

# - Program Withdrawals -

## Summer Programs

### **Registration:**

Registration for summer programs usually opens in early January.

- Many of our summer program weeks fill up quickly (often late February to mid March).
- We find that spots often open up as summer plans and schedules get confirmed over the Spring months.
- Our refund & credit policies are based on dates leading up to the summer program months.

*Please make yourself aware of the various withdrawal deadlines for refunds and credits for the week or weeks you have registered for as summer approaches.*

### **Summer refund and credit deadlines:**

- A full refund (less the processing fees) or a full credit will be granted for program withdrawals up through March 31st.
- Credit granted can be used towards any future Total Arts class or event.
- Any remaining unused credit will be placed into our scholarship after one year from the date of issuance.

### **Starting on April 1st there will be no refunds granted, only credits, as outlined below:**

- A withdrawal up to 3 weeks prior to a given program will result in a full credit, less the processing fee.
- Less than 3 weeks before the start date, and up to 3 days prior, a 50% credit will be given.
- There will be no credit for a withdrawal within 3 days of a summer program start date, or after a program has begun.

### **Switching weeks:**

- You may switch weeks without penalty to any week that has an open spot up until 2 weeks prior to the selected program week.
- Any requests made within the 2 weeks will be taken on a case by case basis.

**PLEASE NOTE:** A request to withdraw must be communicated in writing via email to Total Arts!

- Any credit you receive for withdrawing from a summer program will be held in your account for one year.
- After that time, any unused credit will be transferred to our scholarship program.

*Please see our additional withdrawal policy page for specific details about policies for classes, events, and parties.*