

## **The Reading Center Program Deposit, Withdrawal and Refund Policies**

### **Student Class Refund Policy**

1. Registration in a student class requires payment for the entire tuition at the time of registration.
2. When refunding class tuition payments made with a credit card or through Pay Pal, any refund will be subject to a 3% credit card processing fee.
3. If a pre-screening has already occurred, any refund will be subject to a deduction for the cost of the screening (\$50).
4. Withdrawal from class earlier than one week prior to the start date of class: full tuition refunded minus \$30 administrative fee.
5. Withdrawal from class within one week of start date: full tuition refunded minus \$50 administrative fee
6. Withdrawal after 1<sup>st</sup> session of class: 50% tuition refunded.
7. Withdrawal after 2<sup>nd</sup> session of class: 25% tuition refunded.
8. Withdrawal thereafter: no refund.
9. 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. Registration in a student class requires payment for the entire class tuition at the time of registration.
2. When refunding class tuition payments made with a credit card or through Pay Pal, refund will be subject to a 3% credit card processing fee in the refund.
3. After June 1, if a pre-screening has occurred and the student withdraws, the refund will be made minus the cost of the screening (\$50).
4. Withdrawal from class earlier than one week prior to the start date of BoB: full tuition refunded minus \$30 administrative fee.
5. Withdrawal from class within one week of start date of BoB: tuition refunded minus \$50 administrative fee.
6. Withdrawal from class after 1<sup>st</sup> session of class: 50% tuition refunded.
7. Withdrawal from class after 2<sup>nd</sup> session of class: 25% of tuition refunded.
8. Withdrawal thereafter: no refund.

### **In-person Basic and Advanced Institute Refund Policy**

1. Deposit (1/2 of tuition) is required for registration.
2. When refunding deposits or class tuition payments made with a credit card or through Pay Pal, refund will be subject to a 3% credit card processing fee in the refund.
3. Deposit is nonrefundable 30 days before training commences.
4. 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 TRC Bookkeeper for a payment plan.

5. Withdrawal from class earlier than one week prior to the start date of Institute: tuition refunded, minus nonrefundable deposit and \$30.
6. Withdrawal from class within one week of start date of Institute: tuition refunded, minus nonrefundable deposit and \$50.
7. Withdrawal from class after 1<sup>st</sup> session of class: 50% of remaining tuition refunded, after nonrefundable deposit.
8. Withdrawal from class after 2<sup>nd</sup> session of class: 25% of remaining tuition refunded, after nonrefundable deposit.
9. Withdrawal thereafter: no refund.

#### Online Basic Institute Refund Policy

1. Registration in Online Basic Institute requires entire payment of class tuition at the time of registration.
2. When refunding tuition payments made with a credit card or through Pay Pal, refund will be subject to a 3% credit card processing fee in the refund.
3. Withdrawal before one month prior to class beginning, we will refund tuition, minus 3% credit card processing fee.
4. Withdrawal within 30 days of class beginning: 75% of tuition refunded.
5. Withdrawal within three weeks of class beginning: 50% of tuition refunded
6. Withdrawal within one week of class beginning: 25% of tuition refunded.
7. Withdrawal thereafter: no refund.
8. No refund after start of class.