

## **Fees & Refund Policies**

**Adopted 10/2003, Revised 3/2014**

### **Payment Procedure**

- A registration deposit of \$65.00 per session is due with each application.
- The registration deposit is **non-refundable** after acceptance into the selected course(s).
- Mastercard, VISA, Discover, or Electronic Check will be accepted for payment of program fees.
- The balance due must be paid in full, two weeks before the start of each session start date.
- Pre-College Programs reserves the right to cancel any registrations if payments are not made by the due date.

### **Class Changes**

- A fee of \$10.00 per course will be charged to change a course after May 1.
- Payment by Check or Credit Card must be made at the time of the course change(s).
- Cannot be made past weekly registration deadline.

### **Refund Policy**

Refunds will be issued only if:

- a course is cancelled due to insufficient enrollment.
- a student cannot be placed in any of his or her course selections.
- a student withdraws, in writing, before May 1.  
**(Registration deposit is non-refundable)**
- a student withdraws due to a serious illness. Doctor's notification is required.  
**(Registration deposit is non-refundable)**

**ALL REQUESTS FOR A REFUND MUST BE SUBMITTED IN WRITING VIA E-MAIL, FAX, OR U.S. MAIL.**

- Students who cannot attend due to a change in family scheduling will not receive a refund.
- No shows are considered cancellations without notice, and are non-refundable.
- A \$30.00 processing fee, per student, will be deducted from all refund requests made after May 1.
- Refunds **will not** be issued for students dismissed for disciplinary reasons.
- Refunds must be authorized by the program director.