

REFUND POLICIES

Enrichment Program fees are refundable up until one week after to the program begins minus a \$25 processing fee and any incurred program fees. Guardians are responsible for notifying HPNC with written notice (e-mail preferred) that they wish to drop from the program. Nonattendance does not constitute an official withdrawal from courses or cancellation of tuition or fees. If you must drop a class or workshop after the deadline, no refunds will be given. There is no deferred, reduced or pro-rated tuition/fees. Refunds will be issued within three weeks.

There are no exceptions to HPNC's refund policy.

Enrichment Programs include Shakespeare, Tumbling, Roller Derby

After School Learning Lab tuition refunds are available if parents/guardians provide written notice of withdrawal at least one month in advance of the desired withdrawal date. If written notice is received less than one month in advance of the desired withdrawal date, one month tuition will be forfeited. Written notice may be by traditional mail, fax, or e-mail (preferred). Non-attendance does not constitute an official withdrawal and will not result in cancellation or refund of tuition or fees. After School Learning Lab deposits are non-refundable regardless of circumstances. **Sorry, no make-ups or refunds for any days missed.**

Summer Camp tuition refunds are available if parents/guardians provide written notice of withdrawal at least one week in advance of the desired withdrawal date. If written notice is received less than one week in advance of the desired withdrawal date, one week tuition will be forfeited. Written notice may be by traditional mail, fax, or e-mail (preferred). Non-attendance does not constitute an official withdrawal and will not result in cancellation or refund of tuition or fees. Summer Camp deposits are non-refundable regardless of circumstances. **Sorry, no make-ups or refunds for any days missed.**

CANCELLATION POLICY

HPNC may cancel classes if enrollment minimums are not reached. HPNC may also close for a holiday or any other day as necessary. Full tuition and rental fees will be refunded within the following three weeks. However, clients and patrons are responsible for requesting a refund in writing within 10 days of cancellation. These cancellations may be made at the last moment, and students/caregivers will be notified by telephone. **HPNC reserves the right to change instructors or class structure or to discontinue any class without incurring obligations.**