, and agrees to familiarize itself with the content of the group coordinator manual.

Dated: \_\_\_\_\_

By NatureBridge: \_\_\_\_\_  
Authorized Representative

Group Name: \_\_\_\_\_

Dated: \_\_\_\_\_

By Group: \_\_\_\_\_  
Authorized Representative

## SCHOLARSHIP GRANTS

Olympic Park Institute offers scholarship grants to assist those in need and allow for participation in its field science programs. These scholarship monies are generated through sales of retail items (T-shirts, ball caps, and other Olympic Park Institute merchandise), scholarship fees charged to every participant, and through the generosity of individuals, foundations and corporate donors.

While we wish to meet the needs for scholarship assistance, our funds are limited; we appreciate the discretion each group coordinator makes in requesting scholarships.

As a guideline, the maximum award per group will not exceed half the published Institute tuition. Demonstration of financial need (typically through detailing the percentages of students that receive free or reduced lunches at your school), the group's commitment to program preparation, community stewardship and fundraising are all important considerations in our decision-making. Awards are not actual cash gifts; they will appear as a credit on the invoice. We desire to work with schools in increasing their fundraising capacity in order to lower the percentage of scholarship award the school needs each year.

Groups that receive scholarship grants from Olympic Park Institute should realize that our monies are limited and it is our intention to distribute these funds as widely as possible. While we work to secure a sufficient Scholarship Fund, the amount available each year varies, occasionally dramatically. Therefore, receiving a scholarship one year does not necessarily qualify the school for funds for following programs.

Scholarships are available to groups by filling out the SCHOLARSHIP APPLICATION which is included in the forms section of this workbook. Scholarship requests are considered by the Olympic Park Institute Scholarship Committee. Groups will be notified that a scholarship award has been credited toward their balance and receive a new invoice that reflects the changes. Once a scholarship is granted, the group may disperse the award to its program participants in a manner that is most appropriate to the group's needs.

If your group's attendance is dependent on receiving a sizable scholarship from the Olympic Park Institute Scholarship Fund, please bring this to the attention of the Program Director as soon as possible so we may assess your eligibility and our availability of funds.