



Overview

The COLOUR CIRCLE Inc
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WITHDRAWAL AND REFUND POLICY

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.

If you withdraw from a class **less than two weeks** before it is due to commence a refund will be given less a 25% administration fee.

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.***

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 refunded to you. No refund 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.