



**REGISTRATION POLICIES - PLEASE READ CAREFULLY AS SOME OF OUR POLICIES HAVE CHANGED REFUND AND CANCELLATION:**

- Cancellation requests must be submitted in **writing 90 days** prior to the session start date and sent directly to our Program Director Benjamin Cibotti at [bencibotti@sandyburr.com](mailto:bencibotti@sandyburr.com) to be considered for a **full refund** (minus a **retainer fee of \$100**).
- Changes and cancellation requests received between **90 and 60 days** prior to the session start date will be granted a **partial refund of fifty percent**.
- Refund requests received **less than 60 days** from the start date will only be considered for serious medical reasons causing students withdrawal upon written advice from a physician.
- Children who arrive late, depart early or miss days are not granted pro-rated fees or refunds.
- The club reserves the right to retain fees for students who decide they do not like the program, has minor illness, are homesick, are removed from the program for disciplinary reasons, and/or change of family plans.

**BILLING:**

- Full payment is due at time of registration.
- Exceptions made for late signups.

**REQUIRED INFORMATION – STUDENTS MAY NOT BE DROPPED OFF AT CLUB WITHOUT THE FOLLOWING:**

- A fully completed registration packet that includes:
  - Registration form
  - Copy of most recent physical
  - Record of immunizations
  - A photo of your child (if medication needs to be administered)
  - Full payment of tuition