

REFUND/ACCOUNT CREDIT POLICY: When you register for one of our programs we depend on your participation to make it successful. A full refund/account credit will be made only if: programs are canceled (and no make-up class is offered), or if you have an unforeseen medical problem confirmed by a doctor's note. Program withdrawals must be made at least 14 days prior to the program start date to receive a refund (minus \$15 Administration Fee) or an account credit for the full program amount. Withdrawals occurring less than 14 days prior to the program start date will not receive a refund or account credit.

Refund/Credit Policy

Department cancels program (no make-up class offered)
Medical problem confirmed by a doctor's note
Withdraw **14 days prior** to program start date
Withdraw **less than 14 days prior** to program start date

Refund

Full Amount
Full Amount/Prorated
Full Amount minus \$15 Fee
NO REFUND

Account Credit

Full Amount
Full Amount/Prorated
Full Amount
NO CREDIT