

REFUND POLICY

All requests for withdrawals must be received in writing at the Recreation Center. The amount credited will depend on when the written request is received. Sailing, Fitness Center and Kinderhaven Preschool Center have their own policies. Programs run by outside contractors (such as Karate and North Shore Basketball) may have their own refund policies which would be noted in the program description.

For withdrawal requests received in writing no later than 7 days prior to the beginning of the class, a credit equal to 90% of the fee paid for the class will be placed on your account.

From 6 days prior to the start of class until before the 3rd meeting of the class, a credit equal to 80% of the class fee will be placed on your account.

No refunds will be given after the 3rd meeting except in the case of documented medical reasons or moving out of the local area.

KINDERHAVEN POLICY

Kinderhaven Preschool Center – The Kinderhaven registration fee is non-refundable. The first tuition payment (representing 10% of the total tuition) is due in May and is non-refundable. Please contact the Kinderhaven Director with any questions.

DANCE REFUND POLICY

Semester Classes (Pre School, Adult, etc.): These will follow the regular Lake Forest Parks & Recreation Department policy.

Full Year Classes (Recital eligible classes, Jazz, Jumps & Turns, Company, etc.):

Withdrawal requests received in writing no later than 7 days prior to the beginning of the class will receive a credit for the class fee paid less 5% of the full class fee.

Withdrawal requests received from 6 days prior to the beginning of the class until before the 3rd meeting of the class will receive a credit for the class fee paid less 10% of the full class fee.

Withdrawal requests received after the second class meeting, but before December 15 will receive a credit for the second semester.

No refunds will be given after December 15 except in the case of documented medical reasons or moving out of the local area.

Recital Fees: The Dance Academy staff must be notified in writing of a dancer's intention to not be in the recital by November 1 to receive a credit for the Recital Fee.

If a dancer is withdrawn from a class due to an instructor recommendation or if the class is cancelled, a full refund for all classes remaining will be given. If a dancer is transferring from one dance class to another, there is no penalty.

FITNESS CENTER MEMBERSHIPS

Memberships are non-refundable and non-transferable.