

## **Terms and Conditions of use of Sterling College's Online Registration Portal**

### **1. INTRODUCTION**

- 1.1 The Sterling College Online Registration Portal provides a link between Sterling College's Alumni Association, Athletic Department, Theatre Department, Music Department and persons wishing to attend events hosted by Sterling College. Sterling College publishes events on this website which individuals can register to attend and pay for online.
- 1.2 Persons interested in making a donation to Sterling College may do so through the Sterling College Online Registration Portal.

### **2. LEGAL RELATIONSHIP WITH PARTICIPANTS**

These Terms and Conditions apply when individuals register through the Sterling College Online Registration Portal. After signing up for this service individuals will be able to register for and make any required payment to attend or participate in events published on the Sterling College Online Registration Portal. These Terms and Conditions, govern use of the website and the services. Individuals using this website agree to be bound by these Terms and Conditions. These Terms and Conditions are only available in English.

### **3. COST**

All prices on the Sterling College Online Registration Portal to participate in an event are shown inclusive of applicable taxes. The total cost of registration for an event, including any donation and other additional charges made during registration, will be displayed before any payment details are entered.

### **4. PAYMENT**

Payment for event registration and/or donations may be made through this portal by using Visa, MasterCard, American Express and Discover credit cards.

### **5. REGISTRATION CONFIRMATION**

Successful event registration will be confirmed via an email (i.e. Order Confirmation) upon successful processing of payment.

### **6. EVENT CHANGES**

- 6.1 If an event is cancelled or postponed, registrants will be informed of any such change via email.
- 6.2 Any changes to events scheduling will be posted on the Sterling College website, Alumni E-Newsletter, and social media.
- 6.3 If the event is cancelled due to unforeseen circumstances, a full refund will be issued to all registrants of that event.

### **7. CANCELLATIONS**

- 7.1 Individuals wishing to cancel registration for an event, must contact Sterling College directly at 620-278-4228 or email [alumni@sterling.edu](mailto:alumni@sterling.edu).
- 7.2 Refunds will be provided to registrants who have notified Sterling College of their cancellation at least five business days before the event date.
- 7.3 **No** refunds will be provided to registrants who have not notified Sterling College of their cancellation at least five business days before the event.

### **8. MEDIA USES**

- 8.1 By registering for Sterling College events through the Sterling College Online Registration Portal, on the phone, and through email, individuals give Sterling College the right to use images, graphics, photos, audio and video clips collected during the event for marketing purposes.
- 8.2 Any image, graphic, photo, audio, and/or video clip collected from Sterling College events will be strictly in accordance with the Privacy of Information Act and will not be used for anything other than marketing purposes for Sterling College.

### **9. CONTACT**

Inquiries or concerns regarding Sterling College's Online Registration Portal, should be directed to the Sterling College Alumni Office at [alumni@sterling.edu](mailto:alumni@sterling.edu) or call 620-278-4228.