

	<i>Leadership Corvallis Board of Directors Policy</i> Refunds, Substitutions and Tuition Credit		003
	APPROVED BY BOARD: 4/1/10	REVIEWED BY BOARD:	STATUS: EFFECTIVE 4/1/10

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 the August 1st enrollment deadline.
 - The refund request is in writing.

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

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

1.2 Substitutions

A sponsoring organization may substitute a participant up to one week prior to the first class with no additional fee, or prior to the beginning of the second class with a transfer fee of 10% of full tuition. The request must be accompanied with the written application packet for the new participant.

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.