

## **GENERAL AUDIENCE CANCELLATION, REFUND & CHANGE OF REGISTRATION POLICY**

There will be no refunds for withdrawals from programs made less than four weeks prior to the course date. All requests must be made in writing. Due to administrative costs, 60% of the course fee will be refunded upon receipt of a written cancellation for courses that do not include food or special supplies. For courses that include food or special supplies, a 50% refund will be provided upon receipt of a written cancellation. There will be a \$15 per person service charge for each change made to the original registration, and a \$35 charge per child for each change made to Summer Programs. Requests for changes to your registration cannot be made less than four weeks prior to the scheduled date of the program. Requests for changes to summer programs cannot be made less than six weeks prior to the scheduled start date of the program. .

The Education Department reserves the right to cancel courses with insufficient registration. In such cases, the registrant will be notified and a full refund of the course fee will be made.

In case of extreme weather conditions, please call the Registrar at 718-271-7361 to see if class schedule has changed.