

The Reading Center Program Deposit and Refund Policies

Class Refund Policy

1. Registration in a class requires payment for the class at the time of registration.
2. Withdrawal from class earlier than one week prior to the start date of class: tuition refunded minus \$30 administrative fee. If pre-screening has already occurred, the cost of the screening will be deducted as well.
3. Withdrawal from class within one week of start date: tuition refunded minus \$50 administrative fee.
4. Withdrawal after 1st session of class: 50% tuition refunded.
5. Withdrawal after 2nd session of class: 25% tuition refunded.
6. Withdrawal thereafter: no refund.
7. This policy applies to classes such as Study Skills or Writing. See Best of Basics or Institutes sections for applicable refund policies.

Best of Basics Refund Policy

1. Deposit is required for registration. See registration form for deposit amount.
2. Deposit is nonrefundable after June 1. If screening has occurred before June 1 and the student withdraws by June 1, the deposit will be refunded, minus the cost of the screening.
3. Full payment of BoB tuition is required by the first day of class.
4. Withdrawal from class earlier than one week prior to the start date of BoB: tuition refunded, minus nonrefundable deposit and \$30.
5. Withdrawal from class within one week of start date of BoB: tuition refunded, minus nonrefundable deposit and \$50.
6. Withdrawal from class after 1st session of class: 50% of remaining tuition refunded, after non-refundable deposit.
7. Withdrawal from class after 2nd session of class: 25% of remaining tuition refunded, after nonrefundable deposit.
8. Withdrawal thereafter: no refund.

Basic and Advanced Institute Refund Policy

1. Deposit (1/2 of tuition) is required for registration.
2. Deposit is nonrefundable one month before training commences.
3. Full payment of tuition is required by the dates stated on the registration form. If there is an issue with payment, the trainee should contact RC Bookkeeper for a payment plan.
4. Withdrawal from class earlier than one week prior to the start date of Institute: tuition refunded, minus nonrefundable deposit and \$30.
5. Withdrawal from class within one week of start date of Institute: tuition refunded, minus nonrefundable deposit and \$50.
6. Withdrawal from class after 1st session of class: 50% of remaining tuition refunded, after nonrefundable deposit.
7. Withdrawal from class after 2nd session of class: 25% of remaining tuition refunded, after nonrefundable deposit.
8. Withdrawal thereafter: no refund.

Dismissal from Any Class Due to Inappropriate Behavior

1. Inappropriate behavior that is deemed disruptive to any Reading Center class, include but are not exclusive of classroom disruptions, abusive behavior (physically, emotionally, verbally), sleeping in class, failure to attend with sufficient consistency or attending class appearing to be under the influence of drugs, alcohol or smelling strongly of tobacco smoke.
2. Inappropriate behavior will be discussed with the trainee or student after the first instance of the behavior, and verbal warning will be given that dismissal will follow upon any additional.
3. If any inappropriate behavior occurs again during the course of the class, the student will be notified of their dismissal from the remainder of the class. Refunds of tuition will follow the Refund Policies for voluntary withdrawal.
4. Future admission into Reading Center classes by the individual who was dismissed will require the permission of the Program Director for the Class, and the Executive Director.

Policy date: May 19, 2015