

	<i>Leadership Corvallis Board of Directors Policy</i> Refunds, Substitutions and Tuition Credit		003
	APPROVED BY BOARD: 11/07/19 Rescinds policy dated 10/03/19	REVIEWED BY BOARD: 11/07/19	STATUS: EFFECTIVE 11/07/19

1. POLICY

1.1 Refunds/Cancellations

An organization or individual may receive a full refund of their payment if:

- The cancellation is received prior to August 1st.
- The refund request is in writing.

An organization or individual may receive a partial (50%) refund of their payment if:

- Cancellation is received after August 1st but before the second class.
- The request is in writing.

All cancellations are subject to a \$25 processing fee.

1.2 Substitutions

A sponsoring organization may request a substitution, subject to the approval of the Board, up to one week prior to the first class with no additional fee. The request must be accompanied with the written application packet for the new participant. If the proposed participant is denied by the Board, a full refund will be issued.

1.3 Tuition Credit

Organizations who have staffing changes and require their participant to drop the program after the first class but before the fourth class may receive 50% credit of fees previously paid toward the next class year for their designated participant.