The Reading Center Student Class Withdrawal/Refund Policy (for Reading Club, Study Skills, Writing Courses)

1. Registration in a student class requires payment for the entire tuition at the time of registration.
2. Requests for refunds must be in writing and sent to Gade Grinnell at ggrinnell@TheReadingCenter.org.
3. No refunds will be issued if requested after the course withdrawal date. The course withdrawal date is 7 days before the start of the first class.
4. Refunds requested before the withdrawal date will honored less:
   a. $50 administrative fee per course registered, and
   b. $50 fee per course registration for screening, if screening has occurred, and
   c. less 3% total registration charges when paid by credit card/Paypal
5. No refunds given if student is removed due to behavior/conduct after course begins.
6. No make-up sessions for missed classes.
7. This policy applies to classes such as Study Skills or Writing. See Best of Basics or Institutes sections for applicable refund policies.