

**2018/2019 REFUND POLICY:**

**FOR FULL SEASON PROGRAMS/SESSIONS:**

WRITTEN NOTIFICATION OF THE INTENT TO DISCONTINUE CLASSES RECEIVED BEFORE THE 15TH OF THE MONTH WILL MAKE THAT CURRENT MONTH YOUR LAST PAYMENT FOR TUITION. NOTIFICATION RECEIVED AFTER THE 15TH OF THE MONTH WILL REQUIRE THE FOLLOWING MONTHS TUITION DUE. BDC REQUIRES SUFFICIENT TIME TO PROCESS THE REFUND. THIS POLICY WILL BE IN EFFECT FOR THE MONTHS OF SEPTEMBER THROUGH JANUARY OF OUR CURRENT SEASON. HOWEVER, PLEASE NOTE THAT *NO REFUNDS* WILL BE GIVEN AFTER FEBRUARY 1<sup>ST</sup> (FOR TUITION), AND JANUARY 1<sup>ST</sup> (FOR COSTUME DEPOSITS). WITH THIS IN MIND, WRITTEN NOTIFICATION MUST BE RECEIVED IN THE OFFICE ON OR BEFORE JANUARY 15TH TO RECEIVE A REFUND FOR THE REMAINDER OF THE CURRENT SEASON (FEBRUARY-JUNE TUITION). FOR NOTIFICATION RECEIVED BETWEEN JAN 15TH-31ST, FEBRUARY TUITION WILL STILL BE DUE (MARCH- JUNE TUITION WILL BE RETURNED). ALL DECLINED TUITION PAYMENTS ARE SUBJECT TO A \$25 NSF FEE. PLEASE NOTE THE \$30 REGISTRATION FEE IS NON-REFUNDABLE.

COSTUME DEPOSITS ARE PROCESSED ON OCTOBER 15<sup>TH</sup> AND JANUARY 15<sup>TH</sup>. IN THE EVENT OF A WITHDRAWAL, BDC MUST RECEIVE WRITTEN NOTIFICATION ON OR BEFORE OCTOBER 1<sup>ST</sup> TO RECEIVE A REFUND FOR BOTH DEPOSITS. BDC MUST RECEIVE WRITTEN NOTIFICATION ON OR BEFORE JANUARY 1<sup>ST</sup> TO RECEIVE A REFUND FOR THE *2<sup>ND</sup> DEPOSIT ONLY*. ONCE THE DEPOSIT HAS BEEN CASHED, IT IS **NON REFUNDABLE**. AFTER OCTOBER 1ST, REFUNDS FOR COSTUME DEPOSITS WILL BE SUBJECT TO A \$25 ADMINISTRATION CHARGE.

AFTER FEBRUARY 1ST AND FOR THE REMAINDER OF THE SEASON, *NO REFUNDS OF ANY KIND WILL BE OFFERED*. IN THE UNLIKELY EVENT THAT YOU DO NOT INTEND TO FINISH THE SEASON, PLEASE ADHERE THE DATES LISTED ABOVE AND NOTIFY US IN ADVANCE.