



The COLOUR CIRCLE Inc
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WITHDRAWAL AND REFUND POLICY

Overview

Arranging and scheduling classes and workshops and managing enrolments and payments for classes and workshops is a complicated and time-consuming activity for the volunteer committee members of the Colour Circle. Applicants are asked to carefully consider their desire and ability to attend their chosen classes/workshops to minimise changes and to ensure that all members have the opportunity to attend their chosen classes/workshops and that they are economically viable for the Colour Circle as hourly tutor fees still need to be paid regardless of class/workshop attendee numbers.

The class* or workshop fee is to be paid in full prior to the commencement of the class/workshop.**

CLASSES **A class is a series of sessions once per week generally for a period of up to 8 weeks.*

If you withdraw from a class **at least two weeks** before it is due to commence a full refund will be made or, on your written request, the fee will be held in credit and transferred to the next Term.

If you withdraw from a class **less than two weeks** before it is due to commence a refund will be given less 25% administration fee, however on your written request, the fee will be held in credit and transferred to the next Term.

If you withdraw from a class **less than two weeks** before it is scheduled to commence a full refund will be given if the withdrawal is related to a serious health issue or, on your written request, the fee will be held in credit and transferred to the next Term.

If you need to withdraw from a class after it has commenced but within the first half of the class term, due to a serious health issue, the balance of your enrolment fee may be held in credit and transferred to the next Term however, you would be required to pay the balance owing to enrol in the following Term's class. No refund or transfer of fees will be given after the first half of a class term .

WORKSHOPS *** A workshop is generally a one day event.*

If you withdraw **at least two weeks** before the class/workshop commences a full refund will be made.

If you withdraw from a workshop **less than two weeks** before the scheduled start date of the workshop a refund will not be given however, if a replacement can be found to fill the vacancy created by the cancellation a refund will be given.

CANCELLATION OF A CLASS OR WORKSHOP BY THE COLOUR CIRCLE

If a class or workshop is cancelled before commencement by the Colour Circle for any reason, a full refund will be given.

If a class or workshop is cancelled after it has commenced, a refund for the remaining period will be given.

CLASS OR WORKSHOP ALREADY FULL

If a class or workshop is already FULL when Colour Circle receives your enrolment money a full refund will be given unless you accept the option to transfer to another class or workshop.