

HPNC REFUND POLICY & PAYMENT TERMS Fall 2020 - WINTER 2021

*Revised 11/12/20**

Due to COVID-19, HPNC is operating under severe financial constraints. With social distancing and sanitation requirements, our programs will operate at one-third of normal capacity, yet the cost of cleaning, sanitation, and supplies has increased. For this reason, we have revised our refund policy to ensure the viability of our school year programs for everyone.

I. REFUND POLICY:

- **All payments are FINAL**- No refund/no credit for any reason, except the special circumstances as defined in this document below.
- All Registration Fees, Enrollment Deposits, and Transaction Fees are **NON-REFUNDABLE**.
- No make-ups or refunds for missed days.

PARTIAL-REFUND FOR SPECIAL CIRCUMSTANCES ONLY

HPNC Temporary Facility Closure: In the event of confirmed COVID-19 diagnosis among students and/or staff, current guidelines indicate that the facility will need to be closed for a period of 2-5 days. If this occurs, families will be refunded the prorated amount *for the closed period only*.

Public-Health Mandated “Pod” Quarantine: In the event of confirmed COVID-19 diagnosis among student and/or staff, current guidelines indicate that *only* individuals in the specific “Pod” that contained the infected individual may require quarantine for up to 14-days. If this occurs, families will be refunded the prorated amount *for a child in the specific “Pod” for the mandated quarantine period only*.

Medical Emergency Cancellation/Withdrawal: In the event of a child’s medical condition preventing attendance for *more than 5 days*, written notification of cancellation/withdrawal is required. **A doctor’s note indicating attendance restriction MUST accompany written notification.** In this instance, and in this instance only, you may receive a 50% refund for each day of camp missed *after* the initial 5 days.

All Registration Fees, Enrollment Deposits, and Transaction Fees are NON-REFUNDABLE.

**This Refund Policy revision replaces all previous versions.*

II. PAYMENT TERMS:

All payments are final. No refunds will be issued, except in the event of HPNC Temporary Closure and/or documented Medical Emergency Cancellation/Withdrawal as defined above. All Registration Fees, Enrollment Deposits, and Transaction Fees are NON-REFUNDABLE. No make-ups or refunds for missed days will be granted.

ENROLLMENT TYPE	ADDITIONAL PAYMENT TERMS																														
QTR2 Session December 7- February 5 *No session on MLK Day	<ul style="list-style-type: none"> • Reserves child’s spot for full QTR2 session. • \$25 Registration Fee (non-refundable) due at time of registration. • \$250 deposit (non-refundable) due at time of registration. • No cancellations. All payments are final. • No transfers to a different session once registration is completed. <table border="1" data-bbox="402 842 1344 1245"> <thead> <tr> <th></th> <th>Time of Registration</th> <th>11/20</th> <th>12/18</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Full Week Option</td> <td>\$25 Reg. Fee</td> <td rowspan="2">\$1,045</td> <td rowspan="2">\$1,045</td> <td>\$25 Reg. Fee</td> </tr> <tr> <td>\$250 Deposit</td> <td>\$2,340 Prog. Fee</td> </tr> <tr> <td rowspan="2">3-Day Option (W, Th, F)</td> <td>\$25 Reg.Fee</td> <td rowspan="2">\$557.50</td> <td rowspan="2">\$557.50</td> <td>\$25 Reg. Fee</td> </tr> <tr> <td>\$250 Deposit</td> <td>\$1,365 Prog. Fee</td> </tr> <tr> <td rowspan="2">2-Day Option (M, Tu)</td> <td>\$25 Reg. Fee</td> <td rowspan="2">\$362.50</td> <td rowspan="2">\$362.50</td> <td>\$25 Reg. Fee</td> </tr> <tr> <td>\$250 Deposit</td> <td>\$975 Prog. Fee</td> </tr> </tbody> </table>						Time of Registration	11/20	12/18	TOTAL	Full Week Option	\$25 Reg. Fee	\$1,045	\$1,045	\$25 Reg. Fee	\$250 Deposit	\$2,340 Prog. Fee	3-Day Option (W, Th, F)	\$25 Reg.Fee	\$557.50	\$557.50	\$25 Reg. Fee	\$250 Deposit	\$1,365 Prog. Fee	2-Day Option (M, Tu)	\$25 Reg. Fee	\$362.50	\$362.50	\$25 Reg. Fee	\$250 Deposit	\$975 Prog. Fee
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QTR2 Session December 7- February 5 *No session on MLK Day Illinois Action for Children	<ul style="list-style-type: none"> • Reserves child’s spot for full QTR2 session. • Supplemental Fee (non-refundable) is due upon registration and will be based on the program option the child is enrolled in: Full week option: \$75 3-Day Option: \$65 2-Day Option: \$55 • \$25/child (non-refundable) Registration Fee is due upon registration. • Monthly co-pay is due on the 5th day of each month. 																														

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