

Center for Spiritual Living DE
OPERATING POLICIES AND PROCEDURES

POLICY TITLE:	Education Refund Policy
EFFECTIVE DATE:	9/08/10
REVISION DATE:	11/13/11, 11/8/15, 4/20/16, 4/9/17, 6/10/18, 5/8/20, 4/5/22, BOR - 4/4/2022, 6/20/23 BOT - 6/20/2022
POLICY APPROVED BY:	Board of Regents, Board of Trustees
RESPONSIBLE AREA:	All classes

All classes have a \$45 non-refundable Registration Fee. Students will order their own books or buy them from the CSL DE bookstore and can print their own workbooks from a digital document provided by the instructor. CSL DE prints workbooks for students upon request. Books and workbooks are non-refundable. There will be no refunds after 50% of classes are completed.

Student may receive refunds:

1. Once a formal notification of dropping the class is made to the teacher, within two weeks of not attending classes.
2. For extenuating circumstances - ex. death in the family

For those completing classes: Students are responsible for the full tuition of classes. Missed classes are not refunded.

Installment payments due to the Center at the time the student drops, must be made within 2 weeks of dropping the class. The student may enroll in an additional class once the unpaid balance is paid once the amount due is paid in full. Refunds will be processed (and mailed) within 15 days.

Sample refund:

Student pays \$250 (\$25/class x10 week class) tuition + \$45 non-refundable administrative fee + \$25 for the workbook Total = \$320

Ex. Let us say the student paid the \$320 in full on the first class and then dropped after the third class and notified the teacher of intention to drop before the 4th class. Books, Administrative Fee and Workbook are non-refundable therefore, refund is based on the 7 classes not taken x \$25 = \$175 refund.

Contact the office by phone 302/635-7316 or the web <http://www.centerforspiritualivingde.com>

FYI: This policy is a guideline for effective relationships within the Center for Spiritual Living DE educational classes. The Center for Spiritual Living DE reserves the right to change or amend this policy and procedure at any time to support the Highest and Best educational experience for all concerned.