



HPNC REFUND POLICY & PAYMENT TERMS FALL 2020

Due to COVID-19, HPNC is operating under severe financial constraints. With social distancing and sanitation requirements, our programs will operate at one-third of normal capacity, yet the cost of cleaning, sanitation, and supplies has increased. For this reason, we have revised our refund policy to ensure the viability of our school year programs for everyone.

I. REFUND POLICY:

- **All payments are FINAL**- No refund/no credit for any reason, except the special circumstances as defined in this document below.
- All Registration Fees, Enrollment Deposits, and Transaction Fees are **NON-REFUNDABLE**.
- No make-ups or refunds for missed days.

PARTIAL-REFUND FOR SPECIAL CIRCUMSTANCES ONLY

HPNC Temporary Closure: In the event of confirmed COVID-19 diagnosis among students and/or staff, current guidelines indicate that the facility will need to be closed for a period of 2-5 days. If this occurs, families will be refunded the prorated amount *for the closed period only*.

Medical Emergency Cancellation/Withdrawal: In the event of a child's medical condition preventing attendance for *more than 5 days*, written notification of cancellation/withdrawal is required. **A doctor's note indicating attendance restriction MUST accompany written notification.** In this instance, and in this instance only, you may receive a 50% refund for each day of camp missed *after* the initial 5 days.

All Registration Fees, Enrollment Deposits, and Transaction Fees are NON-REFUNDABLE.

**NOTE: This Refund Policy & Payment Terms document was revised on 8/13/2020 in response to COVID-19 and replaces all previous refund policies.*

II. PAYMENT TERMS:

All payments are final. No refunds will be issued, except in the event of HPNC Temporary Closure and/or documented Medical Emergency Cancellation/Withdrawal as defined above. All Registration Fees, Enrollment Deposits, and Transaction Fees are NON-REFUNDABLE. No make-ups or refunds for missed days will be granted.

ENROLLMENT TYPE	ADDITIONAL PAYMENT TERMS																																			
Full Session September 8- November 23	<ul style="list-style-type: none"> Guarantees child’s spot for 11 weeks. \$25 Registration Fee (non-refundable) due at time of registration. \$250 deposit (non-refundable) due at time of registration. No cancellations. All payments are final. <table border="1" data-bbox="456 720 1378 1152"> <thead> <tr> <th colspan="6" data-bbox="456 720 1378 753">PROGRAM FEE SCHEDULE</th> </tr> <tr> <th data-bbox="456 753 602 829"></th> <th data-bbox="602 753 776 829">Time of Registration</th> <th data-bbox="776 753 922 829">8/31</th> <th data-bbox="922 753 1068 829">9/28</th> <th data-bbox="1068 753 1214 829">10/26</th> <th data-bbox="1214 753 1378 829">TOTAL</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 829 602 936">Full Week Option</td> <td data-bbox="602 829 776 936">\$25 Reg. Fee \$250 Deposit</td> <td data-bbox="776 829 922 936">\$1,150</td> <td data-bbox="922 829 1068 936">\$1,150</td> <td data-bbox="1068 829 1214 936">\$900</td> <td data-bbox="1214 829 1378 936">\$25 Reg. Fee \$3,450 Prog. Fee</td> </tr> <tr> <td data-bbox="456 936 602 1043">3-Day Option (W, Th, F)</td> <td data-bbox="602 936 776 1043">\$25 Reg. Fee \$250 Deposit</td> <td data-bbox="776 936 922 1043">\$680</td> <td data-bbox="922 936 1068 1043">\$680</td> <td data-bbox="1068 936 1214 1043">\$430</td> <td data-bbox="1214 936 1378 1043">\$25 Reg. Fee \$2040 Prog. Fee</td> </tr> <tr> <td data-bbox="456 1043 602 1152">2-Day Option (M, Tu)</td> <td data-bbox="602 1043 776 1152">\$25 Reg. Fee \$250 Deposit</td> <td data-bbox="776 1043 922 1152">\$475</td> <td data-bbox="922 1043 1068 1152">\$475</td> <td data-bbox="1068 1043 1214 1152">\$225</td> <td data-bbox="1214 1043 1378 1152">\$25 Reg. Fee \$1425 Prog. Fee</td> </tr> </tbody> </table>						PROGRAM FEE SCHEDULE							Time of Registration	8/31	9/28	10/26	TOTAL	Full Week Option	\$25 Reg. Fee \$250 Deposit	\$1,150	\$1,150	\$900	\$25 Reg. Fee \$3,450 Prog. Fee	3-Day Option (W, Th, F)	\$25 Reg. Fee \$250 Deposit	\$680	\$680	\$430	\$25 Reg. Fee \$2040 Prog. Fee	2-Day Option (M, Tu)	\$25 Reg. Fee \$250 Deposit	\$475	\$475	\$225	\$25 Reg. Fee \$1425 Prog. Fee
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Full Session September 8- November 23 Illinois Action for Children	<ul style="list-style-type: none"> Guarantees child’s spot for 11 weeks. Supplemental fee (non-refundable) is due upon registration and will be based on the program option the child is enrolled in: Full week option: \$75 3-Day Option: \$65 2-Day Option: \$55 \$25/child Registration (non-refundable) Fee is due upon registration. Monthly co-pay is due on the 5th day of each month. 																																			

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