

## **Payment & Refund Policy for Ric's Classes \***

*May 24, 2024*

### **Payments**

**All classes require full payments** unless a 'payment plan' is in place. There are no 'deposits'.

**Early registration discounts (\$40 savings)** require full payment by 3 weeks before start of class.

**A \$15 late fee** is charged if payment is less than 10 days before the start of class.

**> Registration closes 2 days before the start of class.**

### **Cancellations & Refunds**

**More than 3 weeks before class:** Full refund less a \$30 admin fee.

**Less than 3 weeks but more than 10 days before class:** Full refund less a \$150 fee.

**> 1-Day Classes:** 50% Refund

**Less than 10 days before class:** An additional late-refund request admin fee of \$30 is incurred.

**> 1-Day Classes:** An additional late-refund request admin fee of \$15 is incurred.

**Once class has begun,** all payments are Non-Refundable.

**Late Arrivals on First Day** may not be admitted to class and may be treated as a no-show.

**Early Departures:** for class credit, students cannot miss any part of a class without teacher's ok.

If a student does not complete the class due to missed segments, tuition is non-refundable.

### **Transfers**

There are no transfers of funds to other classes, unless a class has been canceled.

### **Bounced Checks**

Each bounced check incurs an admin fee of \$30.

### **Double-Payments for a Class**

If someone forgets that they have paid for a class and pays for it a second time, the second payment will be fully refunded, less a partial admin fee of \$20.

### **Class Cancellation and Date-Change Policy**

**For a canceled class,** full refunds will be given within a month of the cancellation, with no fees.

Payments may be transferred, though, to another class upon request.

**For a date-change,** a full refund, with no fees, may be requested within 2 weeks of the announcement of the date change. After that, the usual cancellation policy applies.

**Travel Costs:** For an in-person class, airline tickets should not be purchased earlier than 3 months before an in-person class date. Life happens, and circumstances may force a cancellation or re-scheduling even closer than 3 months. In such situations, the student is responsible for the costs of canceled or re-booked travel arrangements and for any other costs incurred. The same policy applies if some kind of emergency forces Ric to leave in the middle of the class. Tuition payments will be fully refunded, but students will still be responsible for other costs incurred.

### **Violation of Class Drug-Use Policy:**

Student will need to drop out of class, with no refund of tuition.

\* Unless other arrangements are agreed to at the time of booking.