

Refund Policy

Community Services realizes that extenuating circumstances do arise. However, Community Services does not receive tax funding in order to operate. We are a fee-supported entity of the college. Your enrollments pay for the cost of the program and the office support. In many cases we are unable to recoup the costs incurred if you drop a class after the drop date. In regard to this, we have established the following policies:

Class Refund Policy - If you need to cancel an enrollment, please contact our office at least 7 days before the start date. You will be charged a \$10 cancellation fee per person, per offering, except in cases where our office is responsible for the changes.

If you need to cancel 7 days or less before the start date, you may write a letter of request to our Director, Becky Barabé, and these requests will be reviewed for a potential full or partial refund, based on your particular circumstance. Once an offering begins, we will not refund any portion of the fee. If you paid by cash, the refund will be by check and will arrive by mail. If you paid by credit card, the refund will be processed as a credit back to the same card that was used. Refunds take approximately 4 – 6 weeks to process.

School Initiated Cancellation – Community Services reserves the right to cancel any offering, for any reason. Full refunds are automatically granted if an offering is cancelled by our office.

Trip Refund Policy - If you need to cancel your trip, we need to have at least 30 days' notice before the departure date to receive a refund. You will be charged a \$10 cancellation fee per person, per trip, except in cases where our office is responsible for the changes. If you cancel the trip after the 30 day deadline, refunds will not be given unless there is a replacement for you on the trip.

School Initiated Trip Cancellation – Community Services reserves the right to cancel any bus trip, for any reason. Full refunds are automatically granted if a bus trip is cancelled by our office.

College for Kids Refund Policy - All College for Kids registrations are final and no refunds will be awarded unless an offering is cancelled by Merced College. There is a \$10 per student, per occurrence charge for student schedule changes at any time during the registration period for any reason. College for Kids reserves the right to change a student's schedule if he/she has been enrolled in an offering that is not consistent with appropriate grade level.

Once the offering begins or trip was taken – NO REFUNDS will be issued!