

the Berkeley Carroll School

Spring 2022 After School Enrichment Course Terms & Conditions

- Before a child can be fully enrolled in any After School course, **fees must be paid in full at the time of registration**. If payment is not made, the registration will not be recorded and the spot in the course will not be held.
- If you sign up for a class that has already started, we are unable to prorate the cost for any missed classes. The only exception is for students who are on waitlists for classes and get off the waitlist after the class starts. We encourage all parents to register their students for After School courses on the first day that registration opens.
- **Families have until Monday, March 28th to withdraw from an enrichment course and receive a full refund.** Families have until before the start of the second course session to cancel. If they cancel before the start of the second course session, we will fully refund them (minus the cost for the first course class). Any cancellations after the second course class will not be eligible for a refund.
- If the instructor, or Berkeley Carroll, needs to cancel a class; we will try to reschedule that class during the week of June 6th-June 9th. If we are unable to reschedule, we will issue a refund for that class. If a student misses a class, we will not be able to issue a refund - however, if your student is absent due to a school related quarantine, you will receive a credit for the class(es) missed. There are no exceptions to this refund policy - please familiarize yourself with our policies before registering your students for courses.
- Courses are subject to cancellation if enrollment is insufficient to support the course. Please be mindful of this as you determine and finalize your child(ren)'s after school plans.