

Citadel Theatre Education Refund and Exchange Policy as of 2/9/16

Fall and Spring semester registration policies

- There are NO REFUNDS for Fall and Spring semester classes.
- If enrolling more than one child or if enrolling for more than one course, a 15% discount is to be applied to each additional registration after 1 full-price registration. Administration may not be aware of multiple enrollments, therefore, it is the responsibility of the registrant to secure their 15% discount if it has not been applied automatically through the on-line registration process or otherwise.
- Citadel Theatre Education reserves the right to cancel a class due to low enrollment up to 2 days before a class is scheduled to begin. If cancellation occurs, Citadel will seek to place those affected by cancellations in other available classes. If moving students to another class is not possible, Citadel will issue full refunds to those who were enrolled in the cancelled class(es).

Summer Camp registration policies

- There are NO REFUNDS for summer camp.
- Registration for summer camp begins in January and ends the 1st day of summer camp.
- Early registration discount pricing begins in January and ends 1 month prior the start of summer camp.
- Normal registration full pricing begins 1 month before start of summer camp and ends one week prior to the start of summer camp.
- Registrants enrolling in summer camp the week prior to start date will be assessed a \$10 registration fee.
- If enrolling more than one child or if enrolling for more than one course, a 15% discount is to be applied to each additional registration after 1 full-price registration. Administration may not be aware of multiple enrollments, therefore, it is the responsibility of the registrant to secure their 15% discount if it has not been applied automatically through the on-line registration process or otherwise.
- A minimum \$300 deposit is required to secure a spot in summer camp. The deposit will count toward the full tuition amount.
- Citadel Theatre Education reserves the right to cancel a class due to low enrollment up to 2 days before a class is scheduled to begin. If cancellation occurs, Citadel will seek to place those affected by cancellations in other available classes. If moving students to another class is not possible, Citadel will issue full refunds to those who were enrolled in the cancelled class(es).