



### **The Reading Center Student Class Withdrawal/Refund Policy (for Reading Club, Study Skills, Writing Courses)**

1. Registration in a student class requires payment for the entire tuition at the time of registration.
2. Requests for refunds must be in writing and sent to Gade Grinnell at [ggrinnell@TheReadingCenter.org](mailto:ggrinnell@TheReadingCenter.org).
3. No refunds will be issued if requested after the course withdrawal date. The course withdrawal date is 7 days before the start of the first class.
4. Refunds requested before the withdrawal date will honored less:
  - a. \$50 administrative fee per course registered, and
  - b. \$50 fee per course registration for screening, *if screening has occurred*, and
  - c. less 3% total registration charges when paid by credit card/Paypal
5. No refunds given if student is removed due to behavior/conduct after course begins.
6. No make-up sessions for missed classes.
7. This policy applies to classes such as Study Skills or Writing. See Best of Basics or Institutes sections for applicable refund policies.